**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Developed and documented a methodology and criteria for how your organization will identify, prioritize, and update energy performance improvement opportunities.**
2. **Applied the methodology and criteria you developed to identify, prioritize, and update energy performance improvement opportunities.**
3. **Updated the list of prioritized improvement opportunities at specific intervals and when major changes in facilities, equipment, systems or energy-using processes take place.**
4. Develop and document a methodology and criteria for how your organization will identify, prioritize, and update energy performance improvement opportunities.

☒ We have developed a prioritization method that is both systematic and continual, and have detailed below:

|  |
| --- |
| We prioritize improvement opportunities by applying a set of scoring criteria and assessing each opportunity on a 1-5 scale (1 being lowest and 5 the highest), then multiply each value across all other criteria. The factors we are scoring against are return on investment, improvement to the guest experience, and sustainability impacts as per more detail in our Sustainability Tracker.  |

The following have been considered in our criteria selection process:

☒ The energy objectives and targets that have been established

☒ The estimated energy savings associated with Improvement Opportunities

☒ Organizational constraints

☒ Applicable capital justification or other criteria required for project approval by organization

1. Apply the methodology and criteria you developed to identify, prioritize, and update energy performance improvement opportunities.

☒ We have used a 50001 Ready Improvement Opportunities Register (or other document) to identify, prioritize, and update energy performance improvement opportunities.

1. Update the list of prioritized improvement opportunities at specific intervals and when major changes in facilities, equipment, systems or energy-using processes take place.

☒ We update the 50001 Ready Improvement Opportunities Register (or other document) to identify, prioritize, and update energy performance improvement opportunities when major changes in facilities, equipment, systems or energy-using processes take place.

Checklist of Other Methods to Identify Energy Opportunities

| Purpose: Provide a listing of methods (other than assessments) for identifying energy opportunities, with a checklist feature for recording the methods used by the organization |
| --- |
| **METHOD** | **CONTACT** | **EXPECTED OUTCOMES FROM APPYLING THE METHOD** | **WAS THIS METHOD USED? (y/n)** | **WHEN WAS IT USED? (date)** | **NEXT PROPOSED USAGE (date)** |
| Employee Suggestions | Contact employees through the suggestion system, survey form or annual performance reviews. | Improvements in process energy efficiency; energy waste reduction opportunities; and, proposed operating efficiency improvements | Y | 2013-Present | 2021 |
| Utility Account Representative | Contact utility to locate the assigned representative. | Information on available utility rates and incentives; new technologies promoted by the utility; and fuel switching opportunities | Y | 2010- Present | Ongoing |
| Process and Energy Equipment Service Technicians | Technician contact information is available from contracted service provider or equipment vendor service department. | Operating and maintenance recommendations from service provider | Y | 2010-Present | Ongoing |
| Equipment Vendors Technical Support | Contact the equipment manufacturer to access their technical support. | Recommendations on most efficient operating conditions and maintenance practices to maximize and sustain operating efficiency | Y | 2010- Present | Ongoing |
| Trade association and/or operating standards for industrial sector | Trade association or U.S. Department of Commerce Industrial Statistics | EnPI, general plant operating conditions | N | Click here to enter text. | Click here to enter text. |
| Equipment Standards | Equipment vendor trade association, user group records | Efficient equipment operating conditions and maintenance practices | Y | 2010- Present | Ongoing |
| Value Stream Mapping | Lean training seminars, corporate lean manufacturing specialists, EPA Lean, Energy and Climate Toolkit Website: <http://www.epa.gov/lean/environment/toolkits/energy/#E>  | Add energy to value stream mapping and identify approaches to reduce energy waste and/or improve operating efficiency | N | Click here to enter text. | Click here to enter text. |
| Six Sigma | Six sigma websites and blogs, Six sigma training courses, EPA Lean, Energy and Climate Toolkit web-site: [http://www.epa.gov/lean/environment/toolkits/energy/#E](http://www.epa.gov/lean/environment/toolkits/energy/%23E) | Project comparison and selection. | N | Click here to enter text. | Click here to enter text. |
| Energy Kaizen Events | EPA Lean, Energy and Climate Toolkit Website: [http://www.epa.gov/lean/environment/toolkits/energy/#E](http://www.epa.gov/lean/environment/toolkits/energy/%23E) | Rapid process improvement identifying and implementing process changes to reduce energy waste | N | Click here to enter text. | Click here to enter text. |
| Benchmarking | Industrial Energy Analysis:<http://industrial-energy.lbl.gov/node/100>  | Spreadsheet tools for use by industries to benchmark a plant's energy intensity to "best practice" and to identify energy-efficiency options that can be implemented. | Y | 2011- Present | Ongoing |
| Examine Energy Saving Assessments (ESA) results for like industries | U.S. DOE-Industrial Assistance and Projects Databases: <http://www.energy.gov/eere/amo/industrial-assistance-and-projects-databases> | Listing of ESA recommendations developed during system assessments | N | Click here to enter text. | Click here to enter text. |
| Commissioning/retro-commissioning | Energy Star Building Upgrade Manual – Chapter 12: Hotels and Motels:<https://www.energystar.gov/buildings/tools-and-resources/building-upgrade-manual>  | Improved operations, reduced maintenance, improved reliability | Y | March 2021 | March 2024 |
| *<<insert any additional methods here>>* | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| --- | --- |
| PREPARED BY: Energy Team Leader | DATE:5/13/2021 |
| UPDATED:7/22/2021 |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☐ | Date approved: | Click here to enter a date. |
| ☐ | Who approved: | Click here to enter text. |

Comments

Click here to enter text.