**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 recorded your organization’s objective and energy targets.**
2. **Obtained top management’s approval of the objectives and energy targets and communicate appropriately.**
3. **Communicated the energy objectives and energy targets appropriately to your organization.**
4. Develop and record your organization’s objective and energy targets.

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| ☒ | We have gathered a team to develop and record our targets. |

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| ☒ | As appropriate, we supplemented our energy team with: |

☒ Individuals with energy expertise

☒ Personnel in specialized functions, such as accounting or finance

☒ Personnel familiar with operational or production equipment

☒ Management familiar with organizational plans and goals

☒ Suppliers or contractors that provide energy equipment or technical resources

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| ☒ | Our team consists of the following individuals: |

**Team member name Function represented**

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| --- | --- | --- |
| ☒ | *(insert name here)* | Engineering |
| ☒ | *(insert name here)* | Management |
| ☒ | *(insert name here)* | Operations |
| ☒ | *(insert name here)* | Housekeeping |
| ☒ | *(insert name here)* | Operations |
| ☒ | *(insert name here)* | Human Resources |
| ☐ | Click here to enter text. | Click here to enter text. |

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| ☒ | We have provided our team with the inputs needed to develop relevant objectives and energy targets: |

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| **Our objectives and energy targets:** | | |
| ☒ | Are consistent with our energy policy and effectively spur our energy policy commitments into action. | The energy policy is used as our guiding framework. |
| ☒ | Consider and fully incorporate the potential energy improvement opportunities identified, prioritized, legal requirements and those that can be realistically achieved in the energy review. | Cross-referenced with those identified in Task 2. |
| ☒ | Consider the significant energy uses (as identified in the Significant Energy Uses task and when identified we set an objective and/or energy target related to that improvement. | Cross-referenced with those identified in Task 9. |
| ☒ | Consider our organization’s business and financial situation, operating conditions, and constraints that are achievable, compatible, and align with your organization’s strategic business plans, and result in successful improvement of energy performance and the EnMS. | Yes, and in alignment with our energy policy. Improvements or changes to the policy itself or the strategies will be made as necessary. |
| ☐ | Click here to enter text. | Click here to enter text. |

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| **Our objectives related to energy performance include:** | |
| ☒ | Reduce annual energy consumption by 25% by the end of 2030 compared to our baseline year (2019) |
| ☒ | Meet or exceed energy performance improvements as defined in City Local Laws A, B, & C |
| ☒ | Improve energy-related communications to on-site suppliers and contractors by the end of 2022 |
| ☒ | Empower the Green Team to coordinate, define, and measure impact of implementing the EnMS by end of 2021 |
| ☐ | Click here to enter text. |

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| **Our energy targets are quantitative and include:** | |
| ☒ | Reduce electrical consumption per occupied room by 4% from the 2019 baseline at the end of Q4 2021 |
| ☒ | Reduce natural gas consumption per occupied room by 3% from the 2019 baseline at the end of Q4 2021 |
| ☒ | Develop a list of at least 20 improvement opportunities from employee ideas by end of Q4 2021 |
| ☒ | Improve our Energy Star score by 3 points over calendar year 2021 |
| ☐ | Click here to enter text. |

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| **We have established:** | | |
| ☒ | A process for monitoring, reviewing and updating objectives and targets on a continual basis. | Done during Energy Team meetings, but also when any significant deviation is noted. |
| ☒ | Roles and responsibilities for monitoring and reviewing this progress. | Team members have assigned responsibilities and collaborate with other functional areas to review progress on objectives and targets |
| ☒ | A practice of reporting objectives and energy target achievements to top management through the management review process introduced in the Management Review task. We issue revisions to objectives as needed. | Objectives and targets are reviewed with Management every quarter. |
| ☒ | We retain documented information on the objectives and energy targets. | Documentation processes developed and systematized |
| ☐ | Click here to enter text. | Click here to enter text. |

*The Energy Objectives and Targets Worksheet below can be useful to record objectives, energy targets and required inputs.*

Energy Objectives and Targets Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reduce annual energy consumption by 25% by the end of 2030 compared to our baseline year (2019) | | | **Doc ID:**  50001ReadyO01-2021 | |
| **Target 1:**  Reduce electrical consumption per occupied room by 4% from the 2019 baseline at the end of Q4 2021 | | | | |
| **Target 2:**  Reduce natural gas consumption per occupied room by 3% from the 2019 baseline at the end of Q4 2021 | | | | |
| **Target 3:**  Improve our Energy Star score by 3 points over calendar year 2021 | | | | |
| **List the energy policy commitment(s) relevant to this objective:**  Reduce overall energy consumption by 25% by the calendar year 2030, with a focus on continual improvement in energy performance monitored on an annual basis | | | | |
| **Considerations** | | | | |
| **Is this objective related to one or more legal, regulatory or other energy requirement(s)?**  **☒ YES** **☐ NO**  **If yes, list the relevant legal or other requirements:**  Uphold legal and other requirements that guide reductions in energy use; ISO 50001:2018. | | **How were applicable legal and other energy requirements taken into account in the development of this objective and related targets?**  Local Law A: Amends the City’s charter and the administrative code of City, in relation to the commitment to achieve certain reductions in greenhouse gas emissions by 2050. | | |
| Is this objective related to one or more significant energy uses? **☒ YES ☐ NO**  **If yes, list the significant energy use(s):**  HVAC, Lighting, Kitchen Equipment | | **How were significant energy uses taken into account in the development of this objective and related targets?**  A continued improvement in energy performance across all of our SEUs will be required in order for us to hit our long-term objective and interim targets | | |
| **How has the prioritized list of opportunities from the energy review been considered in the development of this objective?**  The prioritized list of opportunities will define our action plans to achieve this objective. | | | | |
| **What technological options are feasible for this objective?**  This objective is feasible through the implementation of energy efficient technologies available today, including high efficiency chillers, boilers, and windows, building and lighting controls, premium efficiency motors, LED lighting, and Energy Star equipment and appliances. | | | | |
| **What financial requirements or conditions are relevant to this objective?**  Capital investment will be required from corporate allocation to effectively meet this objective. | | | | |
| **What source of funds will be utilized for this objective/target?**  **☒ Capital budget**  **☒ Maintenance budget**  **☐ External loan**  **☐ Performance contract**  **☐ Guaranteed savings**  **☐ Other**  Click here to enter text. | | | | |
| **What business and operational conditions or constraints are relevant to this objective?**  Increasing ventilation rates in response to COVID-19 and reduced staffing levels are relevant to this objective | | | | |
| **Who are the interested parties who have or may have views relevant to this objective and target(s)?**  Site leadership, corporate ownership, city officials and regulators, and guests/potential clients all have views | | | | |
| **How have the views of interested parties been considered?**  This objective has been defined to ensure the site meets or exceeds local energy/climate laws, continues to improve the bottom line financial requirements for corporate ownership, and based on feedback from our large business clients | | | | |
| **Monitoring and Measurement** | | | | |
| How will the objective be monitored and measured? Using Energy Star Portfolio Manager, we’ll measure our energy use intensity for each period compared to the baseline of calendar year 2019. | | How will the target(s) be monitored and measured? Energy Star Portfolio Manager coupled with our Sustainability Tracker platform. | | |
| What data will be collected or analyzed? Electric and natural gas consumption from utilities | **Who will collect or analyze the data?** (Responsible Positions)  Director of Engineering | How often will monitoring and measuring be done? Monthly | | What will be the record of monitoring and measurement? Statement of Energy Performance from Energy Star Portfolio Manager |
| **What monitoring and measurement equipment will be utilized?**  utility-installed metering and BMS, as well as any future submetering | **Which equipment will require calibration?**  Any submeters installed in the future (utility-installed metering to be calibrated by utilities) | **Is this equipment already in the calibration system?**  N/A | | What will be the record of calibration? To be determined – once any submeters are installed. |
| **What will be the EnPI (if any) that will be used to report this objective/target(s)?**  Electricity gas consumption per occupied room  Natural gas consumption per occupied room  Energy Star Portfolio Manager score | | | | |

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| **Related Energy Management Action Plans**  (List the Action Plans associated with achieving this objective and related targets) | |
| Upgrades to site building management system | Click here to enter text. |
| Conversion of all lighting to LED | Click here to enter text. |
| Purchase of Energy Star-rated kitchen equipment | Click here to enter text. |
| Guest engagement in energy management activities | Click here to enter text. |
| **Controls** | |
| **What operational controls are needed?**  New standard operating procedures and maintenance logs that are being developed for HVAC systems and kitchen operations. | **List any controls that are already in place:**  Current preventative maintenance procedures for large mechanical systems. Standard operating procedures for housekeeping to turn off lights and set back thermostats. |
| **Prepared by:**  Director of Engineering | **Date:**  7/21/2021 |

1. Obtain top management’s approval of the objectives and energy targets and communicate appropriately.

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| ☒ | We have a process in place to report objectives and energy target achievements to top management using the management review process introduced in the Management Review task and issue revisions as needed. | Yes, as part of the annual management review |

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| **Top Management Responsibilities:** | |
| Objectives and energy targets have been established | 6/11/2021 |
| These objectives and energy targets align with our organization’s strategic direction. | Confirmed during initial Management Review 6/17/2021 |
| Resources needed to achieve objectives and targets are provided. | Confirmed during initial Management Review 6/17/2021 |
| Objectives and energy targets are either approved or direction is provided for any needed changes. | Approved during initial Management Review 6/17/2021 |

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| **Team Responsibilities:** | |
| Objectives and energy targets are presented to management for review and approval in a clear and understandable format. | Approved during initial Management Review 6/17/2021 |
| Sufficient information is provided to justify the purpose of the objective(s) and energy target(s) and its relationship to the organization’s strategic direction and energy policy commitments. | Confirmed during initial Management Review 6/17/2021 |

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| **Top Management Approval:** | | |
| ☒ | Top Management has reviewed and approved Baselines, Objectives and Targets, and have offered their support. | |
| ☒ | Who approved: | General Manager |
| ☒ | Date approved: | 6/17/21 |

*The Energy Objectives and Targets Worksheet provided earlier in this task can be useful in communicating to management the proposed objectives and related targets, relevant inputs and in detailing the monitoring processes in place.*

1. Communicate the energy objectives and energy targets appropriately to your organization

**We have communicated our objectives and energy targets to the following groups:**

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| --- | --- | --- |
| ☒ | The energy team | 6/17/2021 |
| ☒ | All personnel who can affect these objectives and targets or have a role in achieving them | 6/25/2021 |
| ☒ | Employees and on-site contractors have been made aware of how they contribute to achieving the objectives and energy targets, | 6/25/2021 |
| ☒ | Broadly across our organization’s improvement efforts to promote a culture of energy efficiency and support positive energy behavior. | 6/25/2021 |

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| ☒ | Objectives and Targets have been incorporated into our organization’s EnMS Awareness Training | 6/25/2021 |

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| ☒ | We periodically update personnel on progress made towards achieving the objectives and energy targets and celebrate success when they are achieved. | Scheduled for next quarterly outreach |

*The below table can be useful in helping to track your training and communication efforts:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication / Training Event** | **Targeted Audience** | **Event Date** | **Responsible Party Name** | **Responsible Party Signature** |
| All-staff Announcement | All Employees | 6/25/21 | General Manager | Click here to enter text. |
| Department Meeting | Operations Team | 6/27/21 | Director of Operations | Click here to enter text. |
| Department Meeting | Engineering Team | 6/30/21 | Director of Engineering | Click here to enter text. |
| All-staff Announcement | All Employees | 9/15/21 | General Manager | Click here to enter text. |
| Contractor Training | All Contractors | 9/17/21 | Director of Engineering | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |
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Top Management Approval

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

Comments

Click here to enter text.