**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. **Created a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**
2. **Ensured critical factors affecting energy performance are known, communicated to responsible personnel.**
3. **Ensured that the operational and maintenance control sections of your action plans have been completed and implemented.**
4. **Operated and maintained facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**
5. **Established processes to control planned changes impacting operational and maintenance criteria or controls.**
6. **Controlled outsourced SEUs or processes related to SEUs.**
7. Create a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.

Operational Controls and Maintenance Criteria

|  |  |  |
| --- | --- | --- |
| ☒ | We have developed and implemented operating and maintenance criteria for our facility, equipment, systems, and processes to ensure SEUs are operated within identified criteria for effective energy performance. | Yes, completed. See table below. |

1. Ensure critical factors affecting energy performance are known, communicated to responsible personnel.

|  |  |  |
| --- | --- | --- |
| ☒ | Information on the operational controls associated with SEUs have been communicated to the appropriate personnel. | Completed |

1. Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.

Operational and maintenance controls are implemented

☒ Operational and maintenance controls have been determined for each SEU and are detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Significant Energy Use | Operating Criteria | Maintenance Criteria | Controls | Required Maintenance Frequency | Responsible Person(s) |
| HVAC Systems | Defined by documented standard operating procedures | Scheduled monthly as part of preventative maintenance program; and per manufacturer’s recommendations | Building Management System (BMS) | Varied based on component | Engineering Team |
| Kitchen Facilities | Defined by documented standard operating procedures | Monthly by third party; a part of preventative maintenance program  Engineering Monthly | Defined by documented standard operating procedures | Monthly/Annually | Food & Beverage Team |
| Lighting | Operating hours | Regular testing of sensors and controls; regular cleaning | Building automation setpoints | Semi-annually | Engineering |
|  |  |  |  |  |  |

1. Operate and maintain facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.

Meeting operational and maintenance criteria

|  |  |  |
| --- | --- | --- |
| ☒ | We meet determined criteria for operating and maintaining our facilities, equipment, systems, or processes associated with our SEUs. | All responsible personnel abide by controls and defined maintenance criteria |

1. Establish processes to control planned changes impacting operational and maintenance criteria or controls.

Processes to control planned changes

|  |  |  |
| --- | --- | --- |
| ☒ | We have established processes to control any planned changes that may impact operational and maintenance criteria or controls. | Ongoing identification, reviewed on a monthly basis |

1. Control outsourced SEUs or processes related to SEUs.

Outsourced SEU control

|  |  |  |
| --- | --- | --- |
| ☒ | We have determined the existence of any outsourced SEUs or processes related to SEUs and put measures in place to controls these SEUs or processes related to our SEUs. | Not applicable |
| ☒ | Roles and responsibilities for ensuring SEUs are operated and maintained using the established controls have been detailed and communicated to relevant personnel. | Not applicable |

Top Management Approval

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

Comments

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