**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.

1. Use your prioritized opportunities from Task 10 to select projects for implementation.

| ☒ | We have used the opportunities tracker available in Task 10 to select projects for implementation. | 7/12/21 |
| --- | --- | --- |

1. Apply any applicable criteria set by your organization to justify and gain approval of the project.

| ☒ | We have included applicable criteria set by our organization to justify selecting the project for implementation. | 7/12/21 |
| --- | --- | --- |
| ☒ | We have obtained approval to implement the project. | 7/27/21 |

1. Develop action plans for meeting your organization’s objectives and energy targets identified in Task 12.

| ☒ | We have used the Energy Management Action Plan Template below for each project approved for implementation | 7/27/21 |
| --- | --- | --- |
| ☒ | The action plans developed will meet our organization’s objectives and energy targets | 7/12/21 |

☒ A project leader has been designated for each project

Energy Team leader will coordinate and track leadership responsibilities for each project.

☒ Project leaders have assembled project teams for their respective projects and have communicated expectations and responsibilities

Project leaders have developed their project teams and shared them with the leader of the Energy Team.

The following items have been detailed in each action plan:

☒ Activities to be completed to implement the project and achieve energy targets(s)

☒ Resources needed to complete activities

☒ Time frame for completing activities

☒ Description of the method for verifying project results

☒ Description of the method for verifying the improvement in energy performance

☒ Method(s) to verify results of action plan and performance improvement

☒ Process and procedure changes required by projects

☒ Training of employees or contractors on the changes implemented due to the project, as needed

☒ Continued monitoring and measurement of project parameters to ensure that the energy performance is sustained over time

☒ Communication of benefits to stakeholders

1. Communicate expectations to relevant positions and review action plan progress.

| ☒ | Everyone involved in energy projects knows their roles and responsibilities. | Yes. Confirmed at project kickoff meeting |
| --- | --- | --- |
| ☒ | We held a project kick off meeting for each project. | Confirmed as project commences |
| ☒ | We have regular meetings to review the action plan(s) to determine if implementation is progressing as expected | Part of weekly Engineering Team meeting |

Top Management Approval

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

Comments

Click here to enter text.

Energy Management Action Plan Template

| **Project Objective/Target:**  Conversion of all site lighting to LED | | | | | | | | | | | | | | **Planned Completion Date:** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8/15/22 | | | | |
| **Actual Completion Date:** | | | | |
| Not completed yet | | | | |
| **Project Description:** Inventory, cataloging, and identification of all site lighting that has not been converted to LED; scope and define appropriate LED replacements for turnkey contractor to upgrade entire site to LED | | | | | | | | | | | | | | | | | | |
| **Project Budget:** $650,000 | | | | | | | **Project Leader:** Director of Engineering | | | | | | | | | | | |
| **Actual Cost:** final costs are not yet determined | | | | | | | **Management Review:** 7/23/2021 | | | | | | | | | | | |
| **Project Planning** | | | | | | | | | | | | | | | | | | |
| Action Items | | | | Responsible Position | | | | | Due Date | | | | | | Required Resources/Comments | | | |
| Inventory & catalog site lighting | | | | Engineering Manager | | | | | 9/15/21 | | | | | | Housekeeping & Security Staff utilized for actual counts | | | |
| Engage a lighting designer to define appropriate LED replacements | | | | Engineering Manager | | | | | 10/15/21 | | | | | | Engineering budget to hire outside designer | | | |
| Development of potential contractor list for scoping | | | | Engineering Manager | | | | | 10/15/21 | | | | | | Click here to enter text. | | | |
| Develop RFP based on scope elements and contracting requirements | | | | Engineering Manager | | | | | 11/15/21 | | | | | | Purchasing Team assistance needed | | | |
| Manage RFP process to select contractor | | | | Purchasing Team | | | | | 12/31/21 | | | | | | Engineering Team input into process | | | |
| Develop implementation plan in alignment with room/space access | | | | Engineering Manager | | | | | 1/31/22 | | | | | | Operations Team (Events & Booking) input needed | | | |
| Deploy contractor for turnkey installation process | | | | Engineering Manager | | | | | 2/15/22 | | | | | | Operations Team (Events & Booking) input needed | | | |
| Inspect project for utility rebates | | | | Engineering Manager | | | | | 7/31/22 | | | | | | 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. | | | |
| **Project Results Verification** | | | | | | | | | | | | | | | | | | |
| **Describe the method(s) to be used to verify the results of the action plan and the energy performance improvement achieved:**  Energy savings for project is initially determined by engineering estimates from an energy engineer with our electric utility**.** Results to be measured by combination of spot metering for 15 rooms of various layouts and monitoring of monthly electric bills. | | | | | | | | | | | | | | | | | | |
| **Unit(s) of Measurement** | **Pre-Project Value** | | | | | **Post Project Value** | | **Net Change** | | | | | **Source of Measurement**  **(e.g. meter ID, calculation formula, etc.)** | | | **Responsible Party** | | |
| Annual kilowatt-hours (kWh) | 3,000,000 kWh | | | | | 1,500,000 kWh | | 1,500,000 kWh | | | | | Engineering estimates | | | Utility energy engineer | | |
| Annual electricity costs | $300,000 | | | | | $150,000 | | $150,000 | | | | | Engineering estimates | | | Utility energy engineer | | |
| 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. | | | Click here to enter text. | | |
| **Evaluation of Results:**  Results of this project will commence in August 2022 once work is completed. Spot metering of energy consumption for lighting will be conducted before and after 15 spaces are upgraded, with these values extrapolated across similar spaces around the hotel. | | | | | | | | | | | | | | | | | | |
| Energy Management Action Plan – Part 2 | | | | | | | | | | | | | | | | | | |
| **Communication/Training Plan** (Departments affected by the project. Mark the first column for departments involved/affected with the project implementation. Mark the second column for departments involved/affected with sustaining the project improvements.) | | | | | | | | | | | | | | | | | | |
| All Departments | | |  | | X | Production | | | |  |  | Lab | | | | |  |  |
| Sales/Marketing | | |  | | X | Maintenance | | | |  |  | Purchasing | | | | |  |  |
| Accounting | | |  | |  | Transportation | | | |  |  | Bldg/Facility Ops & Mgt | | | | |  |  |
| Human Resources | | |  | |  | Warehouse | | | |  |  | Engineering | | | | | X | X |
| Customer Service | | |  | |  | Custodial/Housekeeping | | | | X | X | Food & Beverage | | | | |  | X |
| Sustaining the project improvements Document the details for each responsibility necessary to sustain the energy savings achieved by the project’s implementation. | | | | | | | | | | | | | | | | | | |
| Function | | Tasks/Assignments for this Function | | | | | | | | | | | | | | | | |
| Roles | | Assistance from all departments will be needed to maximize the impact of this energy improvement opportunity by ensuring lights are turned off in spaces when not needed | | | | | | | | | | | | | | | | |
| Resources | | Engineering will maintain a stock of LED lighting for most common replacement fixtures and work closely with local distributors to ensure shelf stock for others | | | | | | | | | | | | | | | | |
| Communication | | Staff will be reminded about the importance of ensuring lights are turned off when spaces are unoccupied, along with project benefits communicated to guests | | | | | | | | | | | | | | | | |
| Training | | Additional training provided to Engineering and Maintenance Teams about any LED technology and installation technical requirements & considerations | | | | | | | | | | | | | | | | |
| Controls | | Spaces with lighting controls, both current & new, will be inventoried and catalogued on a site map for easy reference by all affected staff | | | | | | | | | | | | | | | | |
| Monitoring & Measurement | | Engineering will lead the monitoring and measurement activities, working closely the energy engineer from our electric utility. | | | | | | | | | | | | | | | | |
| 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. | | Click here to enter text. | | | | | | | | | | | | | | | | |
| Project Follow-up Notes/Lessons Learned | | | | | | | | | | | | | | | | | | |
| Ensure adequate time built into project schedule for developing an RFP for these types of efforts, especially when working through multiple levels of decision-making within the Purchasing Team. Ensure schedule factors in corporate legal review time for contracts over $300,000. | | | | | | | | | | | | | | | | | | |