Energy Management Action Plan Example

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| Energy Management Action Plan Template | | | | | | | | | | | | | | | | | | | |
| **Project Objective:** Reduce electricity consumption for indoor lighting by 15% by end FY 2014. | | | | | | | | | | | | | | | | **Planned Completion Date** | | | |
| September 30, 2014 | | | |
| **Actual Completion Date** | | | |
| September 19, 2014 | | | |
| **Project Description:** Replace incandescent bulbs with compact fluorescent and old fixtures and ballast with energy efficient models. | | | | | | | | | | | | | | | | | | | |
| **Project Budget:** $1,500 | | | | | | | | | **Project Leader:** G. Burdell | | | | | | | | | | |
| **Actual Cost:** $1,080 | | | | | | | | | **Management Review:** Pending | | | | | | | | | | |
| **Project Planning** | | | | | | | | | | | | | | | | | | | |
| Action Items | | | | | | | Responsible Position | | | | Due Date | | | | Required Resources/Comments | | | | |
| Measure lighting circuit amperage before project. | | | | | | | B. Franklin | | | | 8/26/14 | | | |  | | | | |
| Identify and count incandescent fixtures | | | | | | | T. Edison | | | | 9/1/14 | | | |  | | | | |
| Identify and count fixtures needing replacement | | | | | | | T. Edison | | | | 9/1/14 | | | |  | | | | |
| Order replacement bulbs/fixtures | | | | | | | M. Faraday | | | | 9/5/14 | | | |  | | | | |
| Schedule maintenance to replace bulbs | | | | | | | N. Tesla | | | | 9/9/14 | | | |  | | | | |
| Schedule weekend crew to replace fixtures | | | | | | | N. Tesla | | | | 9/17/14 | | | | Electrical contractor: Sparkle Electrical | | | | |
| Measure lighting circuit amperage after project | | | | | | | B. Franklin | | | | 9/30/14 | | | |  | | | | |
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| **Project Results Verification** | | | | | | | | | | | | | | | | | | | |
| **Describe the method(s) to be used to verify the results of the action plan and the energy performance improvement achieved:**  Effective execution of action plan tasks to be verified through project team status reports and monitoring of completion dates.  Pre- and post- measurements of amps using Amprobe meter will be used to determine energy savings. | | | | | | | | | | | | | | | | | | | |
| **Unit(s) of Measurement** | | | **Pre-Project Value** | | | **Post Project Value** | | **Net Change** | | **Source of Measurement**  **(e.g. meter ID, calculation formula, etc.)** | | | | | | | **Responsible Party** | | |
| Lighting circuit amps  (7 circuits added together) | | | 90.16 | | | 71.5 | | 18.66 | | Amprobe ACD-16 meter | | | | | | | B. Franklin | | |
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| **Evaluation of Results:** Based on amp readings, 2600 operating hours per year and 120 volt single phase power lighting kWh:  Before: 28,130 kW-hrs  After: 22,310 kW-hrs This is a 20.7% reduction, exceeding our expected reduction of 15% | | | | | | | | | | | | | | | | | | | |
| Energy Management Action Plan – Page 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 | |  | |  | Production | | | | | | |  |  | Lab | | | | X |  |
| Sales/Marketing | | X | |  | Maintenance | | | | | | | X | X | Purchasing | | | | X | X |
| Accounting | | X | |  | Transportation | | | | | | | X |  | Bldg/Facility Ops & Mgt | | | | X |  |
| Human Resources | | X | |  | Warehouse | | | | | | | X |  |  | | | |  |  |
| Customer Service | | X | |  | Custodial/Housekeeping | | | | | | | 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 | Purchasing and Maintenance | | | | | | | | | | | | | | | | | | |
| Resources | Maintenance and outside contractor are to perform the changeover. Purchasing is responsible for buying the supplies and equipment as specified. | | | | | | | | | | | | | | | | | | |
| Communication | All departments need to be advised that this project will be implemented in September 2014. Document the replacement lamp specifications for future purchases. | | | | | | | | | | | | | | | | | | |
| Training | Train Purchasing personnel on required replacement lamp specifications (needed to sustain the energy savings). Train Maintenance personnel on how to repair and maintain the new fixtures. | | | | | | | | | | | | | | | | | | |
| Controls |  | | | | | | | | | | | | | | | | | | |
| Monitoring & Measurement | B. Franklin to spot check lighting circuit kW to determine that equipment is being maintained properly. | | | | | | | | | | | | | | | | | | |
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| Project Follow-up Notes/Lessons Learned | | | | | | | | | | | | | | | | | | | |
| There was a supply of incandescent lamps in our maintenance inventory when we implemented the project. A few of these were used as replacement lamps after the project. We have since returned these lamps and replaced the inventory with compact fluorescent replacement lamps. | | | | | | | | | | | | | | | | | | | |