**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. **Identified the facilities, equipment, systems, and processes that can have significant impact on energy performance.**
2. **Incorporated consideration of energy opportunities and operational controls in design projects.**
3. **Included results of energy performance considerations in specification, design, and procurement activities, where applicable.**
4. **Retained records of the results of design activities related to energy performance.**
5. Identify the facilities, equipment, systems, and processes that can have significant impact on energy performance:

|  |  |  |
| --- | --- | --- |
|  | Facilities, equipment, systems and processes have been identified | Click here to enter text. |

For the energy uses associated with those mentioned above, the following items have been identified:

|  |  |  |
| --- | --- | --- |
|  | Management and operation of SEUs. | Click here to enter text. |
|  | Achievement of energy objectives, targets and action plans. | Click here to enter text. |
|  | EnPIs identified. | Click here to enter text. |

1. Incorporate consideration of energy opportunities and operational controls in design projects:

|  |  |  |
| --- | --- | --- |
|  | Energy opportunities and operational controls have been incorporated into design, renovation, and modification efforts. | Click here to enter text. |
|  | We have ensured that design projects include an operational control  strategy to make sure that anticipated savings are achieved. | Click here to enter text. |

Energy performance improvement considerations:

|  |  |  |
| --- | --- | --- |
|  | Potential energy performance improvements have been considered. | Click here to enter text. |
|  | Necessary operational controls have been identified. | Click here to enter text. |
|  | Management of energy performance impacts on designs. | Click here to enter text. |

When evaluating opportunities for improving energy performance, the following items have been considered:

|  |  |  |
| --- | --- | --- |
|  | How will existing infrastructure and processes be modified? | Click here to enter text. |
|  | What can be changed to improve energy consumption over time? | Click here to enter text. |
|  | What is the right energy source for the application? | Click here to enter text. |
|  | What are the technological options? | Click here to enter text. |
|  | What operational controls are needed to achieve and sustain energy performance? | Click here to enter text. |

*The worksheet below can be useful in identifying and evaluating energy performance improvement opportunities and operational controls in design activities.*

Worksheet for Energy Considerations in Design

**Purpose**: To help the user identify and consider energy performance improvement opportunities and operational control in the design of new, modified and renovated facilities, equipment, systems and processes that can have a significant impact on energy performance.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This design effort is related to: (Check all that apply)**  New facility(ies)  New equipment, systems or processes  Renovated or modified facility(ies)  Renovated or modified equipment, systems or processes  Significant energy uses and associated controls  Objectives, targets and action plans  Energy performance improvement  Maintenance of the energy systems  **Describe the Project:**  Click here to enter text. | | | | | | |
| **Prepared by:** Click here to enter text. | | | | | | **Date:**  Click here to enter text. |
| **Identify the facilities, equipment, systems and processes involved in this design effort that can significantly impact energy performance** (energy efficiency, use and consumption) | **What is the current energy source?** | **Is there another energy source option?** | **What are some technology and other options for improving energy performance?** | **Are new or additional operational controls needed?** (specify) | **Who is responsible for the design?** | **What improvements can be expected?**  (Examples: energy savings; maintenance cost savings; environmental impact reduction) |
| 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. | 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. | 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. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Include results of energy performance considerations in specification, design, and procurement activities, where applicable:

|  |  |  |
| --- | --- | --- |
|  | Energy performance considerations detailed in the ‘Worksheet for Energy  Considerations in Design’ (above) have been incorporated into our specifications, designs and procurement activities. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | We have ensured that new energy efficient technology is specified, applied, and used correctly in order to avoid misapplications | Click here to enter text. |
|  | We have assigned roles and responsibilities to qualified personnel. | Click here to enter text. |

1. Retain records of the results of design activities related to energy performance:

|  |  |  |
| --- | --- | --- |
|  | We continually maintain a record of the results of design activities and have recorded this data in a central location. | Click here to enter text. |

The documentation we maintain includes:

|  |  |  |
| --- | --- | --- |
|  | Completed checklists | Click here to enter text. |
|  | Meeting minutes | Click here to enter text. |
|  | Design drawings | Click here to enter text. |
|  | Purchasing specifications | Click here to enter text. |
|  | Project records | 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. |

Top Management Approval

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

Comments

Click here to enter text.