Operational Controls Checklist

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| **Significant Energy Use (Name or Designation):**  |
| Type of Significant Use: ⬜ Facility ⬜ Equipment ⬜ System ⬜ Process ⬜ Personnel  |
| **Operational Control ID (check all that apply):****⬜** **Specification ⬜ Work Instruction ⬜** **Physical control(s)** **⬜** **Specialty licenses/qualification(s) ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Facility, Equipment, System, Process or Personnel Site Location (Address, Grid Location, Department, Room Number, etc.): |
| Establish and Set |
| Has operating and maintenance criteria been determined for this significant energy use? ⬜ Yes ⬜ No**If yes, where are the criteria specified?** Is this operating criteria reviewed and approved periodically? ⬜ Yes ⬜ NoHow often is the review and approval?Have the specified operating criteria been set as the standard operational practice? ⬜ Yes ⬜ No |
| **Operate and Maintain** |
| **Is operation consistent with documented operating criteria? ⬜ Yes ⬜ No****Is maintenance consistent with documented maintenance criteria? ⬜ Yes ⬜ No****Are operating criteria monitored and measured regularly? ⬜ Yes ⬜ No** **What operating records are kept?****Are maintenance activities conducted regularly and recorded? ⬜ Yes ⬜ No** **What maintenance records are kept?** |
| **If the existing operating controls are not working correctly, are additional or revised procedures needed because of adverse effects on energy performance? ⬜ Yes ⬜ No****If yes, what is needed?**Is scheduled maintenance sufficient to maintain continued energy efficiency? ⬜ Yes ⬜ No  If no, when is maintenance protocol to be revised? \_\_/\_\_/\_\_\_\_**If no, what additional maintenance procedure(s) is(are) needed?****What operating and maintenance instructions and records are kept?** |
| Operational Control Communication |
| **How are proper operating conditions communicated to relevant employees? ⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Where is operational control information for employees located?****How are proper operating conditions communicated to contractors and suppliers who come on-site?** **⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Where is operational control information for contractors and suppliers located?****How is maintenance practice communicated to relevant employees? ⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Where is information on maintenance requirements for employees located?****How is maintenance practice communicated to contractors and suppliers who work on-site? ⬜** **Specification, ⬜ Work Instruction, ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Where is information on maintenance requirements for contractors and suppliers located?** |