Scope and Boundaries Worksheet

Some questions to consider in defining the scope and boundaries of your energy management system include:

* Do you have a building or location that you are not including?
  + - * Can you isolate the energy use of those locations?
* Do you have a process or product line you are not including?
  + - * Can you isolate or subtract out the energy use of the process or product line?
* Is there an area on which you do not have energy information?
* Is there an area where you cannot gain employee involvement or participation?
* Are there areas that have a different management team or decision structure?
* What are the physical limitations of the areas that are included?
* What are the physical limitations of the areas that are NOT included?
* How do the areas that are included and are not included compare to the site map or plan?

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| ***Worksheet for Defining Scope*** | | |
| **Topic** | **What is Included?** | **What is Excluded?** |
| Property/Sites |  |  |
| Facilities/Buildings |  |  |
| Activities/Operations |  |  |
| Management Team |  |  |

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| ***Worksheet for Defining Boundaries*** | | | |
| **Topic** | **What is Included?** | **What is Excluded?** | **Do you have energy information available?** |
| Energy Systems |  |  |  |
| Processes |  |  |  |
| Equipment |  |  |  |
| People/Functions |  |  |  |

***Based on the information above formulate a scope and boundary statement.***