**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated: Management review:** Click here to enter a date.

1. Form an energy team and obtain authority from top management for it to oversee the EnMS and carry out assigned responsibilities

Qualifications:

| ☒ | We have established a set of qualifications for the energy team leader | Must have leadership, organizational, and program management skills. Must have a strong understanding of the hotel’s operations and significant energy consuming equipment and systems. |
| --- | --- | --- |
| ☒ | We have established a set of qualifications for members of the energy team | Any employee with a good understanding of our operations or procurement practices, and a commitment to fully participating as an energy team member. |

Energy Team (Note: for smaller organizations, the energy team can be a single individual)

| ☒ | We have completed the Following Energy Team Roster | 2/25/21 |
| --- | --- | --- |

\*Note: Rows may be added or deleted to align with number of team members

| **Name** | **Department** | **Position** | **Team Responsibility/Role** | **Phone** | **Email** |
| --- | --- | --- | --- | --- | --- |
| Click here to enter text. | Operations | General Manager | Site Management / Approver | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Engineering | Director of Engineering | Energy Team Leader | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Operations | Director of Operations | Team Member | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Security | Director of Safety and Security | Team Member | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Front Office | Director of Front Office | Team Member | Click here to enter text. | Click here to enter text. |
|  | Sales and Marketing | Director of Group Sales | Team Member |  |  |
|  | Purchasing | Accounts Payable Manager | Team Member |  |  |

1. Document who the energy team leader is

Energy Team Leader:

| ☒ | Energy Team Leader: | *<<insert name here>>*, Director of Engineering |
| --- | --- | --- |
| ☒ | Appointed by: | General Manager |
| ☒ | Date appointed: | 3/2/21 |
| ☒ | Management has approved | Yes |
| ☒ | Roles and responsibilities for energy team leader have been established and communicated to the potential energy team leader | Yes |
| ☒ | Appointment has been documented and  communicated | Yes |

1. Schedule regular energy management team meetings

| ☒ | We have established when the energy team will meet | every other Monday |
| --- | --- | --- |
| ☒ | We have established where the energy team will meet | Engineering conference room (meetings to be virtual until further notice) |
| ☒ | We have established who should be present | 3/2/21 |
| ☒ | We have established team roles and responsibilities | Documented |
| ☒ | We have planned to meet on a regular scheduled basis | Yes |

1. Assign and communicate EnMS responsibilities and authorities within the organization

| ☒ | We have assigned EnMS responsibilities and authorities to appropriate individuals within the organization | In addition to Energy Team, roles and responsibilities have been identified across each department |
| --- | --- | --- |
| ☒ | We have communicated these responsibilities and authorities within the organization | Communicated during department-level meetings |

Energy team leader has committed to:

| ☒ | Ensure the EnMS is established implemented, maintained, and continually  improved | Yes |
| --- | --- | --- |
| ☒ | Keep top management informed on EnMS performance | Yes |
| ☒ | Report to top management on energy performance | Yes |
| ☒ | Identify energy team members, with the approval of management | Yes |
| ☒ | Plan and direct energy management activities through the energy team | Yes |
| ☒ | Define and communicate responsibilities and authorities | Yes |
| ☒ | Promote the energy policy and energy objectives across the organization | Yes |
| ☒ | Make sure processes are in place to ensure EnMS effectiveness | Yes |

1. Address and communicate responsibilities for other relevant roles

| ☒ | We have determined other relevant roles for implementing the EnMS | In addition to Energy Team, roles and responsibilities have been identified across each department |
| --- | --- | --- |
| ☒ | We have communicated responsibilities for these roles | Communicated during department-level meetings |

1. Identify, communicate to top management, and allocate the resources needed for the EnMS

Resources Allocated

| ☒ | Resources are identified for the EnMS | Developed by Energy Team |
| --- | --- | --- |
| ☒ | Resource needed have been communicated to top management | 2/25/21 |
| ☒ | Resources are allocated for the EnMS | Yes |

Top Management Approval

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

Comments

Click here to enter text.