**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.

1. Identify interested parties and
2. Determine their needs and expectations

| **Interested Party** | **How Relevant to EnMS?** | **Needs/**  **expectations** |
| --- | --- | --- |
| Guests/clients | The EnMS when improperly implemented may affect the guest experience. | Guests want to have a stay that is not negatively impacted by the EnMS of a property, however, many of the clients today expect the hotel to be implementing energy efficiency measures and becoming more sustainable. |
| Corporate leadership | Many corporate initiatives are mandatory and would require hotels to follow a standard or meet a metric. | Corporate leadership expects that the vision of the company as a whole is adhered to and that their goals are met, all while delivering true hospitality to our guests. |
| Staff | Their actions and buy in to the relevance on an EnMS are key to its success. | Staff members want to be able to do their jobs safely and efficiently. They would expect that an EnMS not interfere with their delivery of a great experience. They also understand the importance of having an EnMS in place. |
| Local Jurisdiction | The laws and codes they mandate have an immediate and strong effect on an EnMS | They expect compliance and need cooperation in their mandates. |
| Utility Suppliers | Suppliers have recently asked for commercial properties to voluntarily implement an EnMS. They have plans and resources to assist in it. | Suppliers are moving to more sustainable energy sources, which may impact grid stability. Implementing EnMS practices help to ensure a stable grid and easier transition to green sources. |

1. Identify legal and other requirements

| Requirement | Issue date | Relation to energy and EnMS |
| --- | --- | --- |
| Local Law A | 2009 | Requires properties to benchmark and report energy usage |
| Local Law B | 2009 | Mandates that buildings over 50,000 gross square feet undergo periodic energy audit and retro-commissioning measures. |
| State Law A | 2009 | Requires buildings to meet the most current energy code for any renovation or alteration project. |
| State Law B | 2019 | Requires certain reductions in greenhouse gas emissions by 2030, and additional by 2040. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

| ☒ | We have committed to meeting all of the above requirements | Approved by site leadership |
| --- | --- | --- |

1. Assign responsibilities and establish frequency for reviewing and updating the interested parties and legal requirements tables

| ☒ | We have established a process for evaluating and updating requirements | Part of annual Management Review |
| --- | --- | --- |
| ☒ | We have established a schedule and assigned responsibilities | Part of annual Management Review |
| ☒ | We have a system to ensure records of results are maintained | Part of annual Management Review |
| ☒ | Who is responsible? | Asst. General Manager |

1. Implement a process to evaluate compliance with the identified legal requirements

| ☒ | We have established process for evaluating compliance | Part of annual reporting for local laws |
| --- | --- | --- |
| ☒ | We have assigned evaluation and compliance roles and responsibilities | Part of annual Management Review |
| ☒ | Date legal requirements were last reviewed: | 7/31/21 |
| ☒ | Who reviewed: | General Manager |

Top Management Approval

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

Comments

Click here to enter text.