**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. **Considered the strategic issues and requirements identified as part of Task 1 (An EnMS and Your Organization) and determined the scope and boundaries of the energy management system (EnMS).**
2. **Developed an EnMS Scope and Boundaries Statement.**

**This document is an example of how to complete Playbook Task 3. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Determine Scope and Boundaries

☒ We considered the strategic issues and requirements identified in Task 1 (An EnMS and Your Organization) before determining our scope and boundaries.

☒ Identified the extent of activities, facilities, and decision structures to be included in your EnMS

Detail here:

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| --- |
| The Engineering Team manages the data center under the supervision of the General Manager. The data center is a freestanding two-story structure within the city limits. The IT equipment room is located on the first floor, and the offices are situated on the second floor. Project opportunities include reducing energy, water, and carbon footprints while protecting electronic equipment from damaging thermal conditions. |

☒ Defined site limits and/or organizational limits of your EnMS

Detail here:

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| The only area not included in our EnMS is the adjacent offices on the second floor. Although they are located on the property, they are managed separately and sub-metered. Thus, they fall outside the project's boundaries and are excluded from it. The tenant's IT equipment is a grey area, as we don’t have direct control over their equipment. However, we have communicated with them that we have specific goals of making progress in this area as well. |

1. Develop an EnMS Scope and Boundaries Statement

Detail here:

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| --- |
| A detailed energy management system is crucial for remaining competitive and adhering to corporate policy. Our objective is to reduce costs by operating energy efficiently. We will refine our goals as we gain a deeper understanding of our energy usage through our Energy Management System (EnMS).  We will utilize our current initiatives and monitoring equipment to measure energy usage, set goals, and enhance our practices. Our Engineering Team will oversee the project's progress and milestones. We will explore ways to achieve and surpass our goals while being mindful of budgetary limitations and ensuring that we do not negatively impact the tenant experience.  In addition to the IT equipment room and its associated services, the facility features offices. This area is outside the boundaries of the EnMS and is therefore excluded from the project. Furthermore, we do not have direct control of the tenant equipment. Still, we have specific goals of making progress in this area. However, the tenant equipment is only a small fraction of all the equipment. We own the vast majority. |

Top Management Approval

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| --- | --- | --- |
| ☒ | Date approved: | 2/5/2023 |
| ☒ | Who approved: | General Manager |

Comments

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