**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. **Created a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**
2. **Ensured critical factors affecting energy performance are known, communicated to responsible personnel.**
3. **Ensured that the operational and maintenance control sections of your action plans have been completed and implemented.**
4. **Operated and maintained facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**
5. **Established processes to control planned changes impacting operational and maintenance criteria or controls.**
6. **Controlled outsourced SEUs or processes related to SEUs.**

**This document is an example of how to complete Playbook Task 17. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Create a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.

Operational Controls and Maintenance Criteria

|  |  |  |
| --- | --- | --- |
| ☒ | We have developed and implemented operating and maintenance criteria for our facility, equipment, systems, and processes to ensure SEUs are operated within identified criteria for effective energy performance. | Yes, completed. See the table below. |

1. Ensure critical factors affecting energy performance are known, communicated to responsible personnel.

|  |  |  |
| --- | --- | --- |
| ☒ | Information on the operational controls associated with SEUs has been communicated to the appropriate personnel. | Completed. |

1. Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.

Operational and maintenance controls are implemented

☒ Operational and maintenance controls have been determined for each SEU and are detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Significant Energy Use | Operating Criteria  | Maintenance Criteria | Controls | Required Maintenance Frequency | Responsible Person(s) |
| HVAC System | Defined by documented operating procedures, such as open-close economizer criteria. | Defined by documented maintenance procedures, including monitoring the chiller and supply fan condition. | Data Center Infrastructure Management (DCIM) system and Building Management System (BMS). | Varied based on the component. | Facilities Team |
| IT Equipment | Defined by documented operating procedures, such as server intake air temperature criteria. | Defined by documented maintenance procedures, such as keeping an up-to-date IT equipment inventory. | Data Center Infrastructure Management (DCIM) system and Data Center Networking tools. | Varied based on component. | IT Team |
| Electrical System | Defined by documented operating procedures, such as UPS by-pass criteria. | Defined by documented maintenance procedures, such as ensuring sensors are calibrated. | Data Center Infrastructure Management (DCIM) system and Electrical Power Monitoring Software (EPMS). | Varied based on component. | Facilities Team |
|       |       |       |       |       |       |

1. Operate and maintain facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.

Meeting operational and maintenance criteria

|  |  |  |
| --- | --- | --- |
| ☒ | We meet the determined criteria for operating and maintaining our facilities, equipment, systems, or processes associated with our SEUs. | Yes, but improvements are expected from our EnMS. |

1. Establish processes to control planned changes impacting operational and maintenance criteria or controls.

Processes to control planned changes

|  |  |  |
| --- | --- | --- |
| ☒ | We have established processes to control any planned changes that may impact operational and maintenance criteria or controls. | Ongoing identification, reviewed monthly. |

1. Control outsourced SEUs or processes related to SEUs.

Outsourced SEU control

|  |  |  |
| --- | --- | --- |
| ☒ | We have determined the existence of any outsourced SEUs or processes related to SEUs and put measures in place to controls these SEUs or processes related to our SEUs. | No outsourcing. |
| ☒ | Roles and responsibilities for ensuring SEUs are operated and maintained using the established controls have been detailed and communicated to relevant personnel. | No outsourcing. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 3/20/24 |
| ☒ | Who approved: | General Manager |

Comments

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