Operational Controls Checklist

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| **Significant Energy Use (Name or Designation):** |
| Type of Significant Use: ⬜ Facility ⬜ Equipment ⬜ System ⬜ Process ⬜ Personnel |
| **Operational Control ID (check all that apply):**  **⬜** **Specification ⬜ Work Instruction ⬜** **Physical control(s)**  **⬜** **Specialty licenses/qualification(s) ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Facility, Equipment, System, Process or Personnel Site Location (Address, Grid Location, Department, Room Number, etc.): |
| Establish and Set |
| Has operating and maintenance criteria been determined for this significant energy use? ⬜ Yes ⬜ No **If yes, where are the criteria specified?** Is this operating criteria reviewed and approved periodically? ⬜ Yes ⬜ NoHow often is the review and approval?Have the specified operating criteria been set as the standard operational practice? ⬜ Yes ⬜ No |
| **Operate and Maintain** |
| **Is operation consistent with documented operating criteria? ⬜ Yes ⬜ No**  **Is maintenance consistent with documented maintenance criteria? ⬜ Yes ⬜ No**  **Are operating criteria monitored and measured regularly? ⬜ Yes ⬜ No**  **What operating records are kept?**  **Are maintenance activities conducted regularly and recorded? ⬜ Yes ⬜ No**  **What maintenance records are kept?** |
| **If the existing operating controls are not working correctly, are additional or revised procedures needed because of adverse effects on energy performance? ⬜ Yes ⬜ No**  **If yes, what is needed?** Is scheduled maintenance sufficient to maintain continued energy efficiency? ⬜ Yes ⬜ NoIf no, when is maintenance protocol to be revised? \_\_/\_\_/\_\_\_\_ **If no, what additional maintenance procedure(s) is(are) needed?**  **What operating and maintenance instructions and records are kept?** |
| Operational Control Communication |
| **How are proper operating conditions communicated to relevant employees? ⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Where is operational control information for employees located?**  **How are proper operating conditions communicated to contractors and suppliers who come on-site?**  **⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Where is operational control information for contractors and suppliers located?**  **How is maintenance practice communicated to relevant employees? ⬜** **Specification ⬜ Work Instruction ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Where is information on maintenance requirements for employees located?**  **How is maintenance practice communicated to contractors and suppliers who work on-site? ⬜** **Specification, ⬜ Work Instruction, ⬜** **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Where is information on maintenance requirements for contractors and suppliers located?** |