

Level 1 Step 2.11: Energy Management Action Plan Template

Project Objective/Target: Reduce electricity consumption for indoor lighting by 15% by the end of FY 2014.	Planned Completion Date:
	September 30, 2014
	Actual Completion Date:
	September 19, 2014

Project Description: Replace incandescent bulbs with compact fluorescent and old fixtures and ballast with energy efficient models.

Project Budget: \$1,500 **Project Leader:** G. Burdell

Actual Cost: \$1,080 **Management Review:** Pending

Project Planning

Action Items	Responsible Position	Due Date	Required Resources/Comments
Measure lighting circuit amperage before project.	B. Franklin	8/26/14	
Identify and count incandescent fixtures	T. Edison	9/1/14	
Identify and count fixtures needing replacement	T. Edison	9/1/14	
Order replacement bulbs/fixtures	M. Faraday	9/5/14	
Schedule maintenance to replace bulbs	N. Tesla	9/9/14	
Schedule weekend crew to replace fixtures	N. Tesla	9/17/14	Electrical contractor: Mr. Sparky
Measure lighting circuit amperage after project	B. Franklin	9/30/14	

Project Results Verification (if applicable)

Description and/or Units	Pre-Project Value	Post Project Value	Net Change	Meter/Source	Responsible Party
Lighting circuit amps (7 circuits added together)	90.16	71.5	18.66	Amprobe ACD-16 meter	B. Franklin

Evaluation of Results: Based on amp readings, 2600 operating hours per year and 120 volt single phase power lighting
 kWh: Before: 28,130 kW-hrs
 After: 22,310 kW-hrs This is a 20.7% reduction, exceeding our expected reduction of 15%

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Communication/Training Plan (Departments affected by the project. Mark the first column for departments involved/affected with the project *implementation*. Mark the second column for departments involved/affected with *sustaining* the project improvements.)

All Departments		Production			Lab	X	
Sales/Marketing	X	Maintenance	X	X	Purchasing	X	X
Accounting	X	Transportation	X		Building/Facility Operations & Mgt	X	
Human Resources	X	Warehouse	X				
Customer Service	X	Custodial/Housekeeping	X				

Sustaining the project improvements

Document the details for each function necessary to sustain the energy savings achieved by the project's implementation.

Function	Tasks/Assignments for this Function
Roles	Purchasing and Maintenance
Resources	Maintenance and outside contractor are to perform the changeover. Purchasing is responsible for buying the supplies and equipment as specified.
Communication	All departments need to be advised that this project will be implemented in September 2014. Document the replacement lamp specifications for future purchases.
Training	Train Purchasing personnel on required replacement lamp specifications (needed to sustain the energy savings). Train Maintenance personnel on how to repair and maintain the new fixtures.
Controls	
Monitoring & Measurement	B. Franklin to spot check lighting circuit kW to determine that equipment is being maintained properly.

Project Follow-up Notes/Lessons Learned

There was a supply of incandescent lamps in our maintenance inventory when we implemented the project. A few of these were used as replacement lamps after the project. We have since returned these lamps and replaced the inventory with compact fluorescent replacement lamps.