

Level 1 Step 2.3: Data Collection Management Matrix—Commercial Example

Purpose: To document data location and the process of maintaining, acquiring and storing data necessary for the management review.

Data	Data Source	Data Location	Acquisition	Recording Method	Frequency	Needed for Mgt. Review?
Facility gas consumption	Utility gas meter	Utility closet	Manual reading	Gas consumption record form	Every Monday beginning first shift	Yes
Facility electricity consumption	Utility electric meter	Utility closet	Manual reading	Electricity consumption record form	Every Monday beginning first shift	Yes
Occupancy	Timecards	Wall next to Human Resources	Manual reading	Recorded on computer spreadsheet	First day of every month	Yes