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| ***Instructions to complete the template for your Energy Commissioning Plan****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Additional Resources[[1]](#footnote-2) can be found here:*
* [*Recommissioning Guide*](https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/canmetenergy/pdf/fichier.php/codectec/En/2008-167/NRCan_RCx_Guide.pdf) *(Natural Resources Canada)*
1. *Complete the Checklist below to confirm your Energy Commissioning Plan meets the BEST Practice requirements.*
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| ***Checklist****The Energy Commissioning Plan must demonstrate that the following actions have been considered and implemented in the previous 12 months:* [ ]  *An energy measurement or assessment plan for major operating systems and equipment*[ ]  *An energy bill evaluation and follow up plan*[ ]  *If a deficiency report has been generated (from the construction process) regarding building systems, include plans to address these deficiencies*[ ]  *Identify the persons responsible for the respective energy management aspects* [ ]  *Training for operations staff on performing the above*[ ]  *(Optional) Implementation is preferable though not required to demonstrate BEST Practice compliance.* |

**ENERGY COMMISSIONING PLAN**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Plan was created / most recent date it was reviewed]

# Introduction and Purpose

The intent of the Energy Commissioning Plan is to ensure that the building’s major systems and equipment are being optimized / fine-tuned for specific seasonal requirements, occupancy variability, etc.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Overall building energy performance
* Overseeing the preparation and execution of the Energy Commissioning Plan, whether it is done by “in-house” operational staff or a third-party consultant.
* Track evidence of training received and maintain training records.

The following persons are responsible for specific aspects that contribute to sound Energy Management practices at the building:

* Preparation and Implementation of overall energy commissioning plan: [Insert Name, Role on Building Maintenance Team OR Insert Name of Third-Party Consultant, Name of Organization]
* Energy measurement of major operating systems and equipment:
* [Boiler plant systems: Insert Name, Role on Building Maintenance Team]
* Building envelope: Insert Name, Role on Building Maintenance Team]
* Compressed air systems: Insert Name, Role on Building Maintenance Team]
* Domestic and process hot water systems: Insert Name, Role on Building Maintenance Team]
* Fan and pump systems: Insert Name, Role on Building Maintenance Team]
* Heating, ventilation and air-conditioning systems: Insert Name, Role on Building Maintenance Team]
* Lighting systems: Insert Name, Role on Building Maintenance Team]
* Process furnaces, dryers and kilns: Insert Name, Role on Building Maintenance Team]
* Refrigeration systems: Insert Name, Role on Building Maintenance Team]
* Steam and condensate systems: Insert Name, Role on Building Maintenance Team]

*Delete bullets not applicable to your building.*

* Energy bill review: [Insert Name, Role on Building Maintenance Team]

## Training

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name] will identify training requirements for property management and building maintenance staff related to overseeing the commissioning of major operating systems and equipment, energy utility bill evaluation and addressing deficiencies outlined in this plan.

[Briefly outline applicable staff training required and delivered.]

*Review the type of training that may benefit your property management and building maintenance staff members as it applies to commissioning activities.*

*Check your staff’s current competencies in this area and identify additional training required and determine when it will need to be completed.*

# Strategy

[Describe the energy commissioning strategy.]

*Develop an energy measurement or assessment plan for major systems and equipment for the building by completing tasks outlined in Sections 3.1 – 3.3 below. The plan must include all operating systems and equipment that represent the greatest proportion of energy consumption in the building (e.g., heating system; cooling system, etc.).*

## Deficiency Report

[If a Deficiency Report was generated when the building’s construction was completed, insert deficiencies found and outline steps to address the deficiencies. Estimate timelines to address deficiencies and assign responsible parties. Establish milestones to track progress.]

*Delete this section if not applicable to your building.*

## Energy-use Review

[Describe the energy-use review process established at the building.]

*Introduce a process of ongoing energy bill review (including cost and consumption history) to gain insights on the efficiency of major building operating systems and equipment to identify trends.*

*Aside from energy bill review, also consider alternative methods of assessment that may be appropriate to your building and will help you gain insight on the building’s energy consumption / cost trends, such as tenant satisfaction surveys, control sequence reviews, etc.*

## Assessment

[List the energy-using equipment in your building and briefly describe the energy conservation opportunities identified for each system.]

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| *Here is a suggested list of the type of energy-using systems to review in your building and identify energy saving opportunities:* * *Boiler plant systems*
* *Building envelope*
* *Compressed air systems*
* *Domestic and process hot water systems*
* *Fan and pump systems*
* *Heating, ventilation, and air-conditioning systems*
* *Lighting systems*
* *Process furnaces, dryers, and kilns*
* *Refrigeration systems*
* *Steam and condensate systems*
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# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once a year.

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)