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| ***Instructions to complete the template for your Energy Reduction Target****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. *Complete the Checklist below to confirm your Energy Reduction Target meets the BEST Practice requirements.*
5. *Applicants will not be evaluated on whether they have reached the stated targets. The intent of this BEST Practice is to encourage building owners and managers to review available historical consumption data while also taking into consideration planned upgrades or improvements to set realistic targets*
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| ***Checklist****The Energy Reduction Target must:* [ ]  *Identify an energy reduction target and timeframe for target achievement*[ ]  *Put target in writing, signed by senior management*[ ]  *Review target annually and integrate into the Energy Management Plan*[ ]  *In the case of Recertification, review previously set targets, demonstrate which ones were met, and provide a brief explanation regarding targets that were not met* |

**ENERGY REDUCTION TARGET**

[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]

# Introduction and Purpose

Clear, long-term outcome-oriented targets can help shape expectations and create the conditions in which all actors have the confidence to develop solutions to common problems. By establishing targets and indicators, progress can be assessed, and appropriate actions taken.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for determining an appropriate energy reduction target for the building and defining the tasks required to pursue achievement of the target.

# Targets and Goals

Refer to **BEST Practice 3: Energy Management Plan** for details around energy management planning and the implementation strategy of energy conservation measures identified.

In order to support [Insert Building Name]‘s Energy Management Plan, [Insert Name of Organization] has set an energy reduction target of [X%] by [Insert year], with a baseline year of [Insert year].

*Once you have identified the energy conservation measures that you plan on implementing over the short term, consider the potential impact it may have on improving the building’s energy performance.*

*Liaise with your building’s energy management team and third-party consultant who assisted in the preparation of the recent Energy Assessment and determine a realistic energy reduction target (using quantifiable performance indicators) for the building, as well as the timeline projected to reach the target.*

*The energy reduction target can be established to encompass either all utilities as a whole or divided into each type (electricity, gas) of utility under the property owner’s control.*

# Time Period

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

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[Insert name and signature of Senior Management for building]

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[Insert Date the Energy Management Plan was completed]