

# RESOURCE CONSERVATION OPPORTUNITIES ACTION PLAN

The action plan should consider time schedules, funding issues and the logistics for implementing the:

- **Maintenance measures list**
- **Resource-efficient capital project recommendations**
- **Facility operator and maintenance staff training recommendations**
- **Facility-specific operation guidelines**

Each of these subjects is discussed in this chapter.



## Maintenance Measures List

APPENDIX **A**  
**Reports/Communications**

RESOURCE DISK **R**  
**act\_plan.doc:** Sample format for a resource conservation opportunities action plan, including documentation forms.

The maintenance measures list that results from the RCM audit should be presented to the maintenance supervisor for review. Work with the maintenance supervisor to develop a list of “do-able” measures and a timeline for completion of those measures.

Some maintenance measures may require hiring a contractor so that maintenance measures can be addressed in a timely fashion. Again, work with the maintenance supervisor to determine the best approach.



## Resource Efficient Capital Project Recommendations

APPENDIX **A**  
**Helpful Contacts:**  
 Contacts for possible low- or no-cost assistance.

Some resource efficiency measures identified in the RCM audit will require additional analysis. You may want to seek engineering assistance to determine the feasibility of some resource efficiency measures.

Check with your local electric, gas and water utilities to determine if incentives (rebates or grants), services or low-interest loans are available. Financial incentives may make a big difference in the affordability of the different resource efficiency measures.

Meet with the capital programs staff to share the results of the audit and utility funding inquiries. Work with them to develop an implementation time schedule for the efficiency measures.



### If you manage implementation of the measures yourself, follow these tips:

- *Utility Assistance*  
 Utilize the assistance of your local utilities as much as possible. They can often assist with project implementation and/or project commissioning. Some water, electric and gas utilities may even have grant funds available.
- *In-house Project Implementation*  
 Discuss projects with the maintenance staff and capital programs staff to determine which they can do. Maintenance staff may be able to do lighting improvements and minor controls work as part of their normal work duties or over a shutdown period. You may still be involved in assembling a list of materials. Capital programs may have a major remodel schedule that could include the projects you have identified.

- *Small Projects*

*If the project is small enough, you may not have to "bid" the project. You may only need three qualified bids from contractors or distributors you contact. Check with the purchasing staff from your organization. They will likely know the budget limits requiring a bid.*

- *Preparing the List of Materials*

*As much as possible, use the expertise of your own maintenance staff and others in your organization in preparing the materials list. Local electrical and mechanical distributors may also be good resources to determine what may be needed for your project.*

- *Larger, More Complex Projects*

*If a project is relatively complex, requiring some design work, you may have to employ a qualified architect or engineer. An engineer could also prepare the specifications needed for a project. Your purchasing or construction division should have examples of specifications used in bidding a project.*

*If the project is large enough to require a full bid, you will need to advertise the project in a trade journal. The Business Commerce Daily and the Daily Journal of Commerce are examples of publications used to solicit bids for projects. Major newspapers can also be used.*

- *Contracting*

*Each organization will have a unique set of "boiler plate" documents. These are legal and contracting documents that are common to all bid packages. Again, check with your purchasing or construction division for assistance.*

- *Project Management*

*Monitor implementation of the projects to ensure that correct materials are being delivered and inventoried. Also make sure that the materials are stored in a secure area prior to installation so that items are not used on other projects occurring at your facilities. For larger projects, consider commissioning as a part of project implementation. Document all phases of project implementation:*

- 1. Materials delivery*
- 2. Installation*
- 3. Testing*
- 4. Equipment failure*
- 5. Replacement*
- 6. Final testing/commissioning*

*Keep a record of all the resource efficiency measures completed at each facility as well as those that remain to be implemented.*

See **Chapter 7** for more on commissioning.

APPENDIX **A**  
Audits/Surveys

RESOURCE DISK **R**

**guid\_fo.doc:** Checklist to be completed by facility operators.

**guid\_mnt.doc:** Checklist to be completed by the maintenance staff at each facility.

**guid\_kit.doc:** Checklist to be completed by the kitchen supervisor at each facility.

**guid\_gnd.doc:** Checklist to be completed by the grounds supervisor at each facility.

## Building Operator and Maintenance Staff Training Recommendations

Perhaps the most significant impact on the efficiency of facilities lies in the knowledge and understanding of those who operate and use those facilities. Based on the pre-audit interview, the RCM audit, and discussions with the facility operations manager and maintenance supervisor, you should now be able to identify training needs. Proper training will give staff the means to optimize operations using their expanded knowledge in their area of responsibility.

There are no- and low-cost courses available. But even if more expensive, specialized training is needed, it can prove to be cost-effective over time.

Work with the supervisors and managers to develop a list of training recommendations. Investigate available courses, then prepare a recommended training schedule with input from targeted staff and management.

## Facility-Specific Operation Guidelines

Develop guidelines specific to the facility and the area of responsibility (e.g. kitchen, irrigation, vehicle maintenance shop, etc.). Use the operation checklists, pre-audit questionnaires and the information gathered during the audit as a starting point. Meet with the facility team to discuss and agree on the operation guidelines for each facility. Make sure that the person responsible for the selected area is present during development of the guidelines. It's important for staff to have input and play a part in the development of the guidelines they will be implementing.

Get commitment to the guidelines from the operators who are affected by them. A signature, memorandum or other written commitment from the operator regarding the guidelines will help give the operator a sense of ownership. This commitment should be voluntary. Without the desire to voluntarily make the guidelines work, that portion of the program will likely not succeed.

Commitment is the most difficult part of the RCM program and should be nurtured with praise and rewards. Although behavior changes may be difficult at first, after successes occur and the guidelines activities become routine, they will be much easier to follow.

Periodic review and revision of the guidelines will be necessary. Keep this in mind, and include reviews as a regular part of your program.

APPENDIX **A**  
Audits/Surveys

RESOURCE DISK **R**

**question.doc:** Pre-audit questionnaire sample.