

Original Date: 11/14/2012			Date Revised: February 22, 2013					
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained								
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels								
Service Category – Energy – Energy Efficient Building Operations Management			Service Type: Energy Management(c)					
Purpose: To provide effective operational management.								
Service Description	Service Level Attributes	Reporting Frequency					Property Type	
		Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2

<p>The Service Provider shall identify and champion initiatives that optimize the operations of building systems and have a significant impact on energy performance (i.e. primarily mechanical and lighting systems).</p> <p>Initiatives will focus on standards, programs, services, and performance</p>	<p>a) Service Provider shall conduct and submit annual self-assessments of HVAC leading practice at the building operations level, which identifies and qualifies specific areas for improvement by June 30th of the contract year.</p> <p>A self-assessment will be filled out by building subject matter experts from each facility management zone such as Facility Managers, Maintenance Team Leads (MTL) and Building Maintenance Engineers (BME). Completed self-assessments will be submitted by the Facility Manager to the Service Provider’s Energy Account Manager.</p>							
							x	x

Original Date: 11/14/2012			Date Revised: February 22, 2013						
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained									
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels									
Service Category – Energy – Energy Efficient Building Operations Management			Service Type: Energy Management(c)						
Purpose: To provide effective operational management.									
Service Description	Service Level Attributes	Reporting Frequency					Property Type		
		Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2	3

<p>monitoring at the entire building portfolio level, at the Facilities Management Zone level, and at building levels.</p> <p>HVAC priorities shall be informed by leading practice identified in the HVAC Best Practices Guideline.</p>	<p>b) The Service Provider (Energy Account Manager) shall work with the Facility Managers to prioritize and advance areas of opportunity for improvements in building operational practices through the development of a brief annual action plan. Annual submission of Facility Management Zone level operational improvement action plans by September 30th of the contract year.</p>			X		X	X	X	X
	<p>c) Action plans shall be reviewed at quarterly Energy Dashboard Review meetings. Areas of opportunity shall be based on no cost/low cost items as a priority, as well as suggested capital projects, if and when available.</p>			X		X	X	X	X

Original Date: 11/14/2012			Date Revised: February 22, 2013					
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained								
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels								
Service Category – Energy – Energy Efficient Building Operations Management				Service Type: Energy Management(c)				
Purpose: To provide effective operational management.								
Service Description	Service Level Attributes	Reporting Frequency					Property Type	
		Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2

		d) Service Provider shall maintain a Building Operators Advisory Team (BOAT) to support systemic, portfolio-wide improvements to building operations affecting energy performance. The advisory team will develop a list of planned priority actions and meet monthly to review these priority actions. Tracking of actions shall be reported and reviewed during regularly scheduled meetings. The list is to be submitted annually by BOAT.		x			x	x	x	x
		e) Quarterly Energy Dashboard Review meeting shall be conducted. The quarterly reviews will document program and operational issues affecting building level energy performance, set performance benchmarks, monitor actual building performance against benchmarks, and identify operational and infrastructure improvements that may contribute to better overall building energy performance. Meeting minutes shall be posted on a mutually accessible web-based portal within 7 days of meetings.			x			x	x	x
Performance Measurement Criteria/Reporting:			General Comments							

Original Date: 11/14/2012			Date Revised: February 22, 2013						
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained									
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels									
Service Category – Energy – Energy Efficient Building Operations Management				Service Type: Energy Management(c)					
Purpose: To provide effective operational management.									
Service Description	Service Level Attributes	Reporting Frequency					Property Type		
		Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2	3

<ul style="list-style-type: none"> a) "HVAC Best Practices" self-assessments submitted annually by each Facility Manager, by June 30th. b) Annual submission of Facility Management Zone level operational improvement action plans by September 30th. Tracking of actions shall be reported in quarterly Energy Dashboard Review minutes. c) Submission of a plan with priority actions that support systemic operational improvements. Tracking of actions shall be reported and reviewed during regularly scheduled Building Operator Advisory Team meetings, held at least monthly. d) Submission of a current documented Energy Dashboard Review and meeting minutes for each Facility Management Zone Energy Dashboard Review posted on a mutually accessible web-based portal within 7 days of meetings. 	<p>Preference shall be given to priority actions that are considered low cost/no cost. Where additional resources are required, funding shall be secured through existing business processes.</p>
--	---