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# ENERGY AUDIT PROCEDURE (EGY-P001)

DCSS – Energy Management

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## 1.0 SCOPE:

- 1.1 To define methods used by the Energy Manager at Dougherty County School System with goal of maximizing the use of energy and cost of utilities in the school system.

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## 2.0 RESPONSIBILITY:

- 2.1 Energy Manager

## 3.0 APPROVAL AUTHORITY:

- 3.1 Energy Manager/Executive Director, Finance & Operational Services

## 4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 External Audits – Audits typically conducted on facilities after hours when the building is not in use. This audit may not always include external portions of the facility, if necessary the Energy Manager will enter the building. If it is apparent that a break in has occurred, the Energy Manager will notify appropriate authorities.
- 4.3 Energy Department Goals and Objectives – A list of measurable objectives maintained by the Energy Manager along with results of the measure in a Microsoft Excel Spreadsheet on the Energy Manager's Computer.
- 4.4 Internal Audits – Typically conducted during work hours, but may occur early mornings or late evenings.

## 5.0 PROCEDURE:

- 5.1 Energy management audits are conducted monthly on Dougherty County School System buildings. The goal is to audit each building at least once a month. These audits which may be internal, external or both, are documented in one of the following ways:
  - 5.1.1 External audits are conducted on buildings after hours to ensure proper closure and use of energy and documented on the "External Energy Audit Checklist," form number EGY-F001
- 5.2 It is the discretion of the Energy Manager to determine the best method/form for conducting the energy audits. Furthermore, when the schedule does not allow for an audit on every Dougherty County School System building, the Energy Manager will determine the buildings to audit based on experience and results of previous audits.
- 5.3 The Energy Manager utilizes a schedule to ensure that all buildings are audited at least monthly, 90% of the time. Reference departmental goals and objectives.
- 5.4 When it has been determined that a building will be audited, the proper form is retrieved and the Energy Manager proceeds to the building to be audited.
- 5.5 As a courtesy, though not required, the Energy Manager will notify the building manager of arrival and purpose for visit. Additionally, the Energy Manager will also notify the building manager prior to leaving and may or may not leave a copy of the report on site. This is not

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always possible due to after hour audits, availability of management, and/or workload of the Energy Manager.

- 5.6 The Energy Manager will conduct the audit, utilizing the appropriate checklist, on random areas or entire building when possible.
- 5.7 Once the audit is complete, final notes are made on the appropriate form by the Energy Manager who determines if the results of the audit is "Acceptable" or "Action Required".
- 5.7.1 An "Acceptable" result may be given even if the audit was not 100% successful. For example, a light may have been left on inadvertently, minor infractions found, etc. The Energy Manager, along with previous knowledge, prior reports, etc. determines the result of the audit. The form is then stamped or indicated as "Acceptable".
- 5.7.2 An "Action Required" result is given if situations found are serious enough to warrant a corrective action request. This result is up to the discretion of the Energy Manager. In this event, a copy of the appropriate form is forwarded to an ISO Co-Management Representative who will initiate a corrective action request according to the requirements of DPM-P005, Corrective Action Procedure. The form is stamped or indicated as "Action Required".
- 5.8 The Energy Manager will file audit report(s) and summary results. Copies of the audits and report will be given to the appropriate DCSS Personnel.
- 5.9 On a monthly basis, the Energy Manager will update the spreadsheet of Goals and Objectives that are reported at Management Reviews for the Process Management System.
- 5.10 The Energy Manager will complete the report and send to appropriate personnel, as well as enter and maintain information in the computer.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 DPM-P005 Corrective Action Procedure
- 6.2 External Energy Audit Checklist
- 6.3 Energy Department Goals & Objectives (Excel Spreadsheets)

### **7.0 RECORD RETENTION TABLE:**

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Protection</b>	<b>Disposition</b>
External Energy Audit Checklist	Hard Copy in EM Files	Minimum of 3 years	Stored in the Vault	Discard as desired

### **8.0 REVISION HISTORY:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
15-Dec-02	A	Initial Release
22-Apr-03	B	Made changes in Sections 4.1, 5.5, 5.6, 5.8, 5.10. Deleted Section 6.4 and deleted items and made corrections in Section 7.0.

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