

[Organization logo]

[Organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## GUIDELINE FOR ENERGY & WATER MANAGEMENT

Code:	
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Approved by:	
Date of version:	
Signature:	

**Commented [14A2]:** Adapt to the existing practice in organization.

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**Commented [14A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this document is to define the process of efficient consumption of energy and water in order to decrease the consumption and negative impact on the environment.

This document applies to all activities and processes of [organization name].

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- Procedures for Preparedness and Emergency Response
- List of Interested Parties, Legal and Other Requirements

## 3. Energy and water management

### 3.1. Reviewing existing energy and water supply system and conservation opportunities

[Job title] analyzes energy and water-using equipment practices, checks energy efficiency rating,

While analyzing, [job title] must identify opportunities for energy and water conservation, including:

- Tuning up and maintaining equipment so that they operate more efficiently.
- Fixing plumbing and equipment leaks and making sure water is not left on unnecessarily

### 3.2. Defining actions to decrease energy and water consumption

The analysis findings will result in rules prescribed by [job title] covering the following areas of energy and water use:

- Interior and exterior lightning
- Office equipment
- Computer & electronic (operational) equipment

**Commented [14A4]:** Here are some tips on what and should be analyzed, and how:

[organization name]

- Cooking, domestic equipment, laundry & clothes drying
- Miscellaneous equipment

Commented [14A5]: Adapt to organization's needs.

### 3.3. Enforcing energy and water saving actions

[Job title] creates a plan for [energy and water installation maintenance] that is included in regular equipment maintenance. Also, if necessary, [job title] hires external organizations for maintenance of energy and water installations.

Commented [14A6]: Write in the name of document.

[Job title] prescribes and communicates rules for consumption and use of energy and water in areas mentioned in section 3.2, and monitors compliance with them.

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#### 3.3.1. Interior and exterior lighting

These rules apply to [lamp/luminaries, bulb, fluorescent (standard/compact)]:

Commented [14A7]: Adapt to organization's needs.

- Use fluorescent tubes rather than incandescent bulbs. Fluorescent lamps are three (3) times more efficient and last ten (10) times longer.
- Avoid "long-life" bulbs. They are 20% less efficient than the standard bulbs.
- Dimmer switches can save energy when used with incandescent lighting fixtures.
- Report any and all electrical lighting problems/faults or malfunctions to the [job title or maintenance/repair personnel].

Commented [14A8]: This is only a recommendation; add new or delete some rules to fit organization's needs.

#### 3.3.2. Office equipment

The following rules apply to [printer, scanner, photocopier, facsimile/fax, calculator, cash machine, paper shredder, detacher, transformer (power)]:

Commented [14A9]: Delete the section if not applicable to organization.

- Use as necessary or as the need arises. All nuisance use or non-work-related tasks and assignments are to be avoided.

Commented [14A10]: Adapt to organization's needs.

[organization name]

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- Do not leave transformers plugged into the wall outlet receptacle; disconnect (turn off the outlet switch) and isolate (remove) all transformers at the end of the working day.

*[Redacted]*

**Commented [14A11]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

### 3.3.3. **Computer & electronic (operational) equipment**

The following rules apply to [personal computers, electronic (processing) equipment]:

**Commented [14A12]:** Delete the section if not applicable to organization.

**Commented [14A13]:** Adapt to organization's needs.

- For efficient use it is recommended that all personal computers (PCs) utilize the power management option. PATH - go to the computer Desk Top, click on *Start – Settings – Control*

*[Redacted]*

- **Suggested Settings:**

1. Monitor – 15 min.
2. Hard Disk (Central Processor Unit) – 25 min.
3. System Standby – 30 min.

*[Redacted]*

- See Office Equipment above – identical.

*[Redacted]*

**Commented [14A14]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

### 3.3.4. **Air conditioning**

The following rules apply to [air conditioner unit (window, split, central)]:

**Commented [14A15]:** Delete the section if not applicable to organization.

**Commented [14A16]:** Adapt to organization's needs.

- All office windows are to be covered by light-colored blinds/curtains or screens, e.g., white, beige, light cream, to reduce heat conduction, radiation, and convection. Awnings to shade windows also help.

*[Redacted]*

- All doors, windows, and openings are to be thermally sealed and kept closed on entry/exit to reduce unit overwork.
- Seal leaky Heating, Ventilation and Air Conditioning (HVAC) ductwork – with the duct system fan operating, check duct air distribution system for air leaks.

*[Redacted]*

- Set thermostat/temperature control to “auto.” The “fan-on” setting will increase energy use.
- Do not use ceiling fans with the air conditioner unless the thermostat for the air conditioner is set higher than normal e.g. 78-82 deg. F or 26-28 deg. C.

*[Redacted]*

[organization name]

- Review the maintenance program for the air conditioners, as poor maintenance contributes to low performance and energy losses.

**Commented [14A17]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

#### Natural Cooling:

- Fans should not run in rooms that are unoccupied.
- Ceiling fans can augment natural breezes to increase comfort. They can improve ventilation and lessen the need for air conditioning.

### 3.3.5. Domestic refrigeration, heating & ventilation

**Commented [14A18]:** Delete the section if not applicable to organization.

The following rules apply to [refrigerator, freezer, chillers, water fountains, water heater, fans, and ventilator]:

**Commented [14A19]:** Adapt to organization's needs.

- Be conscientious and mindful of the time spent with the refrigerator door open, during the entry and/or retrieval of items.
- Set the level on the temperature control (thermostat) at 3 or 4 depending on the quantity of the items in the refrigerator (medium level or full).
- Motor and condenser coils should be kept free of dust.
- Proper (i.e., at appropriate times) defrosting as directed [by the manufacturer] increases efficiency.

**Commented [14A20]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

**Commented [14A21]:** Delete the section if not applicable to organization.

### 3.3.6. Cooking, domestic equipment, laundry & clothes drying

The following rules apply to [oven, range/cooker, hot plate, microwave, toaster, blender/mixer, kettle, floor polisher, vacuum cleaner, dryer/blower, iron, television, video, radio/stereo, washing machine]:

**Commented [14A22]:** Adapt to organization needs.

- Kettles should be quarter filled for preparing a cup of coffee, tea, or chocolate.
- Stoves/ovens/ranges are to be set on the medium range at 2-3 temperature level.

**Commented [14A23]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

*Laundry:* Good practices save on energy use for water heating, washing, and drying.

[organization name]

- Use hot water (130°F or 55°C) only for color-fast cotton and stains.
- Use short wash cycle for lightly soiled garments.
- Wash full loads ALWAYS if and when possible.

**Commented [14A24]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

*Clothes drying:*

- Use a clothes line or "solar clothes dryer." This saves 100% use in electric energy.

**Commented [14A25]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

**3.3.7. Miscellaneous equipment**

The following rules apply to [motors, pumps, compressors, irrigation schemes]:

**Commented [14A26]:** Delete the section if not applicable to organization.

**Commented [14A27]:** Adapt to organization's needs

- Stagger start-up times for equipment with large starting currents to minimize load peaking.
- If possible, shut off a piece of equipment before starting the alternate piece.

**Commented [14A28]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

**3.3.8. Water consumption**

The following rules apply to water supply installation and are the responsibility of [job title]:

- Reduce water pressure to 45 psi. Where appropriate, pressure-reducing valves can be installed on service connections. The minimum pressure required at a service connection is 30 psi.
- Install flow restrictors in all showers and/or aerated showerheads to optimize water consumption. This will cut down on wastage while ensuring user comfort. Aerated showerheads typically provide the effect of a more substantial flow while converting the water into a finer spray, saving on consumption.

**Commented [14A29]:** Adapt to organization's needs.

Employees are obliged to comply with following rules:

- Use foam soap instead of liquid soap in toilet, bathroom, and kitchen areas. This generally requires less water to wash off while still facilitating effective hand washing.

[organization name]

- Shut off water-cooled air conditioning units when not needed.

**Commented [14A30]:** This is only a recommendation; add new or delete some rules to fit organization's needs.

### 3.4. Review and monitoring of energy and water consumption

The consumption for each metered entity is monitored, checked, and control by the members of that entity; they are to ensure efficient utilization of electricity.

[Redacted text]

**Commented [14A31]:** This is a recommendation; adapt to organization's needs.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

**Commented [14A32]:** If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.