



# Energy Conservation Plan

## Purpose:

Section 48-52-620, Code of Laws of South Carolina, requires all state agencies, school districts and public colleges and universities to develop energy conservation plans to reduce their energy consumption by one percent annually during fiscal years 2009-2013 and by a total of a 20 percent reduction in energy use by 2020, as compared to 2000 levels. These plans are to be submitted to the South Carolina Energy Office.

## Section I: Facility/Site Description

In a few paragraphs, please include a basic summary of facilities or site(s). If you have several similar buildings, you can combine them into one general building description.

SCDMV has 70 field office locations throughout the State of South Carolina. Funding requirements swell each year because the existing structures are older, structures are added to the inventory via construction, and replacement values increase as a result of rising construction costs. These funds are necessary for critical major maintenance and replacement of deteriorating key infrastructure, including leaking roofs, aging HVAC systems, no energy management controls. All of which contribute to more energy consumption and dramatic decreases in energy efficiency.

SCDMV field offices designed and constructed in the late 1970's early 1980's no longer meet office and customer space needs without undergoing significant renovations and major maintenance. Example: HVAC systems designed more than 20 years ago do not have the capacity to cool the increased heat loads that come from today's electronic office equipment, such as copy and fax machines, computers, laser printers, and security systems- as well as greater number of staff per square foot as South Carolina's population has radically increased served by the SCDMV.

A significant number of HVAC, wiring, roof, lighting, and electrical systems in various DMV offices, including Blythewood Headquarters, have exceeded their useful lives, routinely fail, and require emergency replacements every year, causing the DMV unnecessary losses of productivity, increases in energy consumption, and increased costs in labor and mobilization fees.

Please see attached building profile on page 2 to see the breakdown of each of the field offices that we are anticipating replacing to new energy efficient fixtures and ballasts.

**SCDMV** Building Profile

DMV Locations	Year Built	Age	Condition	Type/Use	Size	Building Envelope	Lighting Systems	Control Systems	Hours of Operation	Metering	HVAC Systems	Share Status	# HVAC of Units	Size	Size	Size	Type HVAC	Yr HVAC Installed	Expected Life HVAC (Yrs)	# Actual Years Passed	Expected Replace Year	Est. Replacement Cost	Comments
Aiken	1975	34		Customer Service - Office	3567	Brick-- Metal Roof	Fluorescent T-12	None	M-F 8:30-5:00 Sat 8:30-1:00	No Sub Metering	Aiken		4				HP	1996	15	13	2011	\$0.00	
Allendale	1980	29		Customer Service - Office	2415	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Allendale	S	2				HP	1997	15	12	2012	\$0.00	
Ashley Landing	2001	8		Customer Service - Office	3000		Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Ashley Landing										0	Lease	
Batesburg	1980	29		Customer Service - Office	1320		Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Batesburg		1	7.5			Gas	2006	15	3	2021	\$0.00	
Belton	1972	37		Customer Service - Office	4251	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Belton		1				HP				0	Lease	
Bennettsville	1990	19		Customer Service - Office	3354	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Bennettsville		2	7.5	5		Gas	1990	15	19	2005	\$22,500.00	
Bishopville	1987	22		Customer Service - Office	3351	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Bishopville		2	7.5	5		Gas	1987	15	22	2002	\$22,500.00	
Bluffton	1988	21		Customer Service - Office	3349	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Bluffton		2	7.5	5		HP	1988	15	21	2003	\$22,500.00	
Camden	1991	18		Customer Service - Office	3346	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Camden		2	7.5	5		HP	1991	15	18	2006	\$22,500.00	
Charleston (Leeds Ave.)	1989	20		Customer Service - Office	6708	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00 Sat 8:30-1:00	No Sub Metering	Charleston (Leeds Ave.)		3	7.5	5	5	HP	1989	15	20	2004	\$31,500.00	
Charleston (Lockwood)	2005	4		Customer Service - Office	3500	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Charleston (Lockwood)										0	Lease	
Dealer Central	1999	10		Dealer Only Office	2500	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Dealer Central		1								0	\$0.00	
Chester	1988	21		Customer Service - Office	4100	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Chester		2	7.5	5		Gas	1988	15	21	2003	\$22,500.00	
Chesterfield	1981	28		Customer Service - Office	4285	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Chesterfield	S	2	7.5	7.5		HP	1981	15	28	1996	\$27,000.00	
Columbia Shop Rd.	1991	18		Customer Service - Office	9286	Brick-- Shingle Roof	Fluorescent T-12	Pro Logic	M-F 8:30-5:00	No Sub Metering	Columbia Shop Rd.		4	7.5	7.5		HP	1997	15	12	2012	\$0.00	
Conway	1987	22		Customer Service - Office	5355	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Conway		2	7.5	5		HP	2007	15	2	2022	\$22,500.00	
Darlington	1984	25		Customer Service - Office	4499	Brick-- Flat Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Darlington	S	2	7.5	5		HP	2007	15	2	2022	\$22,500.00	
Decker Mall	1999	10		Customer Service - Office	2500	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Decker Mall										0	Lease	
Dillon	1984	25		Customer Service - Office	4019	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Dillon	S	2	7.5	5		HP	1984	15	25	1999	\$22,500.00	
Dutch Plaza	1998	11		Customer Service - Office	2000	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Dutch Plaza										0	Lease	
East Cooper	1996	13		Customer Service - Office	3000	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	East Cooper										0	Lease	

DMV Locations	Year Built	Age	Condition	Type/Use	Size	Building Envelope	Lighting Systems	Control Systems	Hours of Operation	Metering	HVAC Systems	Share Status	# HVAC of Units	Size	Size	Size	Type HVAC	Yr HVAC Installed	Expected Life HVAC (Yrs)	# Actual Years Passed	Expected Replace Year	Est. Replacement Cost	Comments
Fort Mill	2009	0		Customer Service - Office		Lease Building	Fluorescent T-8		M-F 8:30-5:00	No Sub Metering	Fort Mill		2				HP	2009		0			
Fountain Inn	1990	19		Customer Service - Office	3443	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Fountain Inn		2	7.5	5		Gas	1990	15	19	2005	\$22,500.00	
Gaffney	1988	21		Customer Service - Office	4388	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Gaffney		2	7.5	5		Gas	1988	15	21	2003	\$22,500.00	
Georgetown	1990	19		Customer Service - Office	3361	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Georgetown		2	7.5	5		Gas	1990	15	19	2005	\$22,500.00	
Green. Laurens Rd--Vacated	1983	26		Customer Service - Office	4021		Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Green. Laurens Rd		1	10			Gas	1995	15	14	2010	\$18,000.00	
Greenwood	1980	29		Customer Service - Office	3425	Brick-- Shingle Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Greenwood		1				HP PKG	2003	15	6	2018	\$0.00	
Hampton	1976	33		Customer Service - Office	3024	Brick-- Metal Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Hampton	S	2	7.5	5		HP	1976	0	33	1976	\$22,500.00	
Irmo/Ballentine	1994	15		Customer Service - Office	6000	Brick-- Metal Roof	Fluorescent T-12	Trane Varitrac	M-F 8:30-5:00	No Sub Metering	Irmo/Ballentine		2	7.5	7.5		HP	1994	15	15	2009	\$27,000.00	
Kingtree	1986	23		Customer Service - Office	1956	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Kingtree		2	7.5	4		HP	1995	15	14	2010	\$20,700.00	
Ladson	1987	22		Customer Service - Office	5406	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Ladson		2	7.5	7.5		Gas	1987	15	22	2002	\$27,000.00	
Lake City	1981	28		Customer Service - Office	5372	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Lake City		2	7.5	5		Gas	1991	15	18	2006	\$22,500.00	
Lancaster	1972	37		Customer Service - Office	2177	Brick-- Flat Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Lancaster		2	10	3		HP	1997	15	12	2012	\$23,400.00	HVAC ON ROOF
Laurens	1965	44		Customer Service - Office	2685	Brick-- Metal Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Laurens	S	2	5	3		HP	1995	15	14	2010	\$14,400.00	
Lexington	1979	30		Customer Service - Office	4391	Brick-- Flat Vinyl Roof	Fluorescent T-12	None	M-F 8:30-5:00 Sat 8:30-1:00	No Sub Metering	Lexington		4				HP	2005	15	4	2020	\$0.00	
Manning	1974	35		Customer Service - Office	2720	Brick-- Flat Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Manning		2	5	3		HP	1993	15	16	2008	\$18,900.00	
Marion	1979	30		Customer Service - Office	4223	Brick-- Metal Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Marion	S	2				HP	1990	15	19	2005	\$18,900.00	
McCormick	1978	31		Customer Service - Office	1697	Brick-- Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	McCormick	S	1	7.5			HP	1997	15	12	2012	\$0.00	
Myrtle Beach	1984	25		Customer Service - Office	3187	Brick-- Shingle Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Myrtle Beach		2	10	3		HP	2002	15	7	2017	\$23,400.00	
Newberry	1974	35		Customer Service - Office	2978	Brick-- Shingle Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Newberry	S	1				Gas Pkg	2000	15	9	2015	\$0.00	

DMV Locations	Year Built	Age	Condition	Type/Use	Size	Building Envelope	Lighting Systems	Control Systems	Hours of Operation	Metering	HVAC Systems	Share Status	# HVAC of Units	Size	Size	Size	Type HVAC	Yr HVAC Installed	Expected Life HVAC (Yrs)	# Actual Years Passed	Expected Replace Year	Est. Replacement Cost	Comments
N. Augusta	1975	34		Customer Service - Office	3567	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	N. Augusta		3	5	3.5	3.5	Gas	1986	15	23	2001	\$21,600.00	
N. Myrtle Beach	1997	12		Customer Service - Office	2500	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	N. Myrtle Beach												
Orangeburg	1975	34		Customer Service - Office	7487	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Orangeburg	S	1				HP	2007	15	2	2022		
Pickens	1992	17		Customer Service - Office	5401	Brick--Metal Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Pickens		2 Elec 3 Gas	7.5	7.5		Gas	1992	15	17	2007	\$27,000.00	
Ridgeland	1985	24		Customer Service - Office	4553		Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Ridgeland	S	2	7.5	5		HP	1985	15	24	2000	\$22,500.00	
Rock Hill	1977	32		Customer Service - Office	4609	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00 Sat 8:30-1:00	No Sub Metering	Rock Hill	S	2	7.5	7.5		Air/Elec Heat	2007	15	2	2022	\$27,000.00	
Spart. Fairforest	1975	34		Customer Service - Office	5105	Brick--Flat Vinyl Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	Spart. Fairforest	S	2	7.5	7.5		HP	2003	15	6	2018	\$27,000.00	
St George	1985	24		Customer Service - Office	4659	Brick--Shingle Roof	Fluorescent T-8	None	M-F 8:30-5:00	No Sub Metering	St George	S	2				Air/Elec Heat	1985	15	24	2000	\$22,500.00	
St Matthews	1970	39		Customer Service - Office	2303		Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	St Matthews	S	1	7.5			HP	2000	15	9	2015	\$0.00	HVAC IN CEILING
Sumter	1986	23		Customer Service - Office	4388	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Sumter		2	7.5	5		HP	1998	15	11	2013	\$22,500.00	
Union	1970	39		Customer Service - Office	2480	Metal Bld--Metal Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Union	S	1	7.5			Gas Pkg	2003	15	6	2018	\$13,500.00	
Walterboro	1986	23		Customer Service - Office	3460	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Walterboro		2	7.5	3		Gas	1986	15	23	2001	\$18,900.00	
Winnsboro	1982	27		Customer Service - Office	2441	Brick--Shingle Roof	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Winnsboro	S	2	7.5	3		HP	1992	15	17	2007	\$18,900.00	
Woodruff	2000	9		Customer Service - Office	2500	Lease Building	Fluorescent T-12	None	M-F 8:30-5:00	No Sub Metering	Woodruff										0	Lease	
Vacated																							



# Energy Conservation Plan

## Section II: Energy Team Overview

### A. Description of Energy Team

*The SCDMV Energy Team is comprised of 7 representatives from the following departments and functions within the organization: Facilities, Field Administration/Operations, Maintenance, Administration, Finance, IT and Procurement. The Energy Team was established in May of 2009 and meets to discuss energy management issues and plans to reduce energy consumption.*

### B. List of Energy Team Members

**Marcia Adams- Executive Director**

**Wanda Usua - Director of Field Administration**

**Trish Blake - Director of Finance**

**Philip Cockrell - Network Manager I**

**Marshall Rock - Facilities Manager**

**Wendy Gaskins - Facilities Administrator \*\*\*Agency Contact other than Executive Director**

**Cathy Lucas- Procurement Manager**

### C. Policy statement or goals developed regarding energy use reduction

*SCDMV is committed to upgrading our existing facility infrastructure to achieve efficiencies in energy management. The purpose of the Energy Team is to develop a comprehensive and dynamic Energy Management plan that will allow the Department of Motor Vehicles to access, upgrade and maintain its facility infrastructure in order to achieve our goals for efficiencies and minimize cost.*

#### **Policy**

**It is the policy of SCDMV to control energy consumption to:**

- avoid unnecessary expenditure;
- improve cost-effectiveness, productivity and working conditions;
- protect the environment; and
- prolong the useful life of fossil fuels.

#### **Objectives**

**SCDMV long-term objectives are to:**

- use fuels as efficiently as is possible;
- reduce the amount of pollution, particularly greenhouse gas emissions, caused by our energy consumption; and
- reduce, wherever possible, our dependence on fossil fuels through the use of renewable energy.

#### **SCDMV Immediate aims:**

To gain control over our energy consumption by reviewing and improving our purchasing and operating practices.

# SCDMV Energy Conservation Plan

## Section III: Energy Plan Elements

### Goal A. Implement all appropriate energy conservation measures.

	Strategies	Actions	Resources	Current Status/Comments
	1. Evaluate lighting and implement changes.	a. Replace T-12 fixtures and ballasts to more efficient T-8 fixtures and electronic ballasts.	Facilities, IDC Contractor	
		b. Install motion detectors in copy rooms, conference rooms, etc.	Facilities, IDC Contractor	
		d. Install LED exit signs	Facilities, IDC Contractor	
	2. Evaluate controls re HVAC, landscaping, etc.	a. Set/adjust timers for A/C, etc.	Facilities, IDC Contractor	
		b. Install water sensors for sprinkler systems	Facilities	
		c. Expand energy management/building automation system	Contractors, Energy Management Systems Contractors, and Maintenance Contractors	
		d. reduce staff time spent on comfort complaints from building occupants.	Facilities	
		e. Train staff to program and oversee the control systems to ensure they are regularly updated, backed up, and documentation remains current.	Vendors, Facilities	
	3. Evaluate IT/computer management energy use	a. Purchase Energy Star computers, printers, copiers, etc.	IT, Procurement	
		b. Set timers for computers to go into sleep mode	IT, Procurement	
		c. Implement virtual server technology or other innovative energy saving computer management actions.	IT staff, software vendors	
	4. Evaluate building envelopes for energy conservation measures.	a. Install insulation where needed	Facilities, Contractors	
		b. install sotrm windows and doors	Facilities, Contractors	
	5. Evaluate the use of an energy savings performance contract for all previously stateed strategies.	a. Install timers or integrate with energy management systems	staff, procurement	

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## Goal B: Integrate energy use considerations into capital improvement plans.

	Strategies	Actions	Resources	Current Status/Comments
	1. Incorporate energy efficiency considerations into procurement of equipment.	a. Change from lowest-bid approach to life-cycle cost approach when purchasing equipment	Energy Team, Facilities, Administration	
	2. Incorporate energy efficiency considerations into new construction	a. Build to high efficiency standards (as per legislation)	Energy Team, Facilities, Administration	

## Goal C: Integrate energy use considerations into maintenance plans.

	Strategies	Actions	Resources	Current Status/Comments
	1. Enhance preventative and routine maintenance procedures to maximize energy efficiency	a. Perform filter changes for HVAC @ regular intervals	Facilities	
		b. Perform regular inspections for pneumatic leaks.	Facilities	
		c. Hire contractors with expertise in efficient building cooperation as well as traditional methods.	Facilities	
		d. Clearly state in contracts what measurements for the measuring instruments that are used to determine performance.	Facilities	
		e. Include calibration requirements for the measuring instruments that are used to determine performance	Facilities	
	2. Integrate energy considerations into cleaning/janitorial activities.	a. Evaluate need for/frequency of various cleaning activities	Energy Team, Facilities	
		b. Utilize cleaning products that reduce energy and water consumption.	Facilities	
	3. Evaluate high efficiency replacements of all equipment	a. Replace all failed motors with premium efficiency ones	Facilities	
		b. Replace all failing appliances with Energy Star as minimum standard	Facilities	

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## Goal D: Integrate energy use considerations into operations.

	Strategies	Actions	Resources	Current Status/Comments
	1. Consider energy use when planning and scheduling facility operations.	a. Schedule room usage in same building (consolidation - co-location)	Energy Team, Facilities, Administration	
		b. Schedule custodial functions closer to operational hours.	Energy Team, Facilities, Administration	

## Goal E: Foster a culture of energy awareness throughout the organization.

	Strategies	Actions	Resources	Current Status/Comments
	1. Create an Energy Team comprised of representatives from throughout the organization	a. Create an energy policy to be accepted agency-wide.	Energy Team, Facilities, Administration	
		b. Hold regular meeting of Energy Team to discuss agency-wide integration of energy, financial and strategic goals	Energy Team, Facilities, Administration	
	2. Encourage energy efficient behavioral changes through various actions	a. Hold an informational seminar on energy efficiency (e.g., a "lunch & learn")	Energy Team, Facilities, Administration	
		b. Send out regular email alerts on energy efficiency measures	Energy Team, Facilities, Administration	
		c. Set lights off and computer shut-down policies for end of day	Energy Team, Facilities, Administration	
		d. Discourage excess driving (i.e., encourage carpooling, not driving to lunch, etc.)	Energy Team, Facilities, Administration	

## Goal F: Improve fleet vehicle efficiency.

	Strategies	Actions	Resources	Current Status/Comments
	1. When replacing vehicles, consider fuel efficiency.	a. Purchase flex-fueled vehicles (per legislation)	Energy Team, Administration	
		b. Utilize electric vehicles for maintenance and operational needs	Energy Team, Facilities, Administration	
	2. Encourage walking and bicycle use	a. Enhance sidewalks and bike routes and other pathways.	Energy Team, administration, physical plant staff	

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		b. Install covered bicycle racks.	Energy Team, administration, physical plant staff	

**Goal G: Reduce water consumption.**

	Strategies	Actions	Resources	Current Status/Comments
	1. Consider plumbing efficiency	a. Replace all toilets with high water efficiency features	Facilities	
	2. Consider water efficiency in landscaping	a. Install water sensors on irrigation systems	Vendors, Facilities	
		b. Plant native vegetation requiring less water	Vendors, Facilities	

**Goal H: Use an energy accounting system to locate savings opportunities.**

	Strategies	Actions	Resources	Current Status/Comments
	1. Develop reporting system that is clear and useful.	a. accurately report and manage utility bills through Utility Direct.	Facilities	
		b. Review and make changes regarding occupancy, weather, and other factors during the reporting.	Facilities, Energy Team	
		c. Review each utility bill to fully understand the consumption and demand.	Facilities	
		d. Distribute summary monthly reports to Senior Management.	Facilities	
		e. Distribute demand report within Facilities for each field office.	Facilities	

**Goal I: Train Facilities Staff**

	Strategies	Actions	Resources	Current Status/Comments
	1. Develop reporting system that is clear and useful.	a. accurately report and manage utility bills through Utility Direct.	Facilities	
	2. Track actual performance against expected performance for major equipment.	a. regular performance tracking provides timely feedback on the effect and success of those changes on equipment efficiency.	Facilities	

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## Goal J: Perform Comprehensive Site Assessments:

	Strategies	Actions	Resources	Current Status/Comments
	1. Identify most immediate and cost effective tune-up activities that will lead to building efficiency.	a. Hire qualified experts to perform these assessments as not to blur the lines as if Facilities would perform the assessment.	Facilities, Vendor	
		b. If not, internal determination of in house staff to perform these assessment.	Facilities	
		c. Generate a master list of improvement to assist in budgeting and decision making.	Facilities, Energy Team	
		d. document current conditions as a baseline for future improvements	Facilities	

## Goal K: Perform Tune Ups

	Strategies	Actions	Resources	Current Status/Comments
	1. Implement cost savings solutions to maximize performance and minimize energy waste.	a. implement improvements over a period of time 6 months to 3 years depending on budgets and paybacks.	Facilities, Vendor	
	2. Document the improvements and the effects on the improvements to create a baseline to ensure additional improvements deliver the same or superior results.	a. measure and document the effects on the improvements to create a baseline to ensure additional improvements deliver the same or superior results.	Facilities, Energy Team	
	3. Redefine Preventative maintenance	a. perform periodic reviews of schedules.	Facilities, Energy Team	
		b. Seasonally adjust control strategies.	Facilities, Energy Team	
		c. Create or revise forms to document these changes. Create procedural manual.	Facilities, Energy Team	