

Operational Controls Checklist

Significant Energy Use (Name or Designation):
Type of Significant Use: ☐ Facility ☐ Equipment ☐ System ☐ Process ☐ Personnel
Operational Control ID (check all that apply): ☐ Specification ☐ Work Instruction ☐ Physical control(s) ☐ Specialty licenses/qualification(s) ☐ Other _____
Facility, Equipment, System, Process or Personnel Site Location (Address, Grid Location, Department, Room Number, etc.):
Establish and Set
Has operating and maintenance criteria been determined for this significant energy use? ☐ Yes ☐ No If yes, where are the criteria specified? Is this operating criteria reviewed and approved periodically? ☐ Yes ☐ No How often is the review and approval? Have the specified operating criteria been set as the standard operational practice? ☐ Yes ☐ No
Operate and Maintain
Is operation consistent with documented operating criteria? ☐ Yes ☐ No Is maintenance consistent with documented maintenance criteria? ☐ Yes ☐ No Are operating criteria monitored and measured regularly? ☐ Yes ☐ No What operating records are kept? Are maintenance activities conducted regularly and recorded? ☐ Yes ☐ No What maintenance records are kept?

If the existing operating controls are not working correctly, are additional or revised procedures needed because of adverse effects on energy performance? ☐ Yes ☐ No

If yes, what is needed?

Is scheduled maintenance sufficient to maintain continued energy efficiency? ☐ Yes ☐ No

If no, when is maintenance protocol to be revised? __/__/__

If no, what additional maintenance procedure(s) is(are) needed?

What operating and maintenance instructions and records are kept?

Operational Control Communication

How are proper operating conditions communicated to relevant employees? ☐ Specification ☐ Work Instruction ☐ Other _____

Where is operational control information for employees located?

How are proper operating conditions communicated to contractors and suppliers who come on-site?

☐ Specification ☐ Work Instruction ☐ Other _____

Where is operational control information for contractors and suppliers located?

How is maintenance practice communicated to relevant employees? ☐ Specification ☐ Work Instruction ☐ Other _____

Where is information on maintenance requirements for employees located?

How is maintenance practice communicated to contractors and suppliers who work on-site? ☐ Specification, ☐ Work Instruction, ☐ Other _____

Where is information on maintenance requirements for contractors and suppliers located?