

## Action Plan Template • BENCHMARKING

Action	Roles & Responsibilities	Implementation Dates						Notes
<b>Once</b>		<b>Fill in implementation Date</b>						
Install building automation system								
Calculate energy use baselines for buildings (partner with utility)								
<b>Monthly</b>		<b>Fill in implementation Date</b>						
Collect energy and water data by fuel type								
Convert site energy to source energy for standardized measurements								
Input energy use into Energy Management System (EMS)								
Compare monthly data by building and through time. Identify reasons for disparities								
Adjust O&M to fix unexpected changes from baseline								
<b>Quarterly</b>		<b>Fill in implementation Date</b>						
<b>Bi-Annually</b>		<b>Fill in implementation Date</b>						
<b>Annually</b>		<b>Fill in implementation Date</b>						
Review O&M changes as a result of benchmarking analysis								
Identify possible energy efficiency improvements								
Conduct teacher-led, student-conducted energy audits								
<b>Training</b>		<b>Fill in implementation Date</b>						
Train teachers on conducting energy audits with students and on energy curriculum								
Train O&M staff on new maintenance procedures								
Train facilities staff to conduct school energy consumption comparisons with similar school buildings and season-to-season comparison, normalized for heating degree days								
<b>Communications</b>		<b>Fill in implementation Date</b>						
Present benchmark results to stakeholders (e.g., students, teachers, school administrators, school board, facilities staff)								
Maintain adequate communication between central staff and building operators								
<b>Other Actions</b>		<b>Fill in implementation Date</b>						