

Action Plan Template • BUILDING ENVELOPE—Page 1

Action	Roles & Responsibilities	Implementation Dates						Notes
Monthly		Fill in implementation Date						
Ensure all doors and windows are closed when the air-conditioning or heating system is operating								
Ensure all freight or overhead doors are closed when they are not in use								
Maintain notes on service records and electricity consumption. Prepare the notes when the information is fresh								
Compare building envelope energy consumption with similar school buildings seasonally, normalized for heating degree days								
Quarterly		Fill in implementation Date						
Check for and repair building leaks in the following areas: - Doors (caulking and weather-stripping) - Windows (caulking and weather-stripping) - Foundation (caulking and weather-stripping) - Walls (caulking and weather-stripping) - Roofs (caulking, weather-stripping, clean roof drain screens)								
Bi-Annually		Fill in implementation Date						
Annually		Fill in implementation Date						
Inspect all attic spaces to monitor and maintain proper attic space ventilation (unless the space was specifically designed as non-vented space). Note, exhaust system should not exhaust into the attic space, especially if it contains moisture. Exhaust diminishes insulation effectiveness								
Training		Fill in implementation Date						
Train facilities staff to conduct building envelope energy consumption comparisons with similar school buildings and season-to-season comparison, normalized for heating degree days								
Train facilities staff to maintain detailed notes on the equipment service records and energy use (electricity consumption). Prepare the notes when the information is fresh								
Train facilities staff, teachers, students, and staff not to open doors and windows when the air-conditioning or heating system is operating								
Train facilities staff to close all freight or overhead doors when not in use								
Train facilities staff how to check for and repair building leaks in the following areas: - Doors (caulking and weather-stripping) - Windows (caulking and weather-stripping) - Foundation (caulking and weather-stripping) - Walls (caulking and weather-stripping) - Roofs (caulking and weather-stripping)								

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Action	Roles & Responsibilities	Implementation Dates						Notes
Communications		Fill in implementation Date						
Communicate to facilities staff, teachers, students, and staff the importance of not opening doors and windows when the air-conditioning or heating system is operating								
Communicate to facilities staff the importance of closing all freight or overhead doors when not in use								
Communicate to facilities staff the importance of checking for and repairing building leaks to save energy								
Communicate the importance of conducting building envelope energy consumption comparisons with similar schools and season-to-season comparison								
Communicate the importance of maintaining notes on service records and electricity consumption for the building envelope								
Communicate building envelope energy consumption comparison results to school and district administrators to demonstrate the benefits of energy management								
Maintain adequate communications between central staff and building operators								
Other Actions		Fill in implementation Date						