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## Steps for Creating and Implementing an Energy Management Plan

### What is an Energy Management Plan

An Energy Management Plan is a living document that allows you to set energy and water savings targets, plan and prioritize projects, and track success. It is a roadmap for implementing energy efficiency and conservation improvements in your building or portfolio, for better overall energy performance. It can be developed by housing provider staff or an energy management firm.

### Steps to Creating Your Plan

Here are some steps to consider as you create and implement your Energy Management Plan:

1. Find out when your operating agreement, mortgage, or debenture ends. Every building has a separate and distinct end date, so if you have more than one building you will have more than one end date.
2. Get an up-to-date capital plan or building condition assessment. Ensure there is a focus on energy efficiency and water saving improvements.
3. Complete an energy audit of ASHRAE Level II or higher. Ask the auditor to identify where projects can be combined for greater savings compared to doing projects one at a time.
4. Track energy and water use now, and continue to monitor it in the future. HSC's [Utility Management Program](#) (UMP) helps you do this by collecting your utility data and reporting on your gas, electricity, and water performance over time.
5. Look at case studies and articles on projects being done by housing providers in our sector. Consider the standards, such as Net-Zero and Passive House, that some innovative housing providers are adopting as they complete work on their buildings.
6. Use the above information to create an Energy Management Plan.
7. Develop an implementation schedule as part of your plan. It may be best to start with changes that are easy and inexpensive or free to implement before doing higher cost changes. Resident and staff engagement should be a component of this plan, since they can have a significant impact on your buildings' utility performance.

8. Talk to your Service Manager or DSSAB:
  - a. Are they supportive of your plan?
  - b. Do they have any other ideas about products or retrofits you could complete?
  - c. Do they know of other housing providers doing similar projects such that you could bundle purchasing?
  - d. How will they treat savings?
  - e. Are they able to apply your energy savings to their overall energy reduction strategy?
  - f. Are there other opportunities for the housing provider and Service Manager/DSSAB to work together to save energy?
9. Engage tenants, staff, and board members as you create your plan and as you implement it.
10. Implement your plan. Be sure to use reputable, experienced contractors and professionals for projects that can not be done by maintenance staff.
11. Monitor the impacts of your changes over time. Use your UMP reports as a guide as to whether your energy and water saving projects are successful in reducing your overall consumption.
12. Review your plan over time. Are you on track? Are the changes you've made successful? If not, then modify your plan to achieve best results.