

BEM Task List Review



1. Act as instructor, advisor, and coordinator with the occupants
 - i) Encourage cooperation through discussions
 - ii) Document ideas and suggestions
2. Act as energy conservation monitor
 - i) Manage Energy Use Intensity (EUI), including verify building category, square footage, and monthly consumption
3. Lighting
 - i) Become familiar with the location of all lighting and controls
 - ii) Instruct occupants to turn off lights when not in use, particularly in vacant areas such as conference rooms, storerooms, bathrooms, and dining areas
 - iii) Ensure that responsibility is assigned to individual occupants for securing lights at the end of the work day as well the end of Core Energy Hours (use desk lighting for fewer than five people)
 - iv) Ensure that established guidelines pertaining to reduction of lighting are implemented (Ensure maximum use of natural lighting, check for excessive lighting)
4. Equipment (including computers)
 - i) Become familiar with the location of all equipment and controls
 - ii) Instruct occupants to turn off equipment when not in use, particularly in vacant areas such as conference rooms (particularly projectors, VTC's, storerooms, and dining areas)
 - iii) Ensure that responsibility is assigned to individual occupants for securing equipment, particularly computers (including NMCI), monitors, and external hard drives at the end of the work day
5. Heating and Air Conditioning
 - i) Ensure that heating and air conditioning temperatures are kept at specific designated requirements. Request installation of control thermostats with humidity monitor if necessary.
 - ii) Identify all unauthorized space heaters
6. Maintenance
 - i) Periodically check for malfunctioning equipment, leaky faucets, drafts from doors and windows, etc..., and ensure necessary corrective action through the Public works Service Desk.
 - ii) Identify yourself as the Building Energy Monitor for a given space when requesting services from the Public Works Service Desk, thus enabling desk personnel to promptly identify, log, and correct problems.
 - iii) Request advice and guidance from designating official in the event of human or mechanical problems beyond control.