



ANNUAL RESOURCE CONSERVATION ACTIVITIES PLAN



In an effort to institutionalize Resource Conservation Management, you may want to develop an annual resource conservation plan for each area in your organization that has an impact on resource consumption (energy and water) or waste generation (garbage and sewer). The annual plan provides a list of monthly RCM activities. These activities encourage the different disciplines of your organization to work together in a coordinated fashion. Each player will not only have the facility-specific operation guidelines (see Chapter 5) appropriate for his or her area of responsibility, but will also have an annual plan customized for his or her position. As the Resource Conservation Manager, you will be responsible for developing and monitoring this aspect of the RCM program.



This chapter includes an example of an annual plan for a Resource Conservation Manager at a school district. If you are not a school district Resource Conservation Manager, some of these items may not apply (such as spring break shutdown).

Development of these annual plans may not occur until the beginning of the second or third year of your RCM program. Work with your facility-level RCM teams to develop the annual plans after the facility-specific operation guidelines for the different areas have been completed

The following example is provided as a guide. You can modify it to best meet your situation. You may want to develop other annual plans for maintenance staff, kitchen workers and grounds staff.



A Calendar of Activities for the Resource Conservation Manager

RESOURCE DISK **R**
 This calendar is on the
 resource disk:
act_cal.doc

Monthly

- Prepare and distribute monthly resource accounting reports to facility operators and head facility administrators (principals).
- Determine if there are any new facility operating staff that need orientation training with respect to the facility-specific operation guidelines and/or other RCM program activities.
- Monitor school board activities to determine impact on the RCM program.
- Perform facility efficiency surveys to document facility conditions during different modes of facility operation (e.g. day, night, vacation, etc.). Provide copies of the surveys to the facility operator(s) and facility administrator. Meet with facility operators to discuss opportunities for improvement, if necessary.
- Prepare and distribute monthly (or bi-monthly) newsletter.
- Award and recognize top performers and contributors.
- Update resource accounting data to reflect any changes in facility size, occupant loads or other relevant parameters.

 JULY

- Check to make sure garbage services have been terminated (or greatly reduced) for the season.
- Check for water leaks at facilities. If leaks are discovered, determine the extent of the problem, prioritize repairs based on severity and develop a work order for the maintenance or grounds staff.
- Determine annual resource consumption and costs (energy and water), services use and costs (garbage and sewer) and recycling income for the year, July through June, for each facility. Develop a status report.
- Determine the savings from the baseyear for each facility and for the program as a whole.
- Monitor maintenance and resource conservation projects that were scheduled for implementation during the summer months. As the Resource Conservation Manager, you may be expected to act as project manager for installation of some smaller projects (e.g. blown-in ceiling insulation, pipe insulation, lighting retrofits, lighting controls, etc.). Be sure you follow project contracting guidelines for your organization. The larger the project, the more stringent the bidding requirements.
- Meet with building operators and maintenance staff as a large group to brainstorm improvements, lessons learned and other issues. Discuss any of the incentive programs that are offered, upcoming training and other general program updates. Incorporate changes into the program and send out draft changes for review.
- Review proposed changes (above) with appropriate administrative staff, if necessary.

 AUGUST

- Meet with the administration and present the status report. Work with the administration to determine financial awards for the different facilities.
- Meet with facility operators and maintenance staff to review program changes proposed the previous month. Finalize changes to the operation guidelines and other RCM program activities for the new school year. Send the new modified documents to the appropriate staff.

 SEPTEMBER

- Check with the administration office staff to ensure garbage service is reinstated to the proper levels.
- Reinstate electrical service to meters that only serve field lighting and/or scoreboards.

- Plan for National Energy Awareness Month (October) activities.
- Re-establish facility-level RCM teams at each facility (principal, custodian, maintenance staff, cook, teacher and student). Provide orientation and resource accounting update. Discuss incentives and summarize successes from previous year. Set goals for the new school year and discuss efficiency activities affecting facility staff (incentives, training, survey reports, facility-specific operation guidelines, recycling procedures, etc.). Discuss RCM program kick-off activities.
- Have RCM teams participate in RCM program promotion activities.
- Meet with kitchen staff to discuss guidelines for kitchens. Modify guidelines as appropriate.
- Work with maintenance staff and facility operators to determine if HVAC equipment and controls are working properly. Focus on facilities with a track record of high energy use.

 **OCTOBER**
**National
 Energy
 Awareness
 Month**

- To celebrate Energy Awareness Month, initiate the RCM program with kick-off presentations for the new school year, RCM awareness presentations and presentation of financial awards for savings and revenues from the previous year.
- Review school calendar to plan extended setback days (breaks of three days or longer) and periods when you will want to cancel garbage service.
- Plan for in-service RCM program orientation for teachers.
- Notify the administration office to discontinue irrigation water service beginning November 1. Also discontinue electrical service to meters serving only irrigation pumps.
- Continue to perform RCM audits where needed. Develop facility-specific operation guidelines, maintenance items lists and capital projects lists. Present information to the appropriate staff. Capital projects may be candidates for inclusion in a maintenance and operations levy or bond.
- Alert facility operators and maintenance staff to change HVAC and lighting controls as appropriate for the end of daylight savings time.

 **NOVEMBER**

- Begin planning for winter shutdown.
- Send out "snow day" procedures to facility operators. During snow day closures, the facilities could remain in a setback mode.

- Review resource accounting data to determine budget needs for utilities for next year.
- Meet with facility-level RCM teams (bi-monthly meeting). Review resource accounting data, discuss facility-specific operation guidelines and other relevant issues.
- Provide a quarterly update of resource accounting (savings and next year budget) and other RCM program activities to the school board.

DECEMBER

- As part of monthly meeting with facility operators and maintenance staff, discuss winter break shutdown procedures.
- Cancel electrical service to meters that only serve field lighting and/or scoreboards, until needed again.
- Notify the administration office about cancellation of garbage service over the winter break.
- Monitor and assist with winter shutdown activities.

JANUARY

- Contact the administration office to ensure that garbage service is started again.
- Meet with facility-level RCM teams (bi-monthly meeting). Review resource accounting data, discuss facility-specific operation guidelines and other relevant issues.
- Contribute to efforts to pass levies and/or bonds, providing data to support the school district's claims of wise use of resources and high efficiency levels obtained.

FEBRUARY

- Provide a quarterly update of resource accounting (savings and next year budget) and other RCM program activities to the school board.

MARCH

- Begin planning for spring shutdown.
- Meet with facility-level RCM teams (bi-monthly meeting). Review resource accounting data, discuss facility-specific operation guidelines, spring shutdown and other relevant issues.

- Plan for Earth Day (April 22) RCM program promotional activities (awards and awareness activities).
- Notify the administration office about cancellation of garbage service over the spring break.

 **APRIL**
Earth Day
April 22

- Reinstate electrical service to meters that only serve field lighting and/or scoreboards (only if fields are used in the evening and lights are needed).
- Monitor and assist with spring shutdown activities.
- Contact the administration office to ensure that garbage service is started again after spring break.
- Alert facility operators and maintenance staff to change HVAC and lighting controls as appropriate for daylight savings time.
- Work with the administration to determine requirements for summer use. Determine how to handle those requirements most efficiently (centralization in the most efficient facilities).
- Participate in Earth Day (April 22) celebration with school awards and awareness activities.

 **MAY**

- Cancel electrical service to meters that only serve field lighting and/or scoreboards, until needed again (daylight savings in effect).
- Provide a quarterly update of resource accounting (savings and next year budget) and other RCM program activities to the school board.
- Meet with facility-level RCM teams (bi-monthly meeting). Review resource accounting data, discuss facility-specific operation guidelines and other relevant issues.
- Meet with facility operators and maintenance staff to discuss summer shutdown procedures.
- Reinstate irrigation water service and electricity service to meters serving irrigation pumps, as appropriate.

 **JUNE**

- Monitor and assist with summer shutdown activities.
- Cancel or reduce garbage service for the summer, as appropriate.