



Step 1 - Preparation

Company details

Fill in your details below to personalise your workbook, which will serve as your company's energy management file. You may not have all the details now, so just fill in what you can at the beginning.

Nume					
Position					
Company					
Branch (if applicable)					
Business activity					
Contact number					
Contact address					
Email (optional)					
Start date			Finish date		
lumber of employees			Floor space area		pace area
Full-time		Part-time			
urrent energy supplier(s	5)				
Energy type	Supplier		Account manager		Contact number
Electricity					
Heating					
Other (please specify)					
Annual energy costs (€/yr)					
Annual energy usage (kWh/yr)					

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Conclusions from diagnostic:

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ľ	What is your current energy management situation? Fill out this energy management diagnostic questionnaire to help you assess this. This form should be filled in again in 12 months' time and the answers compared.							
(If a o	good energy managemer	nt syst	em is in place, most of you	ır ansı	wers will be the third and	fourth	boxes.)	
Has a	a coordinator been appoint	ed to 1	manage the energy action p	lan?				
	No		Informal appointment		Formal appointment but low priority		Formal appointment	
Add	ditional comments							
Do y	ou have an energy stateme	nt?						
	No		Informal statement		Incomplete statement		Complete formal statement	
Add	ditional comments							
Have	you identified significant e	nergy	users or factors that influen	ce ene	ergy consumption?			
	No		Informally (no quantification)		Informally (some quantification)		Yes (quantified assessment	
Add	ditional comments							
Is the	ere an energy action plan in	place	?					
	No (none)		Informal unwritten plan		Informal written plan		Formal plan	
Add	ditional comments							
Are e	energy efficient practices an	ıd ene	rgy awareness promoted am	ongst	t employees?			
	Not at all		Informally and infrequently		Informally but regularly		Formally and regularly	
Add	ditional comments							
ls the	ere an energy measuremen	t and r	monitoring system in place?					
13 (116	No (none)	and I	Informal		Incomplete system		Formal system	
Add	ditional comments							

The business case for energy management

ACTION 2

What is your business case for energy management?

Fill out your own business case table below and estimate what resources and effort you can afford to spend tackling energy management.

How to fill in this table:

- 1. Record your annual operating costs for the previous year.
- 2. Record your total energy costs (from previous year's bills).
- 3. Calculate your total energy costs as a percentage of your annual operating costs.
- 4. Record your annual profits for the previous year.
- 5. Calculate your energy costs as a percentage of your profits.
- 6. Calculate 10% of your energy costs and express this as a percentage of your profits to see how much can be saved.

Financial indicators

Annual operating costs	
Total energy cost	
Energy as % of annual operating costs	
Annual profits	
Energy as % of profits	
% increase in profits by a 10% decrease in energy costs	
onclusions	
ACTION 3 List the issues that are driving your en	ergy management programme.

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Step 2 - Commit

ACTION 4	Assign an energy coordinator for you	r business.
Name of energy coo	ordinator	Position in company
ACTION 5	Write an energy statement for your b	usiness.
Company energy st	catement	

Tips

- Don't hide away your energy statement communicate it to staff at meetings or train staff on the statement.
- Use existing systems to integrate your energy statement rather than creating a new system, i.e. HACCP, ISO 9001 or ISO 14001.

Step 3 - Identify

Energy costs



Gather your previous year's energy bills and fill these in below

As you implement your energy management programme, from now on fill in your current year's bills as you receive them. Compare these costs with the previous year's data to see how much your company has saved.

Try to record all your energy bills in kWh to keep it consistent.

Your electricity bills

Previous year: ____ Current year: ____

Billing period	Quantity billed (units) kWh	Total cost (€)	Billing period	Quantity billed (units) kWh	Total cost (€)
Total			Total		

|--|

Previous year: ____ Current year: ____

Billing period	Quantity billed (units) kWh	Total cost (€)	Billing period	Quantity billed (units) kWh	Total cost (€)
Total			Total		

Your other bills (e.g. diesel, LPG, solid fuel)

Previous year: ____ Current year: ____

Billing period	Quantity billed (units)	(Optional) kWh*	Total cost (€)	Billing period	Quantity billed (units)	(Optional) kWh*	Total cost (€)
Total				Total			



Take meter readings for electricity and gas once a month and record below.

First, find out where your meter is located. It may be located in another building. You might need to contact your building maintenance company.

Meter readings — electricity

Date	Reading	Units used since previous reading	Multiplier*	kWh used
Total				

Meter readings — gas

Date	Reading	Units used since previous reading	Multiplier*	kWh used
Total				
Total				

*Sometimes meters are unable to record the actual amount of energy that you use. In this case, a certain percentage of usage is passed through your meter and the actual usage is calculated by multiplying by a factor, i.e. a multiplier. Check your bill to see if a multiplier applies to your account. If no multiplier applies, the units used = kWh used.

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Energy management diagnostic questionnaire

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Fill out the table below, identifying energy-using equipment, influential factors and people and if there is a potential energy saving.

Use the example in the completed sample workbook to help you. The best way to fill in this chart is to do a walk around your facility and identify your energy users and influences.

Location	Appliance	Quantity	Hours of usage (hrs / day)	Influential factors

In the table below will give you an overall idea of the biggest on-site users. Not every piece of equipment needs to be entered. At this stage you could also identify certain people you might nominate to look after certain sectors, technologies or factors that can influence your energy demand and whether there is a potential to make any energy savings with each piece of equipment listed.

Influential people	Is there a potential energy- saving opportunity here? If yes, add to register of opportunities	(Optional) Energy rating (kW) You will find this on nameplate on appliance	(Optional) Energy value (kWh) for 1 day Energy rating x quantity x hours of usage
Conclusions			

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Energy management diagnostic questionnaire

I	ACTION 9
	ACTION

Start to fill out your register of opportunities.

Some common opportunities are outlined in the completed sample workbook.

Aspect (e.g lighting) or area (e.g. zone 1, office or canteen)	Opportunity
_	

This table allows you to list opportunities in various areas. This document can be added to at any stage during the process. Any ideas or suggestions should be captured here.

Comment	Cost

Step 4 - Plan

Energy action plan

ACTION 10		ergy action plan below. gn this to show commitm	ent.		
Target or plan				Cost	Priority
Management sign	n off	Name		Position	

Ideally, the plan shown below should be f	for a period of one year. Plan period: _	t	0
Person responsible	Target or expected result	Target date	Achieved (yes or no)
			V
Signature	Date		

Step 5 - Act

ACTION 11

Establish your operations and maintenance checklist below.

Use the example in the completed sample workbook to help you complete this step.

Area	Task	Check frequency	Person responsible	Training required	~

Area	Task	Check frequency	Person responsible	Training required	✓

Action 12 and 13 — these are completed by putting environmental awareness and training programmes in place. There are no workbook components to these steps.

Step 6 - Review

Performance comparison progress table

ACTION 14 Fill in the table below to compare and benchmark your performance. This should be done on a continuous basis. Comparison 1 Comparison 2 Comparison 3 Comparison 4 (Try to do this to tie in Electricity use kWh/m² Gas use kWh/m² with your energy bills)

Energy manager	ment diagr	iostic questionna	ire				
ACTION 15	Complete re	view checklist below.					
1. Have you filled in yo	ur company de	etails?		Of these targets, h heir timeframe?	ow many hav	e been achieved	within
Yes		No					
2. Have you recorded s energy managemen		gy cost since using this	8.1	Have you started r	unning an en	ergy awareness o	campaigr
Yes		No		Yes		No	
If yes, please detail			If	yes, please detail			
2. Door your onorgy or	ardinator have	a vour full cupport?		lava vou paticad	a chango in ct	aff attitude to er	
3. Does your energy co	ordinator nave	your ruii support?	9.1	lave you noticed	a Change in St	an attitude to er	iergy:
Yes		No		Yes		No	
4. Have you communic staff members?	cated your ene	rgy statement to all	If	yes, please detail			
Yes 5. What projects have y	you carried out	No during this cycle of					
energy managemen		,					
			10.	Do you feel famil	iar with your o	company's energ	y bills?
				Yes		No	
			11.	Have you made a ongoing plan for			he
				Yes		No	
			12	How much energ	y have you sa	ved?	
		·C 1:					
6. How many targets h action plan?	ave been ident	ified in your energy					

	available from SEAI?	
Yes No	Yes	No

Future recommendations
ACTION 16 Fill out future recommendations below.
Outline a list of suggestions as to how to improve on your energy management programme for next year:





Sustainable Energy Authority of Ireland 3 Park Place Hatch Street Upper Dublin 2, Ireland