


Vacman Cleaning Ltd	
Environmental Management System	

<b>Procedure Title:</b> Energy Management		<b>Procedure No:</b> 5
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<b>ISO 14001 reference:</b> 4.4.6		
<b>O M reference:</b> None.		
<b>Related procedures:</b>	<ul style="list-style-type: none"> <li>▪ Procedure 19 – Maintenance Register Legislation and other Requirements</li> <li>▪ Procedure 11 - Purchasing in-house</li> <li>▪ Procedure 15 - Waste Management</li> <li>▪ Procedure 14 - Transport and Travel</li> <li>▪ Procedure 16 - Water Management</li> </ul>	

## 1. Purpose


- 1.1 To provide an overview of the responsibilities relating to the provision and use of energy services and the management of energy consumption.

## 2. Scope

- 2.1 Energy consumed at all premises where Vacman cleaning ltd is the main occupant. It does NOT incorporate energy consumed during travel or transport.
- 2.2 All activities aimed at ensuring the efficient supply, delivery and end-use of energy services.

## 3. Definitions


- 3.1 Energy Services - fossil fuels and electricity used on sites, the systems and equipment by which they are delivered and the associated end uses.
- 3.2 Essential equipment – equipment that is required to be left permanently switched on for reasons of security, health and safety or communications.
- 3.3 Recording – documenting dated meter readings with identification of the individual taking the reading.
- 3.4 Monitoring – analysing the meter readings, calculating the consumptions, and identifying and accounting for consumption trends (e.g. increases, decreases, large, gradual, etc.).
- 3.5 Reviewing – comparing actual consumption against targets and taking appropriate subsequent actions.

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#### 4. Responsibilities

##### 4.1 Site Supervisor/Manager responsibilities:

- 4.1.1 Facilitating compliance with the general requirements of the procedure.
  - 4.1.2 Pursuing the achievement of agreed consumption targets.
  - 4.1.3 Ensuring site management contracts adequately reflect the requirements of this procedure.
  - 4.1.4 Establishing, maintaining and disseminating a register of essential equipment.
  - 4.1.5 Arranging periodic walk-through surveys and documenting the findings. Assessing the need for any remedial actions and reporting any actions taken to Managing Director.
  - 4.1.6 Arranging the distribution and display of awareness material.
  - 4.1.7 Ensuring timers and automatic controllers are functioning and maintained accordingly and that the agreed settings are documented within the EMS records.
  - 4.1.8 Ensuring meter readings are taken and recorded.
  - 4.1.9 Reporting Quartelry energy consumption to the Managiung Director.
  - 4.1.10 Monitoring energy consumption and accounting for consumption trends and for their reporting to the Managing Director.
  - 4.1.11 Identifying and implementing appropriate corrective and remedial actions if targets are not being met.
- 4.2 The Managing Director is responsible of reviewing actual consumption data against targets, and for reporting progress on a quarterly basis.
- 4.3 The Managing Director is responsible for obtaining awareness material and for providing advice to Site Supervisors/ Managers as necessary.
- 4.4 The Managing Director is responsible for consolidating site based energy data into data for the Company as a whole.
- 4.5 All employees are responsible for implementing “good housekeeping” measures and for reporting incidences of waste.
- 4.6 It is the responsibility of all employees to comply with the provisions of this procedure so far as they relate to matters within their control.

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## 5. Procedure

### 5.1 Energy Conservation


- 5.1.1 All employees will take reasonable measures to conserve energy.
- 5.1.2 Energy efficiency measures shall be employed to minimise energy consumption and emissions to atmosphere, where appropriate. Such measures will include:
- automatic controls of heating, lighting, air conditioning and other equipment where practical
  - good housekeeping measures such as switching off unnecessary lights, PCs and other office equipment, wherever practical and possible.
- 5.1.3 All plant and equipment (including domestic appliances in staff kitchens and common rooms, and IT equipment) shall be selected (in accordance with the procedure on “Green” purchasing) and maintained for energy efficient operation.
- 5.1.4 Full use shall be made of energy-saving modes of operation.
- 5.1.5 Appropriate notices, posters and stickers will be displayed throughout buildings to remind all users to conserve energy.

### 5.2 Essential equipment

- 5.2.1 A register of essential equipment will be established and maintained by and disseminated for information, as appropriate. The register will be reviewed and updated as appropriate at least annually.
- 5.2.2 All non-essential equipment will be switched-off at or by the end of the working day.

### 5.3 Energy management

- 5.3.1 Walk-through surveys will be conducted at least quarterly, to review site energy management practices and procedural compliance. The survey will include :
- the correct operation and settings of timers and automatic controllers
  - lights are turned off in unoccupied rooms
  - PCs (including monitors) not being used have been switched off.

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- 5.3.2 The findings of the survey shall be documented in all cases and retained for inspection. The need for remedial actions shall be assessed and reported, within one week, as necessary.
- 5.3.3 Incidences or identified practices that cause energy wastage will be reported to the Site Supervisor/ Manager as soon as possible.
- 5.3.4 Full energy audits shall be conducted every three to five years at each main site to identify, quantify and prioritise opportunities for improving energy efficiency.
- 5.3.5 Heating, ventilation and air conditioning systems shall be controlled, preferably automatically, to maintain comfortable working conditions, while complying with legislative requirements and energy efficiency good practice.
- 5.3.6 Settings for all automatic timers will be maintained and documented. The settings should be reviewed on a regular basis, at least bi-annually, and any changes recorded.

#### 5.4 Monitoring

- 5.4.1 Energy consumption based on actual meter readings will be recorded on a monthly basis, using an appropriate log sheet (see example attached). The date that the reading was taken, the units of measurement, meter factors and calculated weekly consumption will be indicated on the log sheet. The log sheet will be retained in the site's EMS Manual Volume 3.
- 5.4.2 All log sheets and related records should be retained on-site for a period of five years. All records should be retrievable within five working days.
- 5.4.3 Site-based energy consumption data will be reported on a monthly basis, as part of the monthly EMS site report.
- 5.4.4 Site based energy consumption will be monitored at least monthly, and preferably weekly, for deviations from the target and for sudden changes. Any significant changes in consumption or deviation from the target will be investigated, accounted for and reported. (e.g. boiler shut-down, air-conditioning system malfunction) Remedial actions will be implemented as appropriate.
- 5.4.5 Quarterly reports on progress against energy targets will be submitted to the Managing Director.

## 6. Further References

Action Energy - <http://www.thecarbontrust.co.uk/energy/pages/home.asp>

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**7. Record Forms**

Energy consumption log sheet.

**SAMPLE ENERGY CONSUMPTION LOGSHEET – COMPLETE ALL COLUMNS**

Meter N°./Ref (taken from meter)	Date of reading	Meter reading (include all digits on meter)	Units of measurement (taken from meter)	Consumption (current – previous reading)	Signed
<u>ELECTRICITY</u>					
<u>OIL</u>					
<u>OTHER</u> (detail)					