

# Commercial SEM Annual Plan 2018

## Portland Community College

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# PORTLAND COMMUNITY COLLEGE

## Instructions

1. Select at least five energy-saving projects from your Opportunity Register(s) (Energy Action List). The form provides ten rows to correspond with the Operations and Maintenance (O&M) milestone incentive due December 15, 2018 where you can receive \$100 per project, up to ten projects and \$1,000.
2. Select five organizational action items from your Energy Management Assessment (EMA) Action Plan that you intend to complete by November 1, 2018, when the Implement EMA Action Plan milestone incentive is due.
3. Select at least one engagement campaign you intend to complete by November 1, 2018, when the Occupant Engagement milestone incentive is due.

## 1. Annual Organizational Energy Plan Summary

The PCC Rock Creek/Sylvania SEM Team has set ambitious 2018 expectations of no less than 14 occupant engagement goals to be completed by the end of the year. As we head into year four of our participation as an ETO cohort member, we hope that with our operational and mechanical projects we will continue to see cost and energy savings.

## 2. Energy-Saving Projects

Item number	Building Name	Project Description: replicate exact language from Opportunity Register.	Person(s) Responsible	Due Date
1.	RC	Hunting dampers & valves, co-project: investigating economizer function. Buildings 1, 2,3,6	Mitch Kilgore	12/15/2018
2.	RC	High bay rollup doors in Buildings 2 & 6 being left open during heating/cooling.	Mitch	12/15/2018
3.	RC	Minimum outside air balancing. Buildings 1,2,3,6	Mitch	12/15/2018
4.	RC	Evaluate B9 economizers and balance	Mitch	12/15/2018
5.	RC	Evaluate and set back heating temps of hot water boiler loop. Buildings 6, 1, 2,3	Mitch	12/15/2018

7.	SY	High bay rollup doors being left open during heating/cooling.	Joe SY	12/15/2018
8.	RC	Find out how to shut off HW valves to HVAC in shops when high bay roll up doors (2, 6) are open	Mitch, Elaine	12/15/2018
9.	RC	Discuss with CTE faculty and staff to schedule air shop compressors off at night and weekends	Mitch, Elaine	12/15/2018
10.	RC/SY	Set up a meeting with IT staff to discuss remote shut down	Briar, Esther	12/15/2018

### 3. Organizational Action Items

Item number	Description: replicate exact language from EMA Action Plan. Include building sites (if applicable)	Person(s) Responsible	Due Date
1.	Include more facilities technical staff in SEM team meetings and to attend SEM workshops.	Elaine, Mitch, Briar	11/1/2018
2.	Set up meetings to discuss strategic classroom scheduling and tighter HVAC scheduling to match revised building schedule. RC, 2	Elaine, Zachariah, Esther	11/1/2018
3.	Establish bi-monthly check in meeting with SEM team.	Elaine, Jennifer Hamlin	5/1/2018
4.	Discuss transition for SEM team leadership	Whole team	11/1/2018
5.	Plan for transition of Executive Sponsor and onboarding of new Executive Sponsor	Sandra, Lisa Avery, New RC President	11/1/2018

#### 4. Engagement Activities

Item number	Description: replicate language from Opportunity Register and/or Engagement Plan. Not all sites will have engagement activities. If so, document reasons. Maintenance of existing engagement activities are important and may be included.	Person(s) Responsible	Due Date
1.	Meeting w/ Career Technical Education Deans & staff to discuss RC roll up door energy conservation.	Elaine & Mitch	11/1/2018
2.	RC Turn the Page Grant printer reduction behavior change research project.	Elaine, Esther, Zachariah	11/1/2018

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Sandra J. [Signature] 1.18  
Approved By Date

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Approved By Date