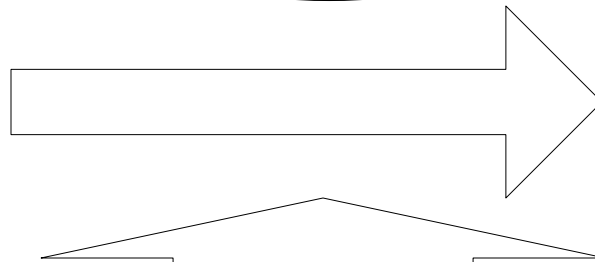
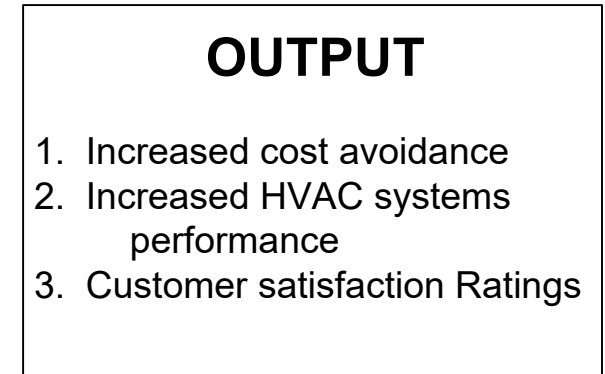
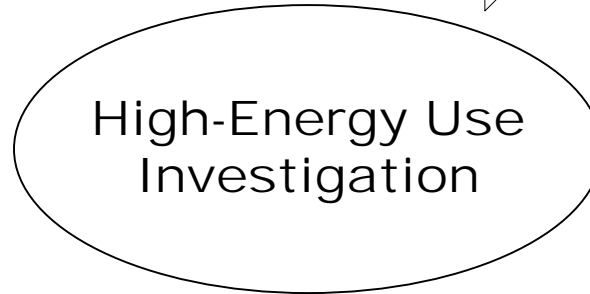
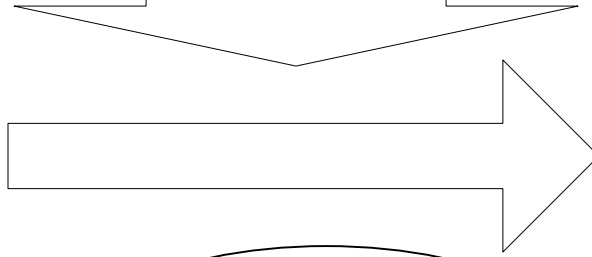
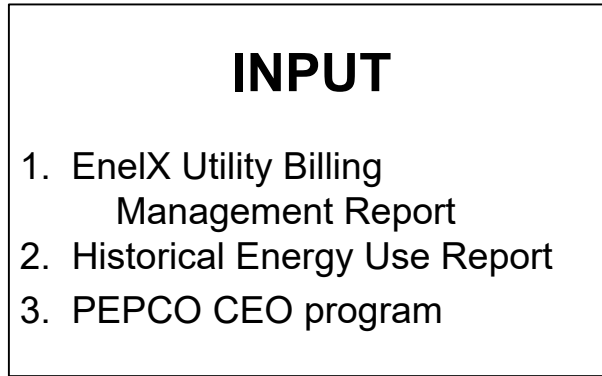
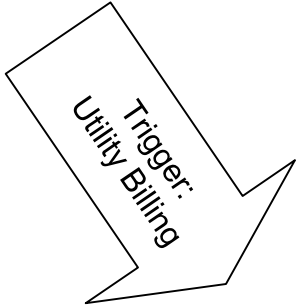


# IGOE

Department of Facilities Management  
Weekly High-Energy Use Investigation Process  
MCPS Energy Policy ECA  
**GUIDES**

**End:**  
Cost avoidance  
and decreased  
kWh electric use

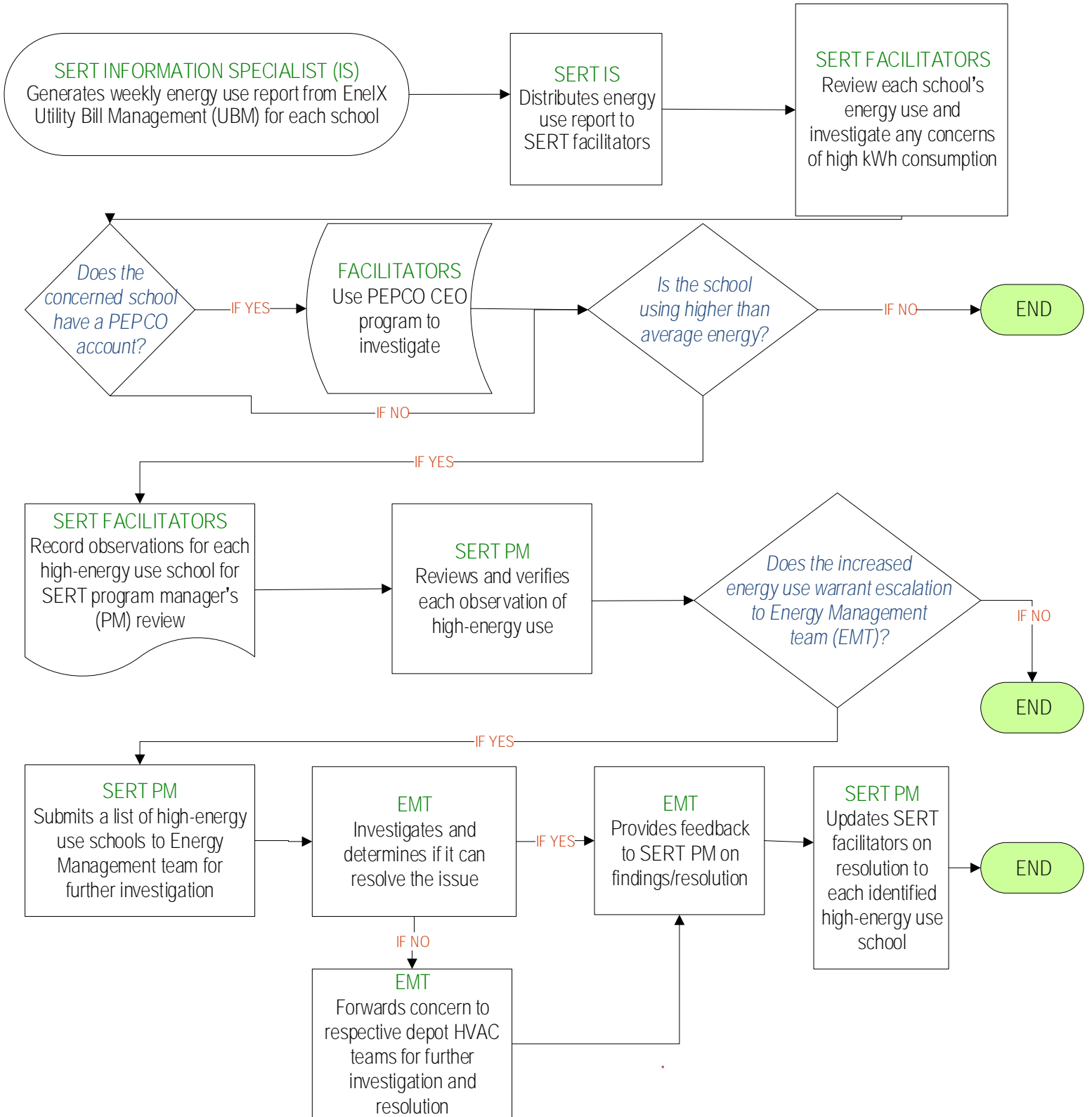


Pre-emptive Review	Customer Feedback
Mandated Review	



# SERT PROGRAM

## Weekly High-Energy Use Investigation Process



# SERT PROGRAM

## Process for Investigating High-Energy Use

### PURPOSE:

This process is completed each week to detect abnormal energy use in schools and to analyze utility data use trends. A weekly report is generated from EnelX Utility Bill Management (UBM) to compare monthly kWh usage to the same month of the prior year to evaluate large variances in energy consumption and to trigger further investigation.

### PROCESS SUMMARY:

1. The SERT information specialist (IS) generates a report for each school with current month kWh compared to same month kWh prior year; prior 5-year monthly average kWh; difference in usage by kWh, \$, and %; current kWh/SqFt; prior 5-year monthly average kWh/SqFt.
2. SERT facilitators (SF) receive energy use report and review each school for anomalies in energy use compared to the same month of the prior year and the average energy use of the prior five years of the same period..
3. If high energy use is identified, the SF will record observations for SERT program manager's (PM) review.
4. SERT PM will review each observation of high energy use to determine if escalation for further investigation by the Energy Management team (EMT) is needed.
5. SERT PM forwards verified concerns of high energy use to EMT.
6. Energy Management team will investigate and resolve when possible. The EMT may forward observations to the respective Heating, Ventilation, Air-Conditioning (HVAC) depot teams if it is determined that equipment repairs are needed at the particular school.
7. Energy Management and/or depot HVAC teams provides feedback to SERT PM on findings and resolution.
8. SERT PM updates SERT SF on status/resolution of each escalated high energy use issue.

UPDATED AUGUST 2019

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