

## Worksheet 3.5A

# Energy action plan

This is an example only – adapt this worksheet to suit your organisation’s requirements, and review your plan on an annual basis.

Property name:				
Address:				
NLA or GLA of building (m <sup>2</sup> ):				
Date:		Prepared by:		Approved by:
<b>Key contractors for the following services:</b>				
HVAC:		Controls:		
Electrical:		Cooling towers:		
Lighting:		Lifts:		
Metering:		Other:		
<b>Energy efficiency targets for financial year:</b> <i>insert your targets</i>				
	<b>Base building energy</b>		<b>Whole building energy</b>	
	<b>Previous year actual</b>	<b>Annual target</b>	<b>Previous year actual</b>	<b>Annual target</b>
Total electricity (kWh)				
Total gas (MJ)				
Total other fuels (L)				
Total energy (MJ/m <sup>2</sup> ) <sup>1</sup>				
Total cost of energy supply (\$)				
Total cost of energy supply (\$/m <sup>2</sup> )				
Total CO <sub>2</sub> emissions (tonnes) <sup>2</sup>				
NABERS Energy rating				
Other:				

<sup>1</sup> To convert kWh to megajoules (MJ) multiply by 3.6

<sup>2</sup> To convert kWh to kg of CO<sub>2</sub> see the National Greenhouse Accounts (NGA) Factors for the latest greenhouse emission factors, Australian Government Department of Climate Change, [www.greenhouse.gov.au/workbook/index.html](http://www.greenhouse.gov.au/workbook/index.html)

### Short-term opportunities

(Actions with a payback of typically less than 3 years)

	Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	HVAC ventilation							
	HVAC cooling/heating							
	HVAC pumping							
	HVAC controls							
	Lighting equipment							
	Lighting controls: dimming, switching and time control systems							

	Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Domestic hot water							
	Lifts							
	Miscellaneous							

**Summary for short-term opportunities**

Total energy savings (kWh or MJ):
Total energy savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date:

## Medium-term opportunities

(Actions with a payback of typically between 3 to 5 years, often with other benefits too.)

	Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	HVAC ventilation							
	HVAC cooling/heating							
	HVAC pumping							
	HVAC controls							
	Lighting equipment							
	Lighting controls: dimming, switching and time control systems							
	Domestic hot water							

	Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Lifts							
	Miscellaneous							

**Summary for medium-term opportunities**

Total energy savings (kWh or MJ):
Total energy savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date:

## Long-term opportunities

(Actions with a payback of typically more than 5 years, but with other significant benefits such as improved maintenance and conditions.)

Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
HVAC ventilation							
HVAC cooling/heating							
HVAC pumping							
HVAC controls							
Lighting equipment							
Lighting controls: dimming, switching and time control systems							
Domestic hot water							

	Actions or initiatives to be taken to achieve targets or reduce energy consumption	Responsibility	Expected energy savings (kWh or MJ)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Lifts							
	Miscellaneous							

**Summary for long-term opportunities**

Total energy savings (kWh or MJ):
Total energy savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date: