



Required

## Intent

To promote continuity of information to ensure that energy-efficient operating strategies are maintained and provide a foundation for training and system analysis.

## Requirements

### Establishment

Conduct an energy audit that meets both the requirements of the ASHRAE preliminary energy use analysis and an ASHRAE Level 1 walk-through assessment identified in the ASHRAE Procedures for Commercial Building Energy Audits or equivalent. [[Europe ACP: EN 16247](#)]

Prepare and maintain a current facilities requirements and operations and maintenance plan that contains the information necessary to operate the building efficiently. The plan must include the following:

- a current sequence of operations for the building
- the building occupancy schedule;
- equipment run-time schedules;
- setpoints for all HVAC equipment;
- setpoints for lighting levels throughout the building;
- minimum outside air requirements;
- any changes in schedules or setpoints for different seasons, days of the week, and times of day;
- a systems narrative describing the mechanical and electrical systems and equipment in the building; and
- a preventive maintenance plan for building equipment described in the systems narrative.

### Performance

None.

## Alternative Compliance Paths (ACPs)

### Europe ACP: EN 16247

Projects in Europe may use the energy audit procedure defined in EN 16247-2:2014.