

Plant Energy Program Assessment FY 2015



Agenda

Opening meeting – 20 minutes

Who: Assessment Team, Plant Manager, Production Manager, Plant Energy Team Leader, Members of Plant Energy Team, Maintenance Manager

- Introductions
- Discuss purpose and goal of assessment
- Agree on assessment schedule and plant personnel support

Plant Tour – 1 1/2 - 2 hours

Who: Assessment Team, Plant Energy Team Leader

- Safety briefing, GMP and PPE
- Walk-through of whole plant, observing obvious energy related opportunities (lights, compressed air pressure, leaks, equipment left running without requirements, etc.)
- Assessment of visitor energy-saving suggestion process
- Evaluation of any energy campaign material throughout the plant
- Review of Energy Team bulletin board
- Inspection of no-loss air drain valves

Meeting with Energy Team Leader – 1 hour

Who: Assessment Team, Plant Energy Team Leader

- Go over assessment criteria list
- Each line item will be discussed in detail and the level of compliance evaluated and scored by each assessment team member

Interview randomly selected employees – 30 minutes

Who: Assessment Team, TBD - will be selected by assessment team, 4 - 6 minutes in length

- Awareness of the Plant Energy Team
- Understanding of long-term corporate energy goal (25% over 10 years) and their responsibility helping to achieve the goal
- Awareness of DGI Energy Efficiency site and capability to log onto site
- Knowledge of employee suggestion process and awareness that ideas and suggestions from all employees are encouraged

Closing meeting – 30 minutes

Who: Assessment Team, Plant Manager, Production Manager, Plant Energy Team Leader, Members of Plant Energy Team, Maintenance Manager

- Discuss initial findings
- Suggestions for improvements
- Discuss and agree on follow-up items

Please note: Times may vary. This agenda is a guideline only and can be adjusted according to needs.