

DRAFT ACTION PLAN—Energy Improvements

Organization: Skilled Nursing Facility

Date: _____

SUGGESTED FOCUS AREAS for next 3 months	
1 Track Energy Usage & Cost (Electric, Natural Gas, Oil, Water, etc...)	
2. OBTAIN Investment Grade Energy Audit	
3 INVESTIGATE Energy Efficiency Program for Facility	
4 DETERMINE Source of Funding	

ACTION PLAN for next 3 months				
Action	By Whom	By When	Status	Notes on Potential Obstacles, Resources Needed
Obtain and Review Utility Bills History	Business Office	Two Weeks [May 15 th]	On Track	Depending on energy use, may take time getting a history of usage/cost. Difficulty locating account information.
Look into using Portfolio Manager to check facility energy performance.	Business Office	In one month	Awaiting staff resources	Who will take the lead to maintain the Portfolio Manager Account?
Contact ISE to benchmark facility or get training in Portfolio Manager.	Business Office	After obtaining all utility history		Who will take the lead to maintain the Portfolio Manager Account?
Contact Utility for a site visit/energy audit	Facility Manager	Two Weeks [May 15 th]	On Track	Visit your utilities website or call 877-WISE-USE
Contact Utility about an Energy Efficiency Program	CFO & Facility Manager	After Energy Audit	On Hold	Determining the best program for each facility, depending on eligibility.
Contact CT Green Bank or CPACE	Business Office & CFO	After Energy Audit	On Hold	Determining how the projects will be funded.
Implement energy efficiency improvements from audit	Facilities and Finance	After Energy Efficiency Improvements Proposal		Scheduling to avoid conflicts with patient care.