

## VEEP O&M Plan Guidance

For each building an O&M plan must be developed with the goal of improving the efficiency of the building in general and extending the life and effectiveness of the efficiency measures that were implemented as part of the VEEP grant.

The plans should not be overly cumbersome and should be written in plain English so that they can be easily understood by the building owners/operators. The plan should include manuals for all relevant equipment.

Below are some basic recommendations about components to include in the O&M plan. Individualized plans will be developed under each grant that are appropriate for the community and building(s). The guidelines below are merely suggestions and are not mandatory. AEA will review all O&M plans submitted as part of the VEEP program.

The plans should follow some basic guiding principles including:

1. The building should operate as designed
2. The building should operate in a way that is comfortable and safe for its' inhabitants
3. The plan should extend the life of the building by maintaining it well now
4. Don't forget the operations part of the O&M

The plan should consider the following:

- Goal setting – encourage goal setting, e.g. integrate efficient operations into business plan focusing on net operating income.
- Tracking energy use – include forms for documentation and tracking of energy use.
- Training – include recommendations for building operators.
- Assessment tools - Make sure those tools are available and the building operators have been trained on how to use them.
- Scheduling – both when to use equipment (only when needed), and a schedule for maintenance.
- Replacement – list of building components that will need replacement in the next 5 years but that the grant is unable to cover. Recommend efficient replacements for these building components as they age out.
- Appliances – maintenance schedule for all appliances installed as part of the VEEP grant that complies with the manufacturers recommendations.
- Building shell – schedule of routine maintenance to ensure the integrity of the building shell. Basic instructions on shell maintenance to avoid degradation.
- Electrical – Lighting, plug load tracking, encourage policy development for purchasing and behavior.
- HVAC – Establish 5-year schedule of maintenance per manufacturer's instructions.
- Plumbing – create schedule and instructions for checking pumps to ensure they are working properly along with instructions about what to do if they are not.
- Vendor list for repairs, maintenance and where to order replacement parts and equipment.