

## **Energy Management Policy** (Reviewed Annually)

Pulls together major points of sub documents into an Executive Summary.

- **Reports** (Review Annually)
  - **Energy Review** - figures for past financial year. (kWh, £, CO<sub>2</sub>, etc)
  - **Anticipated Consumption/Changes** – predicted changes in Estates holdings, student numbers and cost.
  - **Legislation/Regulations** – what presently exists and how we are meeting the requirements and what is upcoming and how we anticipate meeting the requirements.
  - **Benchmarking** – List of buildings and how they are performing against pre-defined criteria
  
- **Policy** (Review Biennially)
  - **Energy Purchasing**
  - **Heating and Insulation**
  - **Ventilation and Air-Conditioning**
  - **Lighting levels & standards**
  - **New-Builds & Refurbishments**
  - **Metering**
  - **Design Team Guide**
  - **Space Heating**
  - **Portable Heaters & Air-Conditioners**
  
- **Strategy** (Review as Required)
  - **Carbon Reduction**
  - **Alternative Technologies**
  - **Water Saving**
  - **Devolved Budgets**
  - **Awareness & Communication**
  - **Grants & Sources of Funding**
  
- **Register** (updated when any document above is changed) – Contains checklist of documents, when last reviewed, who to review and when to be reviewed again.

All above documents should be no more than 2 – 3 pages in length.