

## SUBMISSION TEMPLATE

# MAN – 6 Ongoing Monitoring and Metering

## ENERGY

1. Requirements		YES	NO
A	Is there a basic metering system for energy consumption in the building?		
B	Is at least 95% of the building's overall energy consumption measured?		
C	If applicable, is renewable energy measured separately?		
D	Is there an effective mechanism for monitoring the consumption data?		

**Attachments: Documentation Requirements**

- Attach meter audit report (see checklist below)
- Attach a meter schedule or high level schematic Electrical system line diagrams indicating metering types and positions.

Item	Document Title	Description

Please confirm that all the below items are covered in the Meter Audit Report:	Y/N	Page Location
Confirmation of meter accuracy		
Confirmation and verification of CT ratios		
Calibration certificates validity		

2. Basic Monitoring Strategy		YES	NO
<b>Attachments</b> <ol style="list-style-type: none"> <li>Attach a copy of basic energy monitoring strategy in accordance with the checklist below:</li> </ol>			
Item	Document Title	Description	

Please confirm that all the below items are covered in the Basic Monitoring Strategy:	Y/N	Page Location
<b>Strategy must identify:-</b>		
Which meters are in place and operational (existing and planned)		
How meters should be read		

By whom meters should be read		
How often meters should be read		
How this process is managed and verified		
<b>Metering Schedule must indicate:-</b>		
The incoming inputs (electricity, gas etc.)		
The end-users (lighting, HVAC, fans)		
The consumption for end-users		
Which meter(s) provide the required information		
The individual end consumption		

3. Advanced Monitoring Strategy		YES	NO
A	Do the meters have online and live monitoring?		
B	Is there an effective automated mechanism for monitoring the consumption data?		

**Attachments**

- Attach a copy of advanced energy strategy in accordance with the checklist below:
- Attach a typical report generated from the system

Item	Document Title	Description

Please confirm that all the below items are covered in the Advanced Monitoring Strategy	Y/N	Page Location
<b>Strategy must identify:-</b>		
Collecting data from all meters		
Alerting to missing data due to failures		
Processing data on energy use or water consumption at user adjustable intervals		
Raising an alarm when the energy or water use increase beyond certain parameters and automatically email and/or SMS facilities manager		
Providing a breakdown of the information by building system (mechanical, electric, etc.), or by space (or by tenanted floor)		
Including the consumption of energy, the load versus time (load profile), and the power factor (in the case of energy)		
Producing, as a minimum, a quarterly report for the facilities manager responsible for the building		

# WATER

1. Requirements		YES	NO
A	Is there a basic metering system for water consumption in the building?		
B	Is at least 95% of the building's overall water consumption measured?		
C	If applicable, is water reuse or alternative sources measured separately? (e.g. boreholes)		
D	Is there an effective mechanism for monitoring the consumption data?		

## Attachments: Documentation Requirements

a. Attach meter audit report (see checklist below)

Item	Document Title	Description

Please confirm that all the below items are covered in the Meter Audit Report:	Y/N	Page Range	Page Location
Confirmation of meter accuracy			
Confirmation and verification of CT ratios			
Calibration certificates validity			

2. Basic Monitoring Strategy			YES	NO
<b>Attachments</b>				
b. Attach a copy of basic water monitoring strategy in accordance with the checklist below:				
Item	Document Title	Description		

Please confirm that all the below items are covered in the Basic Monitoring Strategy:	Y/N	Page Range	Page Location
<b>Strategy must identify:-</b>			
Which meters are in place and operational (existing and planned)			
How meters should be read			
By whom meters should be read			
How often meters should be read			
How this process is managed and verified			
<b>Metering Schedule must indicate:-</b>			
The incoming inputs (water etc.)			
The end-users			
The consumption for end-users			
Which meter(s) provide the required information			
The individual end consumption			

3. Advanced Monitoring Strategy		YES	NO
A	Do the meters have online and live monitoring?		
B	Is there an effective automated mechanism for monitoring the consumption data?		

**Attachments**

- c. Attach a copy of advanced water strategy in accordance with the checklist below:  
d. Attach a typical report generated from the system

Item	Document Title	Description

Please confirm that all the below items are covered in the Advanced Monitoring Strategy:	Y/N	Page Range	Page Location
<b>Strategy must identify:-</b>			
Collecting data from all meters			
Alerting to missing data due to failures			
Processing data on energy use or water consumption at user adjustable intervals			
Raising an alarm when the energy or water use increase beyond certain parameters and automatically email and/or SMS facilities manager			
Providing a breakdown of the information by building system (mechanical, electric, etc.), or by space (or by tenanted floor)			
Including the consumption of water, the load versus time (load profile)			
Producing, as a minimum, a quarterly report for the facilities manager responsible for the building			

## Statement of Authenticity

I, \_\_\_\_\_, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_