Best practices are non-technical techniques or methodologies that revolve around the “softer” issues, such as behavioural change arising from increased awareness, training, accountability and information systems that result in energy savings.

**ENERGY MANAGEMENT BEST PRACTICES**

- **TRAINING**: Invest in training for staff who need it, including systems operation and energy management basics.
- **COMMUNICATION**: Run campaigns to encourage energy-saving behaviour throughout your organization. Recognize and reward staff members who have helped you reach your energy management goals.
- **FINANCING**: Set specific criteria for investing in energy projects. Use savings from initial projects to pay for future projects. Consider an energy performance contract. Explore utility and government incentive programs.
- **PROJECTS**: Based on assessment, set specific, measurable, achievable, realistic, time-bound (SMART) goals.
- **BENCHMARKING**: Use ENERGY STAR Portfolio Manager to track your building’s energy use.
- **ORGANIZATION**: Clearly define the role and mandate of the energy manager and/or committee.
- **COMMITMENT**: Draft a formal energy policy for your organization. Have the energy policy endorsed by senior management.
- **PLANNING**: Create schedules to ensure regular recommissioning, preventative maintenance and energy audits.

Learn more about energy management best practices and other matters relating to the energy efficiency of commercial and institutional buildings: [www.nrcan.gc.ca/energy/efficiency/buildings/eefb/buildings/13556](http://www.nrcan.gc.ca/energy/efficiency/buildings/eefb/buildings/13556) or e-mail [info.services@nrcan-rncan.gc.ca](mailto:info.services@nrcan-rncan.gc.ca).