Mpower Major Project Worksheet

Updated 08/28/2009 - Version 1.1

Project Name	Dock Door Under-leveler Seal Replacement
Project Manager	Obasi Torti
Action topic	Reduce Use - "Free Savings"

Project Description

GBP will replace under-level seals on 2 existing loading dock doors, and install a new one on our new loading dock doors. We will submit a request to Focus on Energy for a Specialty Measures Incentive. We will have an energy savings analysis performed by a Rite Hite representative to estimate annual energy savings.

Business Case / Statement of Need

GBP now has 3 loading docks used for shipping/receiving. New under-leveler seals would greatly reduce the amount of treated air escaping from the building, and stop drafts. This project will also tell us how much energy we are losing around dock doors currently, and allow us to track our carbon reduction and cost savings.

Project Definition

Project Goals	– Determine amount of energy loss around loading dock doors – Install under-leveler seals on each of 3 doors – Receive incentive from Focus on Energy – Document carbon reduction and cost savings achieved with this project	
How will progress be measured?	Progress will be measured by assessing energy savings, cost savings, and carbon reduction.	
Expected environmental benefits	GBP expects to save ~3040 therms of gas used for building heat each year. This equates to ~ 35,750 lbs of carbon annually.	**Quick Conversion Factors** • 2.22 lbs CO_2 / kWh saved • 11.76 lbs CO2 / therm saved • 4.4 lbs CO2/ 1000 gallons water • 19.56 lbs CO2 / gallon of gas saved

Implementation Plan *(Due dates and durations)*

Receive quote from Rite Hite Representative – September 2009
Complete energy savings analysis – September 2009
Apply for Focus On Energy incentive – September 2009
Install under-leveler seals – October 2009
Document energy savings and assess carbon reduction October – December 2009

Communication Plan *(What needs to be communicated? When is communication needed? To whom? How?)*

-Initial cost of installation, incentive, and estimated ROI to be communicated with upper management for approval.
- Request for incentive to be sent to Focus on Energy
- Energy savings analysis to be completed by Rite Hite and those findings shared with upper management.
- Actual energy savings to be documented and reported to project group for 3 months after installation.

Change Management / Issue Management *(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)*

Decision will be made based on project cost, opportunity for FOE incentive, estimated energy savings, and timeline of project.

Project Team Roles and Responsibilities

Team Members	Roles	Responsibilities
Obasi Torti	Project leader; Facilities Manager	Oversee project, communicate with group
Chuck Reott	Rite Hite Contact	Book Rite Hite quote, energy analysis, and installation; assist with installation as needed
Alice Torti	COO, Management Representative	Approve purchase and timeline
Carolann Puster	Mpower Rep; Green Team Rep	Document project; apply for FOE incentive; track energy savings and carbon reduction

Management Sign-Off

_____ Date: _____

SIGNATURE

Direct questions about this document to: NAME, DEPARTMENT at TELEPHONE or EMAIL