

Mpower Major Project Worksheet

Updated ###/###/## - Version 1.1

Project Name	Materials Handling Department Westport Lighting	
Project Manager	Dale Ripp	
Action topic	<i>Improve Energy Efficiency</i>	
Project Description		
The project is in the Materials Handling department warehousing area. The majority of the lights will be installed in the north end of the building with up to 40% shutting down completely when there is no activity in the area. The Westport maintenance staff, with the assistance of pressroom employees, will be removing all the older T-12 fixtures in the area and replacing them with new T-8 fixtures. The new fixtures have a different layout than the old T-12's which had 2 eight feet long bulbs. The new T-8's have 6 four feet long bulbs and better reflectors to increase the cross lighting in the areas.		
Business Case / Statement of Need		
Lighting is a fixed cost to the company which operates 24-6. This is a low hanging fruit project with a quick pay back. Over the years many of the driving aisles have been moved, but not the lighting. This project will double or triple the lumens in many of the aisles making it easier for the employees to pick and store product.		
Project Definition		
Project Goals	Decreasing the amount of energy and increasing the amount of lighting with fewer fixtures. We are looking for an increase of about 15 lumens per square foot.	
How will progress be measured?	Progress will be measured in two ways: 1) Decreased energy usage which will be reflected on monthly utility bills, 2) An increase in the amount of light in the area which will be measured with a light meter.	
Expected environmental benefits	Once the project is completed we anticipate reducing 94,815 kWh annually or an emission reduction of 120,776 lbs of CO ₂ , 584 lbs of Nitrogen Oxide, and 234 lbs of Sulfur Dioxide.	Quick Conversion Factors <ul style="list-style-type: none"> • 2.22 lbs CO₂ / kWh saved • 11.76 lbs CO₂ / therm saved • 4.4 lbs CO₂/ 1000 gallons water • 19.56 lbs CO₂ / gallon of gas saved
Project Constraints / Risks / Key Inputs <i>(Elements that may restrict or place control over a project, project team, or project action; results from other projects or input from other sources needed for project to be successful)</i>		
This project requires much man power due to taking lights up and down. An earlier prediction from senior management determined that our Fall work load was going to be very slow and there would be employees available to assist the maintenance department with the installation (that has not happened yet). Typically when production slows down, the work load increases in the maintenance and engineering department.		
Implementation Plan <i>(Due dates and durations)</i>		
As soon as the pressroom can spare a couple of employees to assist the maintenance department the project will be underway (estimated start date is the first week in October). The completion date is December 31 st , 2009.		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Before this project was a go, the pressroom was consulted on the availability of getting a couple of employees in the Fall to assist the maintenance department. The scheduling department will need to let the pressroom know when they can free up those employees for a couple of months. Maintenance will need some advance notice to prepare for the additional help. Employees in the materials handling department will need some time to move product in these areas for the installation crews and they will also need to drive with caution when the crew is in the area.		
Change Management / Issue Management <i>(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)</i>		
Some of the new lights are not going to be on all the time, employees that work in these areas will need to be made aware that the lights are on an occupancy sensor and will automatically turn on and off. Some lights may need to be adjusted after the initial installation, which will need to be communicated to maintenance staff.		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Dale Ripp	Sustainability Manager	Work with all departments on communication
Scott Clemens	Maintenance Foreman	Schedule maintenance staffing
Jim Ripp	Maintenance Work	Lead installer
Mike Sieja	Electrician Engineer	Monitor all code issues