

## Further Guidelines on Equipment Lists and ECE Tables

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### **What goes in my ECE table?**

Major energy consuming entities should be included. Often major structures need to be included here. However, do not omit smaller entities that have their own utility metering. *Ex. Air Quality Monitoring Stations for Maryland Dept. of the Environment consume far less electricity than a building but must be included as an ECE since it has it's own meter and is not connected to a major structure.*

### **How does the equipment list differ from the ECE table?**

While major equipment such as building chillers and boilers are energy-consuming entities, including them in the main ECE table would likely make the table less helpful as a reference. DGS recommends that *major equipment* be included in an appendix, clearly indicating which buildings the equipment serves. Feel free to summarize equipment where appropriate. *Ex. "6 Centrifugal Chillers Weighing 500 tons each" as opposed to listing each chiller separately.*

### **What constitutes major equipment?**

There is no one rule for determining what is major and what is minor. In general, major equipment in a large office complex would fall under the following categories:

- Building envelope
- HVAC (Heating, Ventilation, and Air Conditioning)
- Lighting
- Control Systems (Ex. CO2 sensors in each office for zoned heating and cooling.)

### **What about all of the office equipment such as computers, refrigerators, phone chargers, monitors, and coffee pots?**

The intention of this plan is to identify energy conservation measures that would significantly reduce an Agency's energy usage. Therefore, cataloging these items in an Appendix is *at the Agency's discretion*. However, if not cataloged, these energy consuming devices and appliances should be treated in a section of the AEP entitled "Office Equipment Policy Measures."

### **What does an "Office Equipment Policy Measures" section look like?**

There are always measures that employees can implement, such as turning off monitors when away from the desk or consolidating several personal coffee makers to a central break area. These policies should be made at the discretion of the agency, with an eye towards eliminating unnecessary user plug-loads in the Agency, especially small appliances. Policies focusing on behavior modification and equipment consolidation will often take center stage in such a section.

**What should a major equipment appendix include?**

The major equipment section is critical in determining where DGS and Agency efforts should be focused in terms of energy reduction. It should include at least:

- Type of equipment (*boilers, chillers, fan coil units, etc.*)
- Manufacture or Installation date of the equipment
- Date last serviced or retrofitted (if possible)

A more complete appendix could include relevant specifications of the equipment such as energy source, horsepower, gallon capacity, flow capacity, etc. However it is the type and date that is critical.

Finally, if the equipment has not been serviced, replaced, or installed in the past five years, please highlight that piece in the appendix (bold, italics, highlights, etc.).

Thank you for your continued cooperation as we work together to produce these plans. They will soon allow us to better understand our energy usage and improve our efficiency and conservation measures.

Barry Powell  
State Energy Coordinator  
Office of Energy Performance and Conservation  
Maryland Department of General Services