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<b>Effective:</b> 6/1/10	<b>Author, Title:</b> VP Facilities	<b>No:</b> OP.EY.001.1

**SUBJECT**

Energy Set-Points (ESP's)

**SUMMARY**

This SOP details the process by which every HEI hotel must communicate, monitor and maintain Energy Set-Points. Additionally, the process by which Set-Points are submitted but the hotel and approved is also defined.

**KEYWORD(S)**

Energy Set-Points, ESP, Temperature, Engineering

**PROCEDURE**

Energy Set-Points are water and air temperatures, which are defined and recorded so that every HEI hotel may maximize energy conservation. These temperatures also maintain high operational standards.

**Communication**

Every hotel's Energy Set-Point Form is located on the Hive, which by navigation can be found [The Hive > Operations > Engineering > Energy Documents > Energy Set-Points \(ESP's\)](#). The ESP form provides a

range defined by VP Facilities; such as "DOMESTIC HOT WATER SUPPLY GUESTROOMS: 120°-140°" and the hotel specific value. The form will read NA, a single defined temperature, or 2 temperatures. The form will say NA if the hotel does not have the Set-Point. If the temperature does not change seasonally, the form will share the appropriate temperature for the hotel using the guidance provided in the range. If the hotel must change the temperature seasonally, the hotel should write W- 136 °S-132 °. In this example, W represents the Winter Set-Point and S represents summer. It is at the discretion of the Chief Engineer to determine the appropriate time to change between the two defined ESPs.

The defined ESP's will be posted with an easily read label or in permanent marker on the temperature source.

**Maintaining ESP's**

Every hotel must maintain the defined Energy Set-Points. Although the Chief Engineer is responsible for maintaining the defined temperatures,

any hotel associate or corporate leader can help maintain the Set-Points. The ESP's are available on the Hive and to all associates as they are posted on the thermostat location. For example, when doing a property tour, anyone can see the posted ESP and check that the temperature read is matching the defined temperature. If the temperatures do not match, the associate should either adjust the temperature or if the thermostat is of a technical nature, such as a water cooling system, the associate must inform the Chief to make any necessary adjustments.

**Establishing Set-Points**

The process of defining ESP's is broken into Hotel Submission and Set-Point Approval.

**Hotel Submission**



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Every hotel's Energy Set-Point Form is located on the Hive, and the Chief Engineer is solely responsible for determining the appropriate ESP for each location in the hotel. The form can be edited by right-clicking on your hotel form and selecting "Edit in Microsoft Office Excel." Any Set-Points not listed in the form must be added in the space provided for ESP-27 through ESP-32.

If the Chief feels the need to go outside the defined range, a call to the VP Facilities is necessary.

Once the Chief Engineer has defined the Set-Points of the hotel, an email should be sent to VP Facilities to inform VP Facilities approval is needed. The General Manager should also be copied on the email correspondence.

#### **Set-Point Approval**

Once the Chief Engineer has defined the Set-Points of the hotel, an email should be sent to VP Facilities to inform VP Facilities approval is needed. VP Facilities is responsible for responding to the email with any changes and the reasons for the changes. Once both parties agree on the defined Energy Set-Points, VP Facilities will add comments about the physical plant and approve the form. Once all ESP's have been approved the Chief Engineer will label each ESP by number to clearly identify it as a critical energy saving temperature. This labeling must be in Red.

#### **Set-Point Maintenance**

The Chief Engineer must review temperatures every six months and determine if the temperatures need to be adjusted for better energy efficiency or operational performance. This check requires the form be printed out and verified at each Set-Point location. If the Chief would like to change an approved Set-Point, the process of submitting it to VP Facilities must be followed as defined above.

#### **Physical Plant Notes**

Physical Plant Notes are a compilation of property specific energy related items provided by VP Facilities. This area of the ESP form is meant to provide any person visiting the hotel a brief overview of how the hotel operates. Although the Chief Engineer may have items to contribute to the list, all items should be sent directly to VP Facilities via email to be added to the form.

#### **TOOLS AND RELATED DOCUMENTS**

ESP Form on the Hive

#### **JOB TITLES REFERENCED**

VP Facilities  
Chief Engineers  
General Managers

#### **DISTRIBUTION**

Corporate Operations  
VP Facilities  
General Managers  
Chief Engineers