

Action Plan Template • KITCHEN EQUIPMENT

| Action | Roles & Responsibilities | Implementation Dates | | | | | | Notes |
|--|--------------------------|-----------------------------|--|--|--|--|--|-------|
| Monthly | | Fill in implementation Date | | | | | | |
| Routinely clean coils and vents - Refrigerators - Ovens - Fryers - Ice makers - Dishwashers | | | | | | | | |
| Reduce preheating and non-use times for appliances | | | | | | | | |
| Maintain notes on service records and electricity consumption. Prepare the notes when the information is fresh | | | | | | | | |
| Compare kitchen equipment energy consumption with similar school buildings seasonally, normalized for heating degree days | | | | | | | | |
| Quarterly | | Fill in implementation Date | | | | | | |
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| Bi-Annually | | Fill in implementation Date | | | | | | |
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| Annually | | Fill in implementation Date | | | | | | |
| Ensure adequate amounts of make-up air for kitchen exhaust systems, to avoid exhausting conditioned air | | | | | | | | |
| Training | | Fill in implementation Date | | | | | | |
| Train facilities staff to conduct kitchen energy consumption comparisons with similar school buildings and season-to-season comparison, normalized for heating degree days | | | | | | | | |
| Train facilities staff to maintain detailed notes on the equipment service records and energy use (electricity consumption). Prepare the notes when the information is fresh | | | | | | | | |
| Train staff on importance of reducing preheating and non-use times for appliances | | | | | | | | |
| Communications | | Fill in implementation Date | | | | | | |
| Communicate importance of reducing preheating and non-use times for appliances | | | | | | | | |
| Communicate the importance of conducting kitchen energy and water consumption comparisons with similar schools and season-to-season comparison | | | | | | | | |
| Communicate the importance of maintaining notes on service records and electricity consumption for kitchens | | | | | | | | |
| Communicate kitchen equipment energy consumption comparison results to school and district administrators to demonstrate the benefits of energy management | | | | | | | | |
| Maintain adequate communications between central staff and building operators | | | | | | | | |
| Other Actions | | Fill in implementation Date | | | | | | |
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