

## Energy Treasure Hunt Host Facility Requirements

Action Items to be completed by the host facility in advance of the Treasure Hunt

Identify facility representatives for each team (approx. 4-5).

- Divide hospital into discrete areas for teams – a couple of examples are shown below, but feel free to section off the hospital as you see fit.
  - Option 1: Equipment-Focused Teams
    - Team 1: Focused on Lighting Projects
    - Team 2: Focused on piping insulation, HVAC controls, Boiler Feed Water, Kitchen Hood
    - Team 3: Equipment in Rehab, Vending Machines
  - Option 2: Hospital Sections/Areas
    - Team 1: ICU, patient rooms
    - Team 2: E Wing, Kitchen, and Exterior
    - Team 3: Main Mechanical rooms including boiler rooms, med gas, hot water, gen sets, cooling tower, roof mechanical
    - Team 4: Operating Rooms, Day Surgery, PACU, CBC
- Data collection and analysis: this information will be provided to the teams ahead of the Treasure Hunt
  - Minimum 1 year of utility information in Energy Star Portfolio Manager
  - Utility load demand profiles
  - List of energy projects: open and complete, forward and backward 5 years
  - Hospital site maps of campus, buildings and utilities
  - Building list, utility inventory per The Joint Commission (or equivalent)
  - Utility rebates
  - 12-month work order history
- Facility data for each team
- Develop and distribute communications to promote/advertise the Treasure Hunt internally – ASHE will help with this.
- Reserve conference rooms, flip charts, AV access
- Locate and gather appropriate technology for each team (if available)
  - Infrared camera
  - Light meter
  - Temperature gage
  - RPM laser
- Name tags and/or guest passes
- Hospital policy on personal protective equipment
- Daily meals and beverages