



E³@Work

Employee Energy Efficiency at Work



What is the Employee Energy Efficiency at Work (E³@Work) Program?

- ▶ Designed to promote energy efficiency practices by managing office equipment power loads
- ▶ A tested, customizable awareness program which can be delivered through your organization's existing channels of communication

What are the benefits?

- ▶ Promotes Energy Efficiency
- ▶ Promotes Energy Reliability
- ▶ Promotes Energy Security



What is the role of the City of Toronto & Natural Resources Canada (NRCan)?



- ▶ Natural Resources Canada (NRCan) has joined the City of Toronto Energy Efficiency Office in the design and delivery of this program

What is the role.. (cont'd)

- ▶ We will work with your organization to arrive at the most appropriate strategy and program delivery methodology based on the [E3@Work](#) and NRCan's Program Delivery Model

E3@Work Program Delivery Model



Step 1: Assemble the Team

- ▶ Obtain Senior Management commitment
- ▶ Designate a program leader
- ▶ Assemble the working team
- ▶ Designate Energy Efficiency Champion



Step 2: Identify E3@Work Opportunities



- ▶ Establish a degree of awareness

Step 2:.. (cont'd)



- ▶ Identify loads/end uses and the best energy savings actions to be taken
- ▶ Establish a technical baseline

Step 2:.. (cont'd)

- ▶ Switch Off & Save! a simple action means significant savings:

<u>Equipment</u>	<u>Annual Savings</u>
Copier	\$50
Monitor	\$45
Scanner	\$28
Desk Lamp	\$28
Printer	\$13

Step 3: Establish Program Objectives

- ▶ Establish *energy-saving* objectives
- ▶ Establish *awareness* objectives



Step 4: Develop a Communications Plan



- ▶ Identify Communications goals and objectives
- ▶ Assess existing methods of communication
- ▶ Identify target audience
- ▶ Anticipate challenges
- ▶ Develop messages
- ▶ Develop process & Impact Evaluation Plan
- ▶ Develop Implementation Plan

Step 5: Implement Program

- ▶ Launch/kick-off event
- ▶ Roll out program according to plans



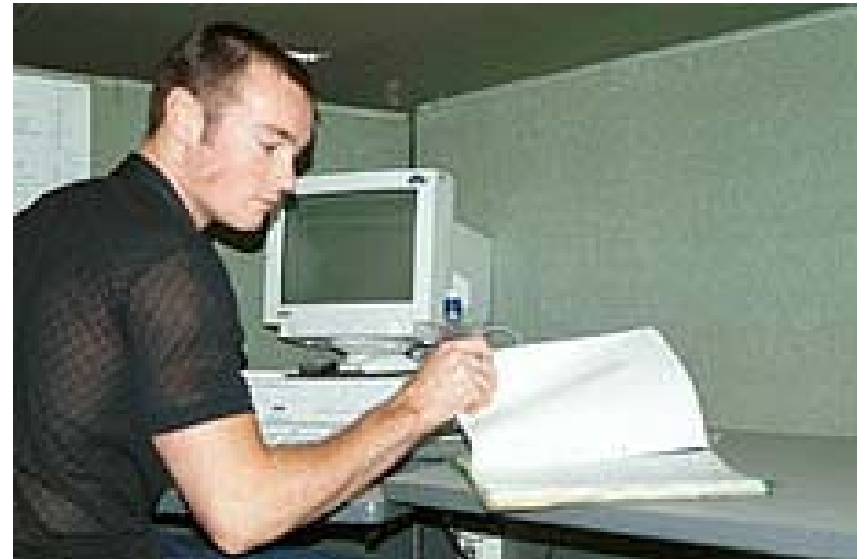
Step 6: Evaluate Program

- ▶ Conduct mid-course evaluation
- ▶ Make any mid-course adjustments



Step 7: Track and Report Results

- ▶ Report results to employees
- ▶ Ensure wide-spread distribution
- ▶ Provide regular progress reports to senior management and media



Step 8: Follow-Through



- ▶ Determine final adjustments
- ▶ Celebrate successes with award/recognition event

Summary

E3@Work = Low Investment Costs + High Returns



For further information on how to
implement E3@Work in your
organization, contact:

City of Toronto, Energy Efficiency Office
(416) 392-1500