Facility:_____ Name:_____ Date:_____

OPPORTUNITY TRACKING SHEET

This sheet is for documenting any opportunities you spot for reducing energy waste. No need to label the type or solve the issue, just describe what seems wasteful with details like location, equipment or timing. Use it alongside your reference sheet for tips and examples during the walkthrough.

After the walkthrough, your notes will help the energy champion and team review and prioritize next steps. Every observation counts; even small things can lead to big savings.

What makes a good observation?

- Be specific: What is happening? Where? When?
- Describe what was seen, heard or felt (if safe)
- Include location, equipment, timing and any clues (like sound or heat)
- Mention if it is normal or unusual operation
- Flag anything that needs follow-up
- Use plain language

Example: A clear tracking sheet entry

<table>
<tr><td><u>Location</u>

Compressor room 2</td><td><u>Project type (circle or highlight)</u>

Small / Large capital
(Operational) Behavioural</td><td><u>Impact</u>

Low
Med
(High)</td><td><u>Effort</u>

(Low)
Med
High</td><td><u>Utility savings</u>

Electricity Natural gas
(Compressed air) Steam
Water Other</td></tr>
<tr><td colspan="4"><u>Current situation</u>

Air compressor runs continuously overnight even when no production is happening. Hissing noise near the valve. Gauges indicate no pressure drop.</td><td><u>Other benefits</u>

Reduced noise for staff. Less wear on equipment.</td></tr>
<tr><td colspan="4"><u>Proposed change</u>

Investigate valve for leak. Install automatic shutoff or schedule downtime.</td><td><u>Potential roadblocks</u>

Need approval from maintenance supervisor to test shutdown during off-hours.</td></tr>
</table>

Facility:_____ Name:_____ Date:_____

Opportunity name:

Location	Project type	Impact	Effort	Utility savings
	Select a type	◯ Low ◯ Med ◯ High	◯ Low ◯ Med ◯ High	☐ Electricity ☐ Natural gas ☐ Compressed air ☐ Steam ☐ Water ☐ Other
Current situation				Other benefits
Proposed change				Potential roadblocks

Opportunity name:

Location	Project type	Impact	Effort	Utility savings
	Select a type	◯ Low ◯ Med ◯ High	◯ Low ◯ Med ◯ High	☐ Electricity ☐ Natural gas ☐ Compressed air ☐ Steam ☐ Water ☐ Other
Current situation				Other benefits
Proposed change				Potential roadblocks