

How to use this document: Operations and maintenance (O&M) best practices can save money on energy and maintenance costs and improve reliability, safety, and return on investment. These best practices focus on *writing things down, making things routine, and having what you need*. In other words, these practices include documenting energy-efficient methods for equipment and systems operations in standard operating procedures; incorporating these methods into maintenance routines, checklists, and schedules; and having necessary tools, supplies, and replacement parts on hand. These practices can help operations, maintenance, and facilities managers and staff realize and sustain energy savings.

Use or adapt this sample document at your own facility or workplace to build support for, plan, or implement the energy-saving O&M best practice described. Find more guidance on using this document and additional information on energy-efficient O&M strategies and practices in “Online Courses” at SEMHub.com.

STANDARD OPERATING PROCEDURE

Equipment Shutdown

Responsibilities

Managers

1. Identify equipment that can be shut down at breaks, at lunch, and after shift completion.
2. As necessary, develop a shutdown procedure for breaks, a shutdown procedure for lunch, and a shift shutdown procedure.
3. Develop start-up procedures for breaks, lunch, and shift changes, as appropriate.
4. Train personnel on proper startup procedures.
5. Train personnel on proper shutdown procedures.
6. Verify shutdown procedures are followed.
7. Estimate savings as appropriate.

Production Personnel

1. Follow startup procedures at the beginning of each shift and after each break.
2. Follow shutdown procedures during all breaks and lunch.
3. Follow end-of-shift shutdown procedures.