

W.A.S.T.E. WALK PLANNING WORKSHEET

Water

Air Emissions

Solid Waste/Landfill

Toxins/Hazardous Waste

Energy

Why is this event needed (business case, baseline of cost, goals, future risk, permits, fines/penalties)?

Scope of Event (building, floor, department, work area, metric impacted)?

Who should attend (Workers, Managers, Facilities, Maintenance, EHS, Lean, New Hires)?

Name	Position	Y/N	Name	Position	Y/N

Number of invites depends on size and scope of area (suggest 5-20). Mark Y/N for replies to invitation

Schedule (off-hours, weekends, and during normal work hours)

Date	Start Time	End Time

Signature Approval to Proceed

Champion: Department or work area leader

Sponsor: Management support for event

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Why is this event needed (business case, baseline of cost, goals, future risk, permits, fines/penalties)?

Building uses around 100,000 kWh per month, which cost around \$10K per month. Utility confirmed these costs will go up 3% next year. Will support corporate carbon reduction efforts and reduce need for utility expansion of coal plant. Goal is a 25% reduction in usage by end of the year.

Scope of Event (building, floor, department, work area, metric impacted)?

Engineering lab building, including server room. Focused on electricity consumption reduction (kWh), not shifting usage for lower electricity rates.

Who should attend (Workers, Managers, Facilities, Maintenance, EHS, Lean, New Hires)?

Name	Position	Y/N	Name	Position	Y/N
Barbara	Production Mgr	Y	Lea	Facilitator	Y
Del	Production Lead	Y	Doug	Technician	N
Tami	Production Lead	N	Oscar	Elec Engineer	N
Sanjy	Ind Engineer	Y	Emily	Custodian	N
Mandy	Maintenance	Y	Lea	Facilitator	Y
Claudia	Facilities	Y	Suzanne	Facilitator	Y
Juan	ESH Specialist	Y			
Mehmet	Assembler	Y			
Sara	Technician	Y			
Bruce	Assembler	Y			

Number of invites depends on size and scope of area (suggest 5-20). Mark Y/N for replies to invitation

Schedule (off-hours, weekends, and during normal work hours)

Date	Start Time	End Time
Sat Mar 8	4:00 PM	8:00 PM
Mon Mar 10	7:00 AM	10:00 AM
Mon Mar 10	5:00 PM	8:00 PM
Tues Mar 11	5:00 AM	7:00 AM

Signature Approval to Proceed

Barbara O'Brien

Champion: Department or work area leader

Terry Thompson

Sponsor: Management support for event

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Why is this event needed (business case, baseline of cost, goals, future risk, permits, fines/penalties)?

Dept uses around 1.8 million gallons of water per month, which cost around \$7K per month. These costs will be increasing in the future. Recent efforts have been started, but very unorganized. Water reduction is also an environmental concern, especially due to the recent droughts, as well as the current and increasing cost impact to the business. Goal is a 25% reduction in usage by end of the year.

Scope of Event (building, floor, department, work area, metric impacted)?

Metal fabrication department, including maintenance area and restrooms. Will also include all piping in and out of building that connect to equipment in this area. Focus will be on neutralization water usage discharged from the facility that is metered by the city.

Who should attend (Workers, Managers, Facilities, Maintenance, EHS, Lean, New Hires)?

Name	Position	Y/N	Name	Position	Y/N
Barbara	Production Mgr	Y	Lea	Facilitator	Y
Del	Production Lead	Y	Doug	Technician	N
Tami	Production Lead	N	Oscar	Elec Engineer	N
Sanjy	Ind Engineer	Y	Emily	Custodian	N
Mandy	Maintenance	Y	Lea	Facilitator	Y
Claudia	Facilities	Y	Suzanne	Facilitator	Y
Juan	ESH Specialist	Y			
Mehmet	Assembler	Y			
Sara	Technician	Y			
Bruce	Assembler	Y			

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