

# Hotel Energy Monitoring Plan

## 1. General Information

Hotel Name

Address

Prepared By

Date

## 2. Energy Monitoring Objectives

## 3. Areas/Energy Sources to Monitor

Area/Source	Equipment/Meter ID	Location	Frequency of Monitoring	Responsible Staff

## 4. Data Collection & Recording

Description of Data Collection Methods

Data Recording System

## 5. Reporting & Review

Reporting Frequency

Review Process

6. Improvement Actions

Area for Improvement	Action	Responsible Staff	Timeline	Status