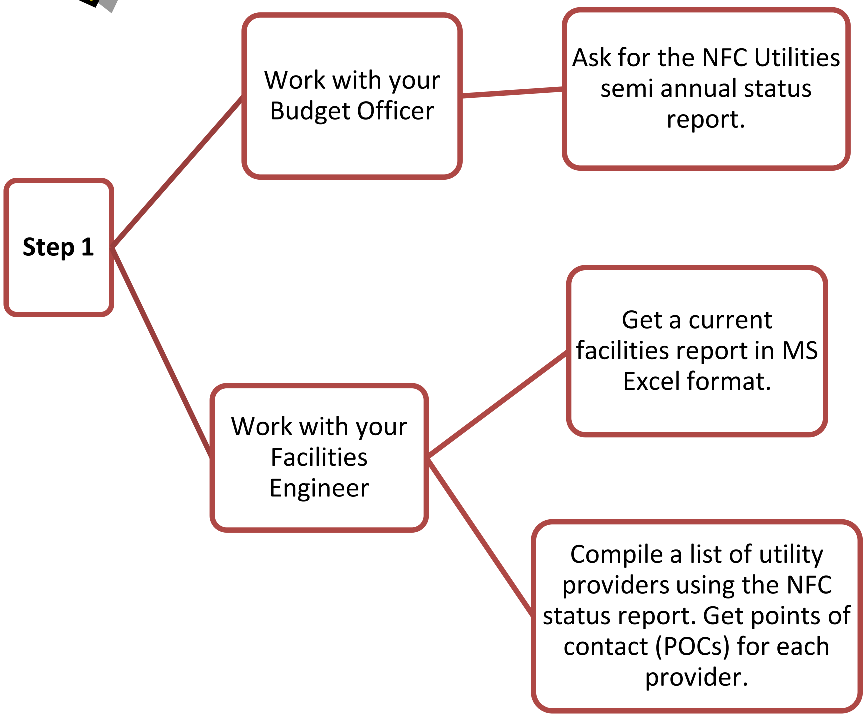
How to Monitor Utility Costs and Consumption



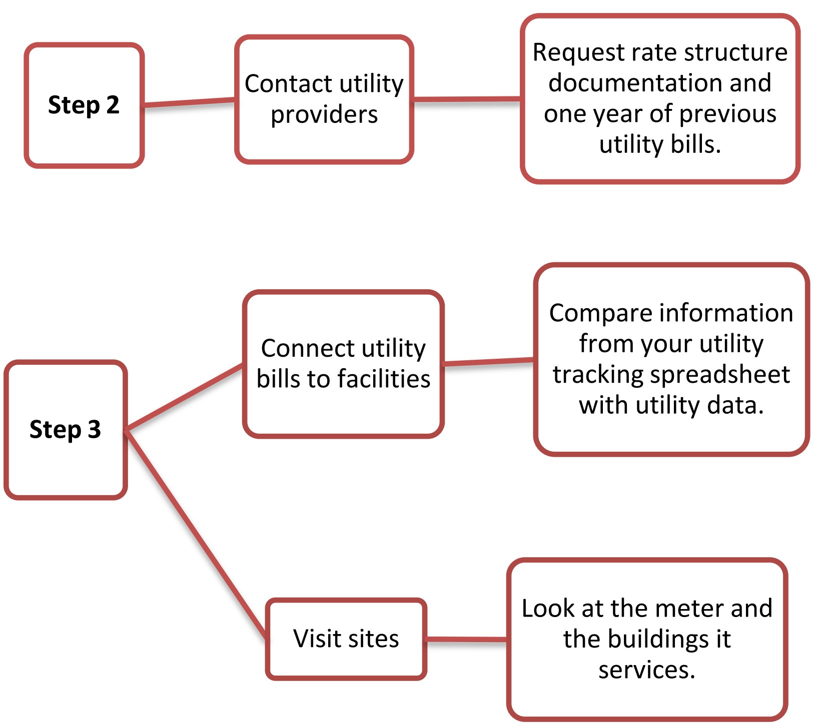
Getting Started

Determine points of contact (POCs) on the local unit; usually a Budget Officer for account information and a Facilities Engineer for site-specific information.

Get a copy of the "NFC Utilities – Semiannual Status Report" (UTVN06 Report) from the unit Budget Officer. This report contains account numbers, service locations, and vendor information; transfer this information to your utility tracking spreadsheet.

Get a current facilities report (from I-Web) from your Facilities Engineer. Transfer the appropriate information to your utility tracking spreadsheet.

Make a list of utility providers and get POCs, phone/FAX/cell numbers, account numbers, and email addresses for each.



Contact the utility providers for costs, consumption, meter numbers, rate schedules, possible rebates, billing statements, and POCs. Note: one meter may serve multiple buildings (talk to your Facilities Engineer). Don't include buildings without utility service.

Ask your utility providers if they offer online access to account information (you may need to be an authorized POC to access the information).

Transfer all appropriate information from utility providers and Facilities Engineer to your utility tracking spreadsheet.

Compare the information from your unit with the information from the utility providers. Usually the information matches, but Step 4 outlines possible errors to look for.

What to Look For in Utility Bills

For more information about cleaning up the utility bills for your unit, see the *Monitoring Utility Costs and Consumption* document on the Sustainable Operations website at:

http://www.fs.fed.us/sustainableoperations/