

# Blueprint for Successful Resource Efficiency Manager (REM) Programs

Factsheet #REM-2

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**Initial Criteria.** Successful REM programs require two initial criteria:

1. A designated, salary-guaranteed REM Program Manager already familiar with the facility and/or its staff. This person will be most effective with strong skills in:
  - self-starting, internal motivation and ability to motivate others
  - independent work and team work
  - written, oral and interpersonal communication
  - data collection, analysis and presentation
  - computer spreadsheets and word-processing applications
  - developing good rapport among facility staff
  - setting up an energy awareness program with full participation by facility staff
  - marketing, policy development and training experience
2. Program support and interaction from all levels of the facility staff. This includes:
  - all management levels
  - engineers/architects
  - building operators/technicians
  - custodians/janitors

**Policy Development.** Once the REM Program Manager is hired, a well-defined facility energy and resource policy needs to be developed. Key components of this policy include:

- description of the REM Program Manager's role
- roles and responsibilities of facility managers, staff and others
- basis for incentives and method for establishing savings
- guidelines for energy and other resource use (operating procedures and periods, temperatures, etc.)
- signatures of command or management

**Key Activities.** Once the policy is established, some key activities include:

- implementing a utility resource accounting system
- collecting data for establishing an appropriate baseline that will be used to determine future energy and resource savings
- network building and establishing feedback processes with people who will be instrumental in supporting your program
- working with on-site teams to set goals and conduct on-site audits
- setting up computer and telecommunications systems

**Results.** A REM program has the following goals:

- To be self-funding, saving 200-400 percent of the REM's salary annually;
- To establish highly visible energy programs through awareness campaigns;
- To establish strong policies within the organization;
- To reduce **energy, solid waste, water and sewer costs**;
- To establish the REM as a base resource for occupants, building monitors, operations and maintenance staff and other trades groups;
- To provide strong educational and motivation components to all occupants at a facility;

- To increase revenues from recycling.

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## **The Washington State University (WSU) Cooperative Extension Energy Program Role for Resource Efficiency Manager Programs**

WSU Energy Program can help provide the information, training and support necessary to save money and resources through efficient resource management at large private and public facilities, with an emphasis on federal facilities. WSU Energy Program produces and distributes information to start and operate highly effective, self-funding resource awareness programs. (see Factsheet #REM-4: “Gaining Lateral and Horizontal REM Program Support”).

### **WSU Energy Program services include:**

- Website
- Factsheets
- Newsletters
- Success Stories

WSU Energy Program has immediate access to a wide range of energy and resource information from these service areas:

- Energy Ideas Clearinghouse
- Renewable and Alternative Resources
- Industrial Services
- Education and Training
- Building Standards and Science
- Telecommunications/Telework
- Software Development
- Energy Library

### **For More Information:**

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