Sample Agenda Items
for Preliminary Assessment (PA) Kickoff Meeting

Introductions/Roles
Roles of each person in the project

Setting the Stage
Objectives of meeting
Discussion by Agency/Site of their interests, goals, objectives, and priorities
Level of management support
Discussion by ESCO of their interest in the project

Expectations –Technical and financial parameters
Discussion of scope, buildings, areas and ECMs to be considered
   Building environmental/performance requirements
   Long-term plans at the site, e.g., additional capacity, utilization
   Demolition, new construction
   Other studies, reports, information available
   Simple payback, contract term, total investment parameters
   O&M services, R&R responsibilities, and O&M savings
   Codes, regulations, hazards, other considerations/issues
   M&V/ Savings verification approach
   Energy and escalation rates, rebates, financial incentives

Audit Process
ESCO discussion of plans for audit phase
   Logistics and access; testing/metering to be accomplished
   Security-restricted areas, escorts
   Safety requirements, training, hazards
Process discussion — reviews, drafts, etc.
Requirements of Preliminary Assessment; what does it look like (components/ what
   needs to be approved, i.e., ECM package, savings estimates, baseline, etc.)

Communications Protocols
Establish leads and discuss responsibilities for ESCO/Agency
   Establish frequency and method of communications (e-mails, conf calls)

Project Timeline
   Schedule/timeline with significant milestones

Wrap-Up/Next Steps
   Recap of action items.
   Set next meeting or conference call time