

Utilities Customer Energy Specialist

You are responsible for visiting each business CEO to conduct an energy audit and read meters.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Remain in your business until the Opening Town Meeting to help with set-up. Your business needs everyone's help before it opens.
2. Read the information on the Energy Information Sheet on your desk. Be familiar with the information so you can explain methods of energy conservation to the business CEOs.
3. Read and complete Meter Reading Practice to prepare for your job. Review your answers with the adult volunteer.
4. The Warehouse will deliver the **Electric Utility Application**. Fill out one **Electric Utility Application** for each business (16 total). Complete everything on the application. The business names and meter numbers are on the CEO Business Information sheet on the CEO's desk. Have the CEO help if needed.
5. When finished, have the CEO sign the Applications. When the CEO is finished, put them in the Completed Utility Applications file on your desk.
6. On the Meter Reader Checklist, mark an "X" next to the business name in the column labeled "Electric Utility Application Completed."
7. Study below how you will conduct energy audits **after** the business day has begun. Directions are located on the next page. Conduct the energy audit in Utilities during this start-up time to practice the process.
8. Practice reading the prepared interview script. KPLR 11 will send an employee for you when it is time for the interview.

DURING THE FIRST SET AND SECOND OF BREAKS (AFTER THE NATIONAL ANTHEM), COMPLETE THE FOLLOWING.

1. Read Meters

- a. Using the **Meter Reader Checklist**, go to 3-5 businesses to read the meters.
- b. Enter the readings on the **Meter Reader Checklist** beside the business name and in the column labeled “Today’s Meter Reading.” and **then return** to your office.
- c. Carefully copy your meter readings in the “Today’s Meter Reading” column on the **CEO Utility Bill Checklist**. The CEO needs this information for billing.
- d. Go to other businesses and continue reading meters, 3-5 at a time, **until all meters have been read**.
- e. Return to your office. Make sure all meter readings have been written on the **CEO Utility Bill Checklist**.

2. Energy Audits and Air Filter Replacement

- a. Take the **Energy Conservation Checklist**, the **Energy Information Sheet** and the clean filters with you and follow this process with each CEO.
- b. Show the **Energy Information Sheet** to the CEO, and point out that businesses save money by replacing air filters frequently. Explain that you can help the business become more energy efficient by changing the filter.
- c. Tell the CEO that this service is included in their energy bill and ask if the CEO is interested in this service today. If the CEO is interested, mark “Yes” beside the business name on the **Energy Conservation Checklist**.
- d. Replace the dirty air filter with a clean air filter (1 per business). **DO NOT THROW THE OLD FILTERS AWAY; YOU WILL CHANGE THEM BACK LATER.**

The dirty filters are found in vents located on the wall in each business. **Collect all dirty filters and bring them back to the Utilities office for storage.**



KPLR 11 will send an employee for you when it is time for your interview.

IMPORTANT: At the end of the day, replace each clean filter with a dirty one in every business. THIS SHOULD BE STARTED AT THE BEGINNING OF THE LAST **GREEN** BREAK.

Congratulations on a job well done!