

**L2 Step 2.3.2 Example Data Collection Management Matrix—Commercial**

*Purpose: To document data location and the process of maintaining, acquiring and storing data necessary for the EnMS and management review.*

<b>Data</b>	<b>Data Source</b>	<b>Data Location</b>	<b>Acquisition</b>	<b>Recording Method</b>	<b>Frequency</b>	<b>Needed for Mgt. Review?</b>
Facility gas consumption	Utility gas meter	Utility closet	Manual reading	Gas consumption record form	Every Monday beginning first shift	Yes
Facility electricity consumption	Utility electric meter	Utility closet	Manual reading	Electricity consumption record form	Every Monday beginning first shift	Yes
Occupancy	Timecards	Wall next to Human Resources	Manual reading	Recorded on computer spreadsheet	First day of every month	Yes