

# ENERGY STAR® Portfolio Manager Data Collection Worksheet



This worksheet was designed to help building owners and managers collect data to benchmark buildings using EPA's ENERGY STAR Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. **All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.**

Some buildings will also receive an ENERGY STAR score. The ENERGY STAR score is a benchmark that indicates how efficiently buildings use energy on a 1-100 scale. A score of 50 indicates that energy performance is average compared to similar buildings, while a score of 75 or better indicates top performance, and means your building may be eligible to earn the ENERGY STAR label. To receive an ENERGY STAR score, the gross floor area of the building must be comprised of more than 50% of one of the following space types: bank/financial institution, courthouse, data center, hospital (acute care and children's), hotel, house of worship, K-12 school, medical office, office, residence hall/dormitory, retail store, senior care facility, supermarket/grocery store, warehouse (refrigerated and unrefrigerated), and wastewater treatment plant.

***Use this worksheet to collect the data for all space types applicable to your facility.***

## **Required Data for ENERGY STAR Benchmarking**

- Portfolio Manager username and password.
- The building street address, year built, and contact information.
- The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
- 12 consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this historical information.

## **General Building Information**

Facility name \_\_\_\_\_ Year built \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## **Space Use Attributes**

Before compiling the information noted in the boxes below, review the following important information:

- Specific definitions and instructions for each of the data fields listed in the boxes below can be viewed by navigating to [Portfolio Manager Help](#), selecting "Space Type Definitions," choosing the appropriate building type, and selecting "Space Use Information."
- Some buildings may contain multiple space types within a single building (e.g. office, data center, and parking OR K-12 school and swimming pool). Complete the fields below for each applicable major space types within the building.
- For buildings with multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space. As this is most common in office buildings, multiple office space fields are provided below to capture data for multiple tenants if necessary.
- Default values supplied by Portfolio Manager can be used for all space use characteristics with the exception of gross floor area. Using default values will result in an approximate energy performance score which can be a beneficial metric for estimating energy performance. If defaults are used for an initial score, it is recommended that actual data be added later to more accurately measure a facility's energy performance. Facilities using default values are not eligible to apply for the ENERGY STAR label. Leave any of the requested information below blank (except gross floor area) to use a default value for the field.

**Bank/Financial Institution:**

**Required:**

- \_\_\_\_\_ **Gross floor area (SF)**
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ Percent of floor area that is air conditioned (>=50%, <50%, or none)
- \_\_\_\_\_ Percent of floor area that is heated (>=50%, <50%, or none)

**Courthouse:**

**Required:**

- \_\_\_\_\_ **Gross floor area (SF)**
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ Percent of floor area that is air conditioned (>=50%, <50%, or none)
- \_\_\_\_\_ Percent of floor area that is heated (>=50%, <50%, or none)

**Data Center:**

**Required:**

- \_\_\_\_\_ **Gross floor area (SF)**
- \_\_\_\_\_ IT Energy Configuration – Select one from:
  1. Uninterruptible Power Supply (UPS) Meter supports only IT Equipment. **(Preferred)**
  2. UPS Meter includes non-IT load of 10% or less.
  3. UPS Meter includes non-IT load greater than 10%. Non-IT load is sub-metered.
  4. UPS Meter includes non-IT load greater than 10%. Non-IT load is **not** sub-metered.
  5. Facility has no UPS Meter.
  6. IT Energy is not current metered at this facility – Apply Estimates.
- \_\_\_\_\_ IT Energy Data – 12 months of measured energy consumption data is required from either the UPS or PDU Meter, depending on IT Energy Configuration

Meter Type (select 1): UPS Output or PDU Input			
Month	Start Date	End Date	Energy Consumption (kWh)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**Optional:**

- \_\_\_\_\_ UPS System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)
- \_\_\_\_\_ Cooling System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)

<p><b><u>Hospital (General Medical and Surgical):</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (&gt;20,000 SF)</b></p> <p>_____ # of staffed beds</p> <p>_____ # of MRI machines</p> <p>_____ # FTE workers</p> <p><b>Optional:</b></p> <p>_____ Laboratory on-site – yes or no</p> <p>_____ Laundry facilities on site – yes or no</p> <p>_____ Number of Buildings</p> <p>_____ Maximum # of floors</p> <p>_____ Tertiary care facility – yes or no</p> <p>_____ Ownership Status (drop down of options)</p>	<p><b><u>House of Worship:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Maximum seating capacity</p> <p>_____ Weekdays of operation</p> <p>_____ Hours of operation per week</p> <p>_____ # of personal computers</p> <p>_____ Presence of cooking facilities - yes or no</p> <p>_____ # of commercial refrigeration/freezer units</p>
<p><b><u>Hotel:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ # of rooms</p> <p>_____ # of workers on main shift</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p><b>Optional:</b></p> <p>_____ Hours per day the guests are on-site</p> <p>_____ Number of guest meals served</p> <p>_____ Square footage of full-service spas</p> <p>_____ Square footage of gym/fitness center</p> <p>_____ Laundry processed at site (drop down of options)</p> <p>_____ Annual quantity of laundry processed on-site</p> <p>_____ Average Occupancy (%)</p>	<p><b><u>K-12 School:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ High school - yes or no</p> <p>_____ Open weekends – yes or no</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p><b>Optional:</b></p> <p>_____ Months of use</p> <p>_____ School District</p>

<p><b><u>Medical Office:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ # of workers on main shift</p> <p>_____ Weekly operating hours</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>	<p><b><u>General Office 1:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (&gt;=50%, &lt;50%, or none)</p> <p>_____ Percent of floor area that is heated (&gt;=50%, &lt;50%, or none)</p>
<p><b><u>Multifamily Housing:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p><b>Optional:</b></p> <p>_____ Total number of units</p> <p>_____ Total number of bedrooms</p> <p>_____ Maximum number of floors in the tallest building/tower</p> <p>_____ Percent of square footage devoted to common area</p> <p>_____ Number of laundry hookups in individual apartment units</p> <p>_____ Number of laundry hookups in common areas</p> <p>_____ Total number of dishwashers in all units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Primary hot water fuel type</p> <p>_____ Resident population type (No specific type, Dedicated Student, Dedicated Military, Dedicated Senior/Independent Living, Dedicated Special Accessibility Needs, Other Dedicated Housing)</p> <p>_____ Government subsidized housing (Yes or No)</p>	<p><b><u>General Office 2:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (&gt;=50%, &lt;50%, or none)</p> <p>_____ Percent of floor area that is heated (&gt;=50%, &lt;50%, or none)</p>

<p><b><u>Other:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b> (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p><b>Optional:</b></p> <p>_____ # of personal computers</p> <p>_____ Weekly operating hours</p> <p>_____ # workers on main shift</p>	<p><b><u>General Office 3:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (&gt;=50%, &lt;50%, or none)</p> <p>_____ Percent of floor area that is heated (&gt;=50%, &lt;50%, or none)</p>
<p><b><u>Parking:</u></b></p> <p><b>Required:</b></p> <p>_____ Gross floor area that is enclosed (SF)</p> <p>_____ Gross floor area that is not enclosed with a roof (SF)</p> <p>_____ Gross floor area that is open (SF)</p> <p>_____ Weekly hours of access</p>	<p><b><u>Retail Store:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open &amp; closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Exterior entrance to the public – yes or no</p>

<p><b><u>Residence Hall/Dormitory:</u></b></p> <p><b>Required:</b></p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p><b>Optional:</b></p> <p>_____ Computer lab on-site – yes or no</p> <p>_____ Dining Hall on-site– yes or no</p>	<p><b><u>Senior Care Facility:</u></b></p> <p><b>Required:</b></p> <p>_____ Gross floor area (SF)</p> <p>_____ # of units</p> <p>_____ Average Number of Residents</p> <p>_____ Total Resident Capacity</p> <p>_____ # of workers on the main shift</p> <p>_____ # of PCs owned by the community (does not include PCs owned by residents)</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ # of commercial washing machines</p> <p>_____ # of residential washing machines</p> <p>_____ # of residential electronic lift systems</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>
<p><b><u>Supermarket/Grocery Stores:</u></b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ Workers on main shift</p> <p>_____ On-site cooking – yes or no</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p><b>Optional:</b></p> <p>_____ # of open or closed refrigeration/freezer cases</p> <p>_____ # of registers and/or personal computers</p>	<p><b><u>Swimming Pool:</u></b></p> <p><b>Required:</b></p> <p>_____ Swimming pool size, choose from:  Olympic (50 meters x 25 meters)  Recreational (20 yards x 15 yards)  Short Course (25 yards x 20 yards)</p> <p>_____ Indoor or outdoor</p> <p><b>Optional:</b></p> <p>_____ Months of use</p>

<p><b><u>Warehouse (refrigerated and unrefrigerated):</u></b></p> <p><b>Warehouse (Unrefrigerated):</b></p> <p><b>Required:</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of walk-in refrigerators/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p><b>Optional:</b></p> <p>_____ Distribution Center – yes or no</p> <p><b>Warehouse (Refrigerated):</b></p> <p>_____ <b>Gross floor area (SF)</b></p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p>	<p><b><u>Wastewater Treatment Plant:</u></b></p> <p><b>Required:</b></p> <p>_____ Average influent flow (mgd)</p> <p>_____ Average influent biological oxygen demand (BOD<sub>5</sub>)</p> <p>_____ Average effluent biological oxygen demand (BOD<sub>5</sub>)</p> <p>_____ Plant design flow rate (mgd)</p> <p>_____ Presence of fixed film trickle filtration process – yes or no</p> <p>_____ Presence of nutrient removal process – yes or no</p>
	<p><b><u>Water Treatment and Distribution Utility:</u></b></p> <p><b>Required:</b></p> <p>_____ Average flow (mgd)</p>

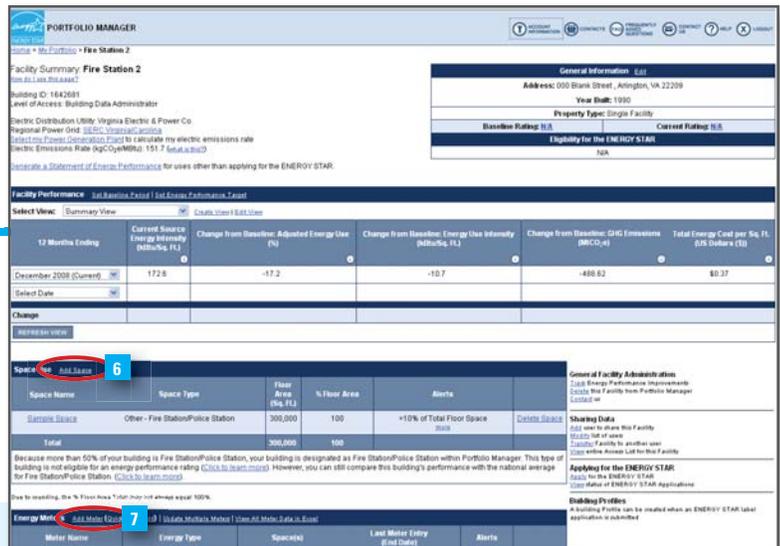
# PORTFOLIO MANAGER QUICK REFERENCE GUIDE

ENERGY STAR

Portfolio Manager is an interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. Use this Quick Reference Guide to identify opportunities for energy efficiency improvements, track your progress over time, and verify results.

## IDENTIFY ENERGY EFFICIENCY PROJECTS

Use Portfolio Manager to identify under-performing buildings to target for energy efficiency improvements and establish baselines for setting and measuring progress for energy efficiency improvement projects over time.



STEP	ACTIVITY	ACTION
1	Access Portfolio Manager. (step not shown)	Visit <a href="http://www.energystar.gov/benchmark">www.energystar.gov/benchmark</a> . Scroll down to the <b>Login</b> section on the right-hand side in the middle of the page.
2	Access your account: (step not shown) • Create a new account. • Login to an existing account.	<ul style="list-style-type: none"> <li>• Click <b>REGISTER</b>, and follow instructions.</li> <li>• Enter user name and password, and click <b>LOGIN</b>.</li> </ul>
3	Review system updates and enter account. (step not shown)	Click <b>ACCESS MY PORTFOLIO</b> , located below <b>Welcome to Portfolio Manager</b> .
4	Add a new facility. (step not shown)	Click <b>ADD</b> a Property, located in the upper right portion of the screen.
5	Select property type and enter general facility information. (step not shown)	Select the option that most closely resembles your facility and click <b>CONTINUE</b> . Enter general data and click <b>SAVE</b> . For more information on facility space types, see: <a href="http://www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_space_types">www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_space_types</a> .
6	Enter space use data.	<p>From the <b>Facility Summary</b> page, shown above, go to the <b>Space Use</b> section, located half way down the page, and click <b>ADD SPACE</b>.</p> <ul style="list-style-type: none"> <li>• Enter a facility name. In the <b>Select a Space Type</b> menu, select the appropriate space type(s) for your building. If your space is not listed, select <b>Other</b>. Click <b>CONTINUE</b>.</li> <li>• Enter building characteristics. Click <b>SAVE</b>. Information required for each space type is listed here: <a href="http://www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_space_types">www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_space_types</a>.</li> <li>• Repeat steps above to add all major spaces in your facility.</li> </ul> <p>Use bulk import service to minimize manual data entry of large sets of facility data (10 or more facilities or campuses are required).</p> <ul style="list-style-type: none"> <li>• Go back to <b>My Portfolio</b> by clicking on the link in the upper left portion of the page.</li> <li>• Click <b>IMPORT Facility Data Using Templates</b>, located below <b>Add a Property</b>.</li> </ul>
7	Enter energy use data.	<p>From the <b>Facility Summary</b> page, go to the <b>Energy Meters</b> section, located below the <b>Space Use</b> section, and click <b>ADD METER</b>.</p> <ul style="list-style-type: none"> <li>• Enter meter name, type, and units. Click <b>SAVE</b>.</li> <li>• Enter number of months and start date. Click <b>CONTINUE</b>.</li> <li>• Enter energy use and cost for each month. Click <b>SAVE</b>.</li> <li>• Repeat for all energy meters and fuel types.</li> </ul>

www.energystar.gov/benchmark

**PORTFOLIO MANAGER**

ACCOUNT INFORMATION CONTACTS FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio

**Group Averages**

<b>Baseline Rating: 72</b> Facilities Included: 1	<b>Current Rating: 80</b> Facilities Included: 1
<b>Change from Baseline: Group Adjusted Percent Energy Use (%): -14.8%</b> Facilities Included: 2	

Averages are weighted by Total Floor Space.  
[More about Baselines](#)  
[More about Change from Baseline: Adjusted Energy Use](#)

[Add a Property](#)  
[Import Facility Data Using Templates](#)

**Work with Facilities**  
[Update Multiple Meters](#)  
[Share Facilities](#)  
[Request Energy Performance Report](#)

**Apply for Recognition**  
[Apply for the ENERGY STAR ENERGY STAR Leaders](#)

**Automated Benchmarking**  
[Get Started Now](#)

My Facilities My Campuses

GROUP: Fire Stations 8 [Create Group](#) [Edit Group](#) [View All](#) 9a VIEW: Summary View [Create View](#) [Edit View](#) [View All](#)

Download in Excel Search Facility Name:  Search

Results 1 - 2 of 2 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

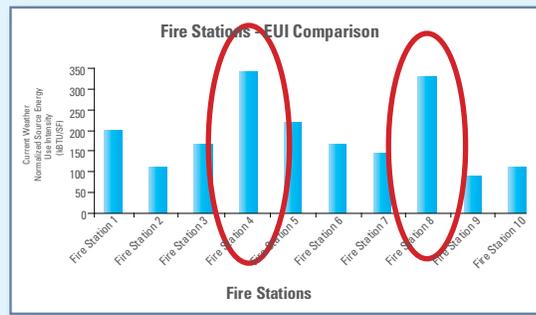
Facility Name	Current Source Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline: Adjusted Energy Use (%)	Change from Baseline: Energy Use Intensity (kBtu/Sq. Ft.)	Change from Baseline: GHG Emissions (MtCO <sub>2</sub> e)	Total Energy Cost per Sq. Ft. (US Dollars \$)
Fire Station 1	160.1	-12.3	-6.1	-275.86	\$0.30
Fire Station 2	172.6	-17.2	-10.7	-488.62	\$0.37

9b [Download in Excel](#) Search Facility Name:  Search

Results 1 - 2 of 2 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The rating is calculated by using the last day of the latest full calendar month where all meters in the facility have meter entries; the Period Ending date reflects that particular date.

STEP	ACTIVITY	ACTION
<b>8</b>	Create custom groups.	<p>Organize facilities into groups (e.g., Fire Stations, Northwest Region). Groups are completely customizable, and each facility may belong to multiple groups.</p> <ul style="list-style-type: none"> <li>From the <b>My Portfolio</b> page, click <b>CREATE GROUP</b>, located directly to the right of the <b>Group</b> drop-down menu.</li> <li>Follow instructions to select buildings and name your group.</li> <li>Once they have been saved, custom groups will be available in the <b>Group</b> drop-down menu.</li> </ul>
<b>9</b>	View and interpret results.	<p>Option 1: Go to <b>My Portfolio</b> and view all buildings to compare performance metrics.</p> <p>Option 2: Export data to Microsoft® Excel.</p> <ul style="list-style-type: none"> <li>On the <b>My Portfolio</b> page, select the view, from the <b>View</b> drop-down menu that will display the data you wish to export. The <b>My Portfolio</b> page will update to display the selected view. (9a)</li> <li>Select the <b>DOWNLOAD IN EXCEL</b> link. A File Download dialog window will open. Follow the steps provided by Excel. (9b)</li> <li>Use Excel functionality to view building energy performance graphically. The example below shows a comparison of Energy Use Intensity for a portfolio of fire stations, identifying under-performing buildings to target for energy efficiency improvements.</li> </ul>

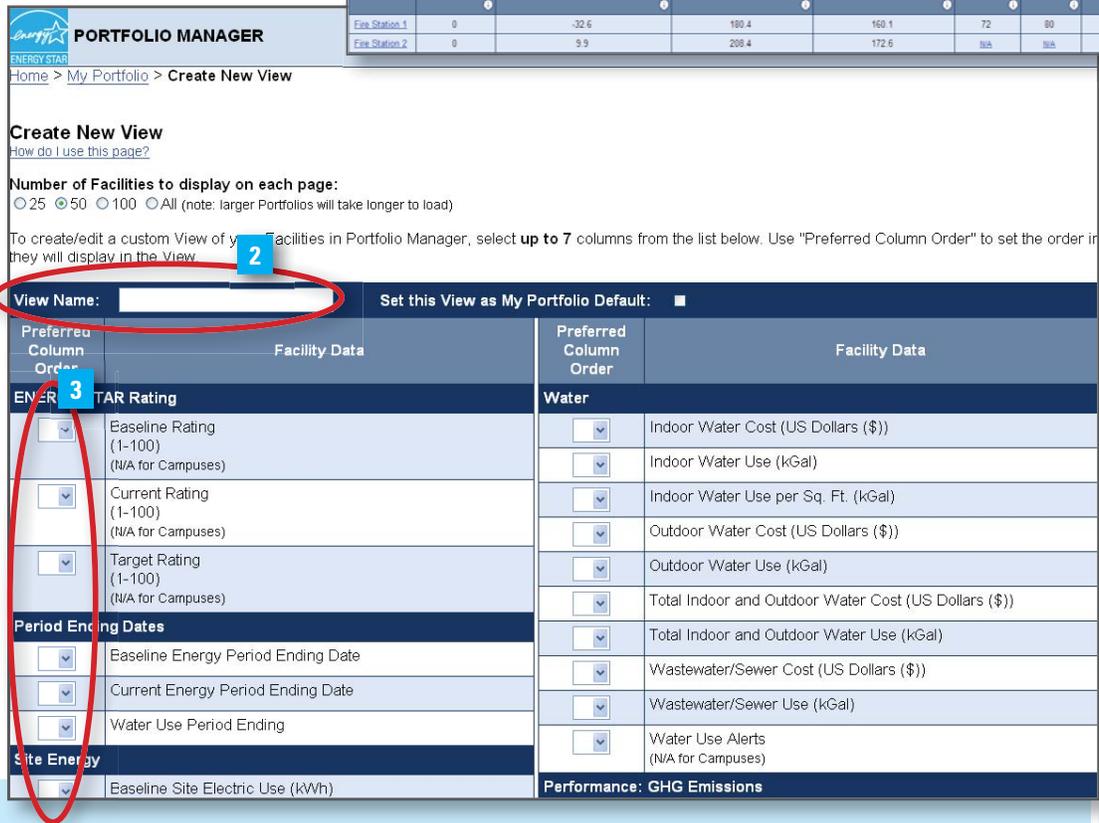


# TRACK PROGRESS OVER TIME

Portfolio Manager comes pre-populated with nine standard summary views of facility data, which are displayed on the My Portfolio summary page. These standard views include:

- Summary: Energy Use
- Performance: Green House Gas Emissions
- Performance: Financial
- Performance: Water Use

Additionally, users can create and save custom downloadable views by choosing from more than 70 different metrics. The default view set by the user will display automatically after logging into Portfolio Manager, and data from all views can be exported to Microsoft® Excel.



## CREATE A CUSTOM VIEW

### STEP ACTION

- 1 From the **My Portfolio** page or the **Facility Summary** page, select the **Create View** link, located directly to the right of the **View** drop-down menu.
- 2 Enter a name for the view. To set as the default view, select the box labeled **Set this View as My Portfolio Default**, located directly to the right of **View Name**. You may include up to 7 (seven) columns in each view.
- 3 Choose each metric to be included in the view by selecting an order number from the **Preferred Column Order** drop-down menu to the left of the **Facility Data** column.
- 4 Click **SAVE** at the bottom of the page. You will be returned to the **My Portfolio** page, and your custom view will be available in the **View** drop-down menu. (step not shown)

## VERIFY AND DOCUMENT RESULTS

Use Portfolio Manager to quickly and accurately document reductions in energy use, greenhouse gas emissions, water use, and energy costs for an individual building or an entire portfolio. This valuable information can be used to provide a level of transparency and accountability to help demonstrate strategic use of funding.

Generate a Statement of Energy Performance that includes valuable information about your building's performance, including:

- Normalized energy use intensity
- National average comparisons
- Greenhouse gas emissions
- Energy performance rating (if available)

In addition, you can also request an Energy Performance Report to see the change in performance over time for selected buildings or an entire portfolio. Available comparative metrics in this report include:

- Normalized energy use intensity
- Total electric use
- Total natural gas use
- Energy performance rating (if available)

OMB No. 2050-0347

### STATEMENT OF ENERGY PERFORMANCE Fire Station 2

4

Building ID: 1642661  
For 12-month Period Ending: December 31, 2008  
Date SEP becomes ineligible: N/A  
Date SEP Generated: March 05, 2009

Facility Fire Station 2 000 Blank Street Arlington, VA 22209	Facility Owner N/A	Primary Contact for this Facility N/A
Year Built: 1990 Gross Floor Area (ft <sup>2</sup> ): 300,000	<b>Energy Intensity<sup>5</sup></b> Site (kBtu/ft <sup>2</sup> /yr) 52 Source (kBtu/ft <sup>2</sup> /yr) 173  <b>Emissions (based on site energy use)</b> Greenhouse Gas Emissions (MTCO <sub>2</sub> e/year) 2,352	
Energy Performance Rating <sup>2</sup> (1-100)		
Site Energy Use Summary <sup>3</sup> Electricity (kBtu) 15,500,000 Natural Gas (kBtu) <sup>4</sup> Total Energy (kBtu)		
Energy Intensity <sup>5</sup> Site (kBtu/ft <sup>2</sup> /yr) 52 Source (kBtu/ft <sup>2</sup> /yr) 173		
Emissions (based on site energy use) Greenhouse Gas Emissions (MTCO <sub>2</sub> e/year) 2,352		
Electric Distribution Utility Virginia Electric & Power Co		
National Average Comparison National Average Site EUI 78 National Average Source EUI 157 % Difference from National Average Source EUI 10% Building Type Fire Station/Police Station		
Meets Industry Standards <sup>6</sup> for Indoor Environmental Conditions: Ventilation for Acceptable Indoor Air Quality N/A Acceptable Thermal Environmental Conditions N/A Adequate Illumination N/A	Stamp of Certifying Professional Based on the conditions observed at the time of my visit to this building, I certify that the information contained within this statement is accurate.  Certifying Professional N/A	

Notes:  
1. Application for the ENERGY STAR must be submitted to EPA within 4 months of the Period Ending date. Award of the ENERGY STAR is not final until approval is received from EPA.  
2. The EPA Energy Performance Rating is based on total source energy. A rating of 75 is the minimum to be eligible for the ENERGY STAR.  
3. Values represent energy consumption, annualized to a 12-month period.  
4. Natural Gas values in units of volume in a cubic feet are converted to Btu with adjustments made for elevation based on Facility zip code.  
5. National Average Site EUI, National Average Source EUI, and % Difference from National Average Source EUI are based on the 2008 National Energy Audit Handbook for Lighting Quality.

energy **PORTFOLIO MANAGER**

ENERGY STAR

Home > My Portfolio > Fire Station 2

Facility Summary: **Fire Station 2**  
[How do I use this page?](#)

Building ID: 1642661  
Level of Access: Building Data Administrator

Electric Distribution Utility: Virginia Electric & Power Co  
Regional Power Grid: SERC Virginia/Carolina  
[Select my Power Generation Plant](#) to calculate my electric emissions rate  
[Electric Emissions Rate for CO<sub>2</sub>e](#) 151.7 ([what is this?](#))

**1** [Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR

General Information	
Address: 000 Blank Street, Arlington, VA 22209	
Year Built: 1990	
Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
Eligibility for the ENERGY STAR	
N/A	

### GENERATE A STATEMENT OF ENERGY PERFORMANCE AND AN ENERGY PERFORMANCE REPORT

STEP	ACTION
1	From your selected building's <b>Facility Summary</b> page, click <b>GENERATE A STATEMENT OF ENERGY PERFORMANCE</b> .
2	On the next page, select a period ending date. (step not shown)
3	Click <b>GENERATE REPORT</b> , located in the bottom right corner of the screen. (step not shown)
4	Save the Statement of Energy Performance, accompanying Data Checklist, and Facility Summary that include information on energy use intensity and greenhouse gas emissions.
5	From the <b>My Portfolio</b> page, click <b>REQUEST ENERGY PERFORMANCE REPORT</b> , located under <b>Work with Facilities</b> , which shows reductions in key performance indicators over a user-specified time period. Specify the type of report, the facilities to be included, and the requested report columns. The report will be e-mailed to a user-specified address within one business day. (step not shown)

## Sharing Your Energy Star Portfolio Manager Building Profile with a Master Account

Before you can do this step, you must have:

1. Created a Portfolio Manager Account
2. Created your building profile
3. Be logged into Portfolio Manager

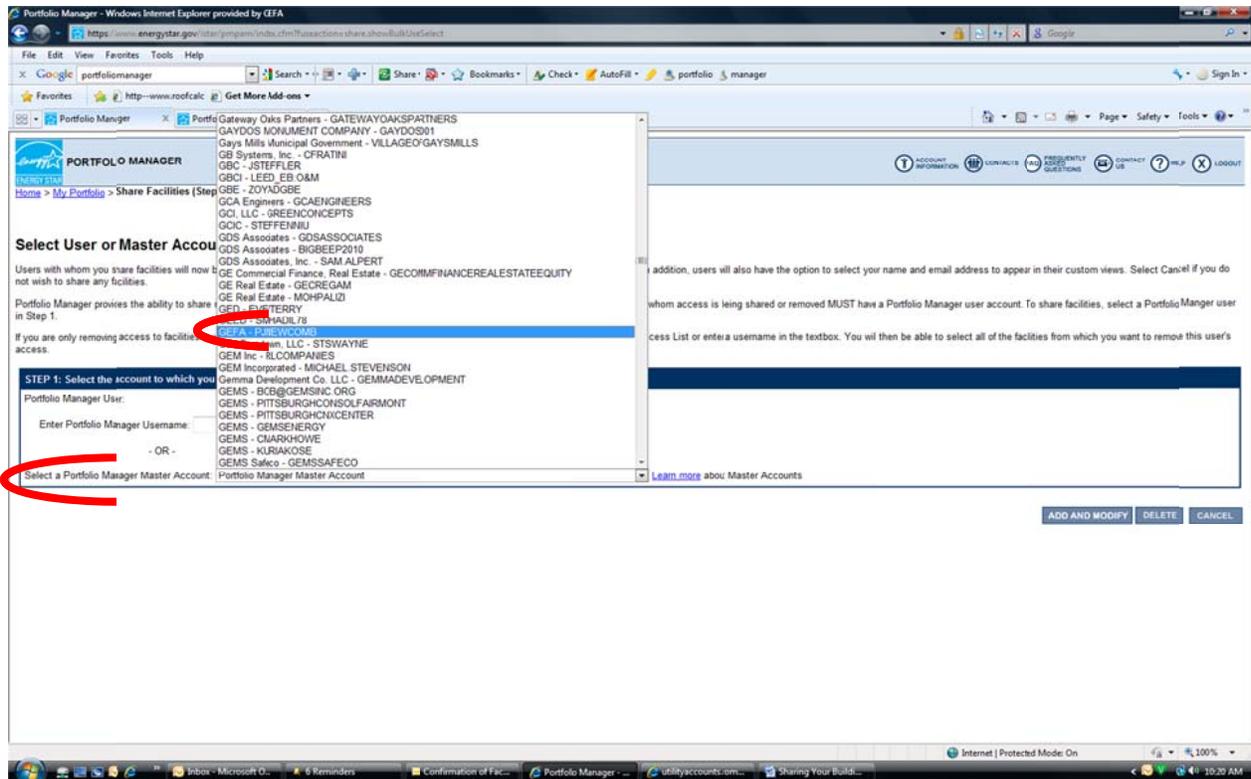
A. From the “My Portfolio” Page, select “Share Facilities” in the upper right

The screenshot shows the Energy Star Portfolio Manager interface. The 'My Portfolio' section is highlighted with a red circle. The 'Share Facilities' link is also circled in red in the upper right navigation menu. Below the navigation menu, there is a 'Portfolio Averages' section with a table showing baseline and current ratings. Below that is a table of facilities with columns for Facility Name, Current Rating, Change from Baseline, Total Floor Space, Energy Use Alerts, Current Energy Period Ending Date, Eligibility for the ENERGY STAR, and Last Modified.

Facility Name	Current Rating (1-100)	Change from Baseline - Adjusted Energy Use (%)	Total Floor Space (Sq. Ft.)	Energy Use Alerts	Current Energy Period Ending Date	Eligibility for the ENERGY STAR	Last Modified
Administration	N/A	N/A	0			N/A	
DCA HQ	55	-16.0	77,050		09/30/2010	Not Eligible: Rating must be 75 or above ( <a href="#">ENERGY STAR Eligibility Rules</a> )	11/08/2010
Music Hall of Fame	N/A	5.9	43,000	Data > 120 days old	11/30/2009	N/A	06/18/2010
Northwest Georgia Regional Hospital	N/A	-2.6	590,199	Data > 120 days old	03/31/2009	N/A	04/10/2009
Sample Facility	57	N/A	15,000	Data > 120 days old	02/28/2009	Not Eligible: Rating must be 75 or above ( <a href="#">ENERGY STAR Eligibility Rules</a> )	06/19/2009
Testing	89	0	100,000		08/31/2010	<a href="#">Apply for the ENERGY STAR</a>	10/19/2010

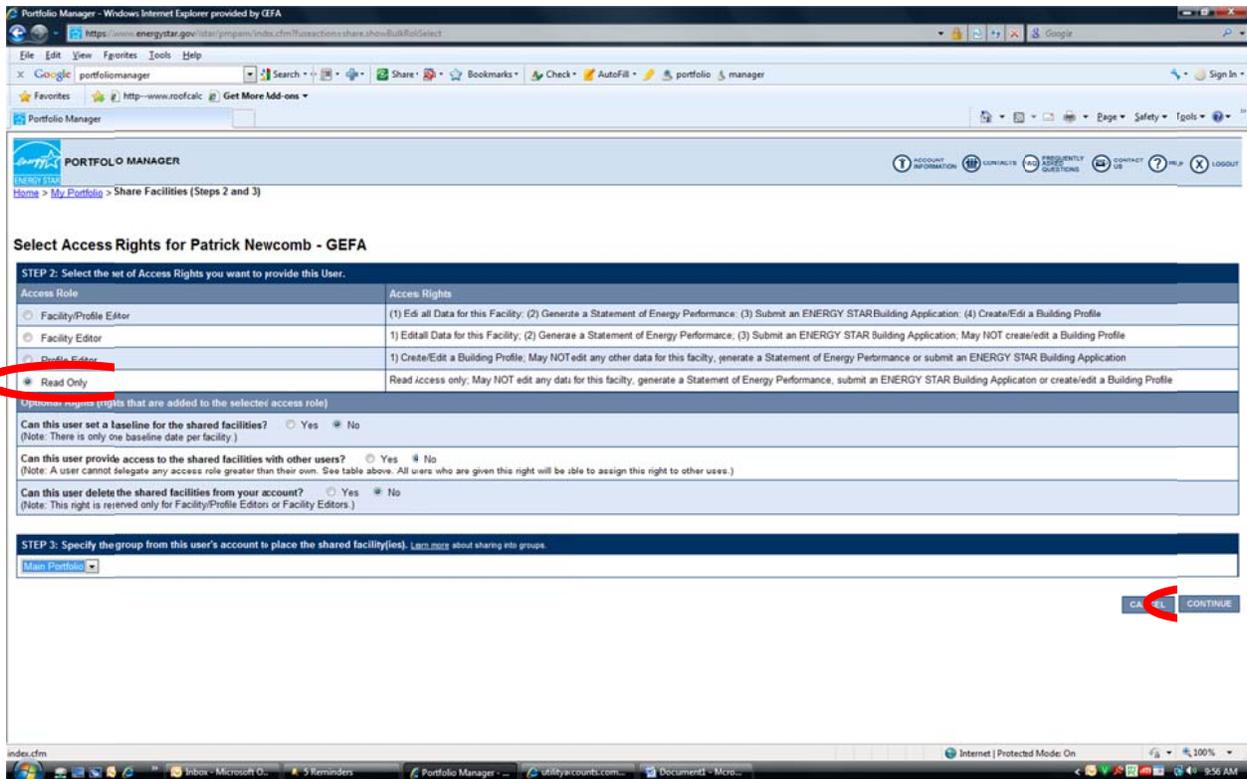
B. Next, it will ask you to select a user or master account to share your building profile with.

1. Use the “Select a Portfolio Manager Master Account” drop down menu. Do NOT use the “Enter a Portfolio Manager User Name” data entry box.
2. From the drop down menu, select “Atlanta\_BBC”
3. Select the “Add and Modify” button in the bottom right corner.



### C. Select Access Rights for Atlanta BBC Account

1. Under "Access Role", select "Read Only"
2. Select the "Continue" button in the bottom right hand corner.



D. Select Facility(ies) to share.

1. Assuming you are sharing just one facility for the purposes of the contest, select the checkbox next to that facility in the “Select Facilities to Share” column. Feel free to share more than one facility if desired.
2. Select the “Continue” button in the bottom right hand corner.

E. Confirmation

You will be asked to review your selections and confirm. TO confirm, select the “Save” button in the bottom right hand corner.

An email will be sent to Clint Mays notifying him of the shared facility. Clint will then review and accept the shared facility. Once this is done, you should get an email from [buildings@energystar.gov](mailto:buildings@energystar.gov) with the following content:

“Dear (User),

Clint Mays (username: PNEWCOMB) has accepted the facilities you shared.”

Congratulations! You have successfully shared your building profile with Clint Mays master account. Thank you for your interest in the building competition and in reducing energy!

Portfolio Manager - Windows Internet Explorer provided by CEFA

https://www.energystar.gov/itai/gmpam/index.cfm?useaction=share.showFullSelectFacilities

PORTFOLIO MANAGER

Home > My Portfolio > Share Facilities (Step 1) > Share Facilities (Steps 2 and 3) > Share Facilities (Step 4)

### Select Facilities to Share with Patrick Newcomb - GEFA

Select all facilities for which you would like to provide this user with access. To remove access uncheck the checkbox next to the facility. Note: you will only be able to share facilities that you currently have access to share.

The access role and rights you selected in Step 2 are:

Access Role: **Portfolio Manager General User**  
 Able to Set Baseline? No  
 Able to Delegate Access? No  
 Able to Delete Facility? No  
 Accessible to User through: **Main Portfolio**

The "Current Access Level" columns allow you to see whether this user has already been provided access to this facility by you or another user. If you choose to change the access role here, your selection will replace the current access role.

If the access role or optional rights for a particular facility listed below in the "New Access Level" columns do not match those listed above, you do not have access to share that facility at the level you have chosen in Step 2. You can either choose to select the recommended access role/rights listed in the "New Access Level" columns below or provide a different level of access to that user at a later date.

**STEP 4: Select all facilities in your account that you would like to share with Patrick Newcomb.**

Select Facilities to Share

Facility Name	Current Access Level		New Access Level	
	Access Role (provided by)	Optional Rights	Access Role	Optional Rights
<input checked="" type="checkbox"/> DCA HQ	None	None	Portfolio Manager General User	Set Baseline? No Delegate? No Delete? No
<input type="checkbox"/> Music Hall of Fame	None	None	Portfolio Manager General User	Set Baseline? No Delegate? No Delete? No
<input type="checkbox"/> Sample Facility	None	None	Portfolio Manager General User	Set Baseline? No Delegate? No Delete? No
<input type="checkbox"/> Testing	None	None	Portfolio Manager General User	Set Baseline? No Delegate? No Delete? No

Buttons: CANCEL, CONTINUE

Portfolio Manager - Windows Internet Explorer provided by CEFA

https://www.energystar.gov/itai/gmpam/index.cfm

PORTFOLIO MANAGER

Home > My Portfolio > Share Facilities (Steps 1 and 2) > Share Facilities (Step 3) > Share Facilities (Step 4)

### Confirmation

You have identified the following facility access changes for Patrick Newcomb, GEFA. Please review these selections below. If you want to proceed with making these changes for this user, select "Save." The user will receive an e-mail confirming this change has been made to their account (along with a copy to you). Select "Cancel" to return to Step 4 to make any needed adjustments.

**STEP 4: Confirm that all access changes are correct**

Access Provided to: **Patrick Newcomb, GEFA**  
 Accessible to User through: **Main Portfolio**

Access Role: **Portfolio Manager General User**    Able to Set Baseline? **No**    Able to Delegate Access? **No**    Able to Delete Facility? **No**

Facilities where Access is being granted	Facilities where Current Access Role/Rights are being changed	Facilities where Access is being removed
DCA HQ		

Buttons: CANCEL, SAVE