

DC BUILDING ENERGY BENCHMARKING FOR TENANTS

The District Department of the Environment (DDOE) wishes to advise retail, restaurant, and other non-residential tenants that they must, upon request, provide their landlord with select information on their energy and water consumption and their use of their leased space, pursuant to District regulations implementing the *Clean and Affordable Energy Act of 2008 (CAEA)*.

WHY IS THIS DATA BEING COLLECTED?

Under CAEA, the energy and water performance of all private buildings over 50,000 gross square feet within the District of Columbia, including multifamily residences, must be annually measured (“benchmarked”) and reported to DDOE for publication online. The purpose of this law is to help owners, managers, and tenants better understand and manage their energy and water consumption, and to promote transparency of energy efficiency information in the marketplace.

WHAT IS REQUIRED OF TENANTS?

Non-residential tenants must respond to a building manager or owner’s request for energy, water, and certain space use information **within 30 calendar days of the request**. **Non-residential tenants that don’t comply can be fined by DDOE.**

Residential Tenants are not required to provide any data to their landlord under this regulation.

Each year, the building owner or manager will provide tenants with a letter or form requesting monthly utility data for the applicable calendar year(s), as well as a limited set of information about how they use their space. See second page for examples of space use information, as well as information on how to collect your utility data. No financial information will be collected. Tenants can opt to either provide actual bill data, or sign a utility release waiver to grant their landlord access.

WHAT ARE THE STEPS I NEED TO TAKE?

Collect monthly
consumption data for
all utilities for each year

Collect the appropriate
space use data (e.g. # of
computers)

Submit this to the
owner/manager within
30 days of request



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COLLECTING UTILITY DATA

Contact your utility company, or fill out a *Utility Data Release Form*, obtainable from DDOE, the utility, or your landlord. Have your account numbers and/or meter numbers readily available.

Electricity: Contact Pepco (or your electricity supplier, if different)

<http://www.pepco.com/contact/>
(202) 872-2040

Natural Gas: Contact Washington Gas (or your natural gas supplier, if different)

<http://www.washgas.com/pages/ContactUs>
(703) 750-4440

Water: Contact DC Water

<http://www.dcwater.com/contact>
202-787-2000

Other utilities, such as fuel oil or propane:
Contact your supplier.

COLLECTING SPACE USE DATA

Follow the *District Data Collection Worksheet*,

<http://ddoe.dc.gov/energybenchmarking>.

There is a separate category for retail. A restaurant is considered an “other” space type.

Office, Restaurant, and “Other” space use data includes: gross floor area, weekly operating hours, number of computers, number of workers on main shift, and percent of floor area heated/cooled.

Retail space use data includes the above, plus: number of cash registers, number of walk-in refrigerators, number of open & closed refrigeration cases, exterior public entrance (yes/no).

HOW DO I GET HELP?

If you feel that a building owner or manager has requested more information than is required, or you have other questions, please contact DDOE at info.benchmark@dc.gov or 202-671-3042.

More information, including all the reporting deadlines, documents, and answers to many frequently asked questions, can be found at <http://ddoe.dc.gov/energybenchmarking/>.

Technical assistance is also available from the DC Sustainable Energy Utility Benchmarking Help Center at 202-525-7036, benchmarking@dcseu.com, or www.dcseu.com.

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