

# DC BUILDING ENERGY BENCHMARKING FOR TENANTS

Beginning in 2013, retail, restaurant, and other non-residential tenants will have to, upon request, provide their landlord with select information on their energy and water consumption and their use of their leased space, pursuant to District Department of the Environment (DDOE) 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 (g.s.f.) 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/owner’s request for energy, water, and certain space use information **within 30 days of receipt**. **Non-residential tenants that don’t comply can be fined up to \$100/day by DDOE**. The building owner must report to DDOE by **April 1<sup>st</sup>**.

Tenants will be provided with a form by their building owner or manager requesting twelve months of utility data for the applicable calendar year(s), as well as a limited set of information about how they use their space. See reverse 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

DISTRICT  
DEPARTMENT  
OF THE  
ENVIRONMENT



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## COLLECTING UTILITY DATA

Have your account numbers and/or meter numbers on hand, and then contact your utility company, or fill out a *Utility Data Release Form*, obtainable from DDOE, the utility, or your landlord.

**Electricity:** Contact Pepco or your electricity supplier

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

**Water:** Contact DC Water

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

**Natural Gas:** Contact Washington Gas or your natural gas supplier

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

**Other utilities, like fuel oil or propane:**  
Report delivery dates and amounts.



## COLLECTING SPACE USE DATA

Follow the *District Data Collection Worksheet*, found at <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, # of personal computers, # of workers on main shift, and % of floor area heated/cooled.

**Retail space use data includes the above, plus:** # of cash registers, # of walk-in refrigerators, # of open & closed refrigeration cases, and if there is an exterior entrance to the public.

## 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](mailto:info.benchmark@dc.gov) or 202-671-3042.

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

Building owners and others working on benchmarking or data collection can also get technical assistance from the DC SEU Benchmarking Help Center by calling 202-525-7036, emailing [benchmarking@dcseu.com](mailto:benchmarking@dcseu.com), or visiting <http://dcseu.com/for-your-business/benchmarking/>.

