2010 Benchmark Data Collection Worksheet
District Department of the Environment

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OF THE
ENVIRONMENT

green forward

This worksheet is designed to help building owners and managers collect data to benchmark buildings using the ENERGY STAR® Portfolio Manager under District of Columbia benchmark requirements. (This worksheet is based on the ENERGY STAR® data collection worksheet with additional District requirements highlighted.)

Portfolio Manager is a widely used software tool to help building owners track and manage energy and water use in their buildings. The tool uses basic information such as building size, occupancy patterns, and utility bill information to calculate a performance rating for a building. All buildings can be entered into Portfolio Manager to receive an analysis of energy and water efficiency, as well as a comparison of performance against a national average for buildings of a similar type.

Use this worksheet to collect data for all space types at your facility. To request relevant information from commercial or residential tenants, use the District template letter available at http://green.dc.gov/energybenchmarking.

If you are unable to find information at http://green.dc.gov/energybenchmarking or www.energystar.gov/benchmark, you may contact the District Department of Environment for assistance at info.benchmark@dc.gov or by calling 202-671-3042.

Required Data for District ENERGY STAR Benchmarking

- Portfolio Manager username and password.

- The building street address, year built, contact information, and the square suffix lot number or parcel number assigned by DC Office of Tax and Revenue. See **Section A** on Page 2 of this worksheet.

- The building gross floor area and key operating characteristics for the building type, or each major space type within a building. Use **Section B** on pages 2 through 8 of this worksheet to collect this information before logging in to Portfolio Manager. (**Please note that although some information fields may be listed as *optional* within Portfolio Manager, the District has additional data requirements that Section B incorporates. Please reference the appropriate sections of this form when using Portfolio Manager for the purpose of reporting to the District.** Portfolio Manager fields that are generally optional but are required in the District are highlighted in grey block within relevant building or space types in **Section B**.)

- 12 consecutive months of utility usage for all fuel types and water used in calendar year 2010. Most bills will not begin on January 1, 2010, so please provide information that begins with the first bill that includes only 2010 usage and extend through the next 12 months of usage (this may run into part of January 2011). If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this information.

- If energy is separately managed by tenants within your building, you must request this information from them to complete benchmarking. Use the **Request for Non-Residential Tenant Information** letter and worksheet or the **Request for Residential Tenant Information** letter and worksheet to collect this information. Use **Section C** on Page 9 of this worksheet to collect manual utility information if needed.

Section A. General Building Information

Facility name _____

Year built _____

Building address:

Street _____

City _____ State _____ ZIP _____

DC Office of Tax and Revenue square suffix lot number or parcel number _____

Section B. Space Use Attributes for Building Type and Space

Please note the following PRIOR to completing this section:

- For help choosing the appropriate building type, refer to the Portfolio Manager Help at www.energystar.gov/benchmark and click on "Space Type Definitions".

- 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). Select as many major space types as are applicable to your building and fill in their respective information as necessary.

- If your building has 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.

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			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Optional (but recommended by DC):

_____ 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)

Hospital (acute care and children's):

Required:

_____ Gross floor area (>20,000 SF)

_____ # of licensed beds

_____ Maximum # of floors

_____ Tertiary care facility – yes or no

_____ Number of Buildings

_____ Laboratory on-site – yes or no

_____ Laundry facilities on site – yes or no

_____ Ownership Status (non-profit, for-profit, government)

House of Worship:

Required:

_____ Gross floor area (SF)

_____ Maximum seating capacity

_____ # of Weekdays of operation

_____ Hours of operation per week

_____ # of personal computers

_____ Presence of cooking facilities - yes or no

_____ # of commercial refrigeration/freezer units

Hotel:

Required:

_____ Gross floor area (SF)

_____ # of rooms

_____ # of workers on main shift

_____ # of commercial refrigeration/freezer units

_____ On-site cooking – yes or no

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

_____ Hours per day the guests are on-site

_____ Number of guest meals served

_____ Square footage of full-service spas

_____ Square footage of gym/fitness center

_____ Laundry processed at site (choose one: no laundry facility, linens only (e.g. bed/table linens), terry only (e.g. towels, bathrobes), both linens and terry)

_____ Annual quantity of laundry processed on-site

_____ Average Occupancy (%)

K-12 School:

Required:

_____ Gross floor area (SF)

_____ # of personal computers

_____ # of walk-in refrigeration/freezer units

_____ High school - yes or no

_____ Open weekends – yes or no

_____ On-site cooking – yes or no

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

_____ Months of use

_____ School District

Medical Office: *Required:* _____ Gross floor area (SF) _____ # of workers on main shift _____ Weekly operating hours _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.) _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)	**General Office 1:** *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)
Multifamily Housing: *Required:* _____ Gross floor area (SF) _____ Number of units _____ Number of bedrooms _____ Number of floors _____ Percent of SF devoted to individual units _____ Number of laundry hookups in common area _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.) _____ Affordable or market rate *Optional:* _____ Number of laundry hookups in each unit _____ Number of dishwashers in each unit _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)	**General Office 2:** *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)

Other: *Required:* _____ Gross floor area (SF) (must be less than 10% of gross building floor area in order for the building to be eligible for a rating) _____ Weekly operating hours _____ # of personal computers _____ # workers on main shift	**General Office 3:** *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)
Parking: *Required:* _____ Gross floor area that is enclosed (SF) _____ Gross floor area that is unenclosed with a roof (SF) _____ Gross floor area that is open (no roof) (SF) _____ Weekly hours of access	**Retail Store:** *Required:* _____ Gross floor area (SF) _____ Weekly operating hours _____ # of workers on main shift _____ # of personal computers _____ # of cash registers _____ # of walk-in refrigeration/freezer units _____ # of open & closed refrigeration/freezer cases _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.) _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.) _____ Exterior entrance to the public – yes or no

Residence Hall/Dormitory :

Required:

_____ Gross floor area (SF)

_____ # of rooms

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

_____ Computer lab on-site – yes or no

_____ Dining Hall on-site– yes or no

Senior Care Facility

Required:

_____ Gross floor area (SF)

_____ # of units

_____ Average Number of Residents

_____ Total Resident Capacity

_____ # of workers on the main shift

_____ # of PCs owned by the community (does not include PCs owned by residents)

_____ # of commercial refrigeration/freezer units

_____ # of commercial washing machines

_____ # of residential washing machines

_____ # of residential electronic lift systems

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Supermarket/Grocery Stores:

Required:

_____ Gross floor area (SF)

_____ Weekly operating hours

_____ Workers on main shift

_____ On-site cooking – yes or no

_____ # of walk-in refrigeration/freezer units

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

_____ # of open or closed refrigeration/freezer cases

_____ # of registers and/or personal computers

Swimming Pool:

Required:

_____ Swimming pool size, choose from:
Olympic (50 meters x 25 meters)
Recreational (20 yards x 15 yards)
Short Course (25 yards x 20 yards)

_____ Indoor or outdoor

_____ Months of use

Warehouse (unrefrigerated and refrigerated):

Warehouse (Unrefrigerated):

Required:

_____ Gross floor area (SF)

_____ Weekly operating hours

_____ # of workers on main shift

_____ # of walk-in refrigerators/freezer units

_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)

_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

_____ Distribution Center – yes or no

Warehouse (Refrigerated):

Required:

_____ Gross floor area (SF)

_____ Weekly operating hours

_____ # of workers on main shift

Wastewater Treatment Plant:

Required:

_____ Average influent flow (mgd)

_____ Average influent biological oxygen demand (BOD_5)

_____ Average effluent biological oxygen demand (BOD_5)

_____ Plant design flow rate (mgd)

_____ Presence of fixed film trickle filtration process – yes or no

_____ Presence of nutrient removal process – yes or no

Water Treatment and Distribution Utility:

Required:

_____ Average flow (mgd)

Section C. Utility Information Collection

Use this section to help with the collection of information for each building and/or space type being benchmarked, if this information is not automatically provided by your utility. Enter the information covering calendar year 2010. Most bills will not begin on January 1, 2010, so please provide information that begins with the first bill that includes only 2010 usage and extend through the next 12 months of usage (this may run into part of January 2011). Pepco, Washington Gas, and DC Water include usage for the last 12 months on each bill, so that may help you more easily identify your usage. More utility history is available online or by calling customer service.

☐	☐	☐	☐	☐	☐	☐
Month (fill in the dates on your bills)	**Electricity** (kWh)	**Gas** (therms)	**Oil** (gallons)	**Steam** (MLbs)	**Water** (kGal)	**Other** (units as required by Energy Star®)