

Request for Non-Residential Tenant Information: District of Columbia Benchmark Requirements (2010)



Date: [INSERT]

From: [PROPERTY OWNER]

[ADDRESS]

[CITY, STATE, ZIP]

To: [TENANT]

[ADDRESS]

[CITY, STATE, ZIP]

Dear Tenant:

The District Department of the Environment (DDOE) is pleased to announce a new citywide effort to monitor our building energy and water performance and promote greater efficiency and savings. Starting in 2011, the District of Columbia's Green Building Act requires owners of large buildings to benchmark the energy and water consumption of their buildings using data from calendar year 2010. This law was passed so that owners and building tenants can more readily assess the performance of buildings when making leasing, purchasing, and management decisions. Building owners will be required to report benchmark results for the previous calendar year to DDOE annually. In order to comply with the law and to receive the most accurate results, we need to collect some basic utility and space use information from you. District regulations require that non-residential tenants provide building owners with accurate and timely information upon request. Noncompliance can lead to District fines of up to \$100 per day.

We appreciate your compliance with this information request. All information you provide will be confidential and will be used solely for completion of the necessary benchmarking documentation. Please fill out and return this form by **[OWNER INSERT DATE]**, making sure you complete all sections where the box is checked in both sections A and B.

Please return the completed form to:

[INSERT OWNER ADDRESS]

Applicable building type section for utility and space use information (owner please check):

- Bank/Financial Institution
- Data Center
- Hospital
- Hotel
- House of Worship
- K-12 School
- Medical Office
- Office
- Parking
- Retail Store
- Supermarket/Grocery Store
- Residence Hall/Dormitory
- Warehouse (Unrefrigerated)
- Warehouse (Refrigerated)
- Senior care facility
- Swimming Pool
- Wastewater treatment plant
- Other

For information on energy benchmarking in DC visit: <http://green.dc.gov/energybenchmarking>.

For questions regarding this form, please contact

[INSERT OWNER CONTACT INFORMATION]

DRAFT

Section A

Tenant Energy and Water Data Required. (If this box is not checked, please skip to Section B)

- **Owner:** please check appropriate box or boxes.
- **Tenant:** please complete the checked sections and contact your building owner with any questions you may have.

For the Tenant:

Enter the utility use for your space where you directly pay the energy bills. Enter the information covering the period 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)

Section B

Tenant Space Use Attributes: Required for all *non-residential* tenants:

- **Owner:** please check appropriate box or boxes.
- **Tenant:** please complete the checked sections and contact your building owner with any questions you may have. For those of you familiar with Portfolio Manager, please note that many data fields that are generally optional are required in the District.

Bank/Financial Institution

Required:

- _____ Gross Floor Area (SF)
- _____ Weekly operating hours
- _____ # of workers
- _____ # of personal computers
- _____ Percent of floor area that is air conditioned ($\geq 50\%$, $< 50\%$, or none)
- _____ Percent of floor area that is heated ($\geq 50\%$, $< 50\%$, or none)

Data Center

Required:

- _____ Gross Square Feet
- _____ 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 currently 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 (circle one): UPS Output of PDU Input

Month	Start Date	End Date	Energy Consumption (kWh)
1			
2			
3			
4			
5			
6			
7			
8			

9			
10			
11			
12			

Data Center Continued

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 (SF)
- ___ # of licensed beds
- ___ Maximum # of floors
- ___ Tertiary care facility – yes or no
- ___ # of buildings
- ___ Laboratory on-site – yes or no
- ___ Laundry facilities on site – yes or no
- ___ Ownership status (choose one: non-profit, for-profit, government)

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
- ___ # 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 (%)

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

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.)

Office

Required:

- ___ Gross Floor Area (SF)
- ___ Weekly operating hours
- ___ Percent of floor area that is air conditioned ($\geq 50\%$, $< 50\%$, or none)
- ___ Percent of floor area that is heated ($\geq 50\%$, $< 50\%$, or none)
- ___ # of workers on main shift
- ___ # of personal computers

Other

Required:

- ___ Gross Floor Area (SF)
- ___ Weekly operating hours
- ___ # of personal computers
- ___ # of workers on main shift

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 without a roof (SF)
- ___ Weekly hours of access

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

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

Supermarket/Grocery Store

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 meter x 25 meters)
- ___ Recreational (20 yards x 15 yards)
- ___ Short Course (25 yards x 20 yards)
- ___ Indoor or outdoor
- ___ Months of use

Warehouse (Refrigerated)

Required:

- ___ Gross floor area (sf)
- ___ Weekly operating hours
- ___ # of workers on main shift

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