

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Department of the Environment



**District Energy Benchmarking of Existing Buildings  
Non-Residential Tenant Information Form (2010-2011)**

**[PROPERTY OWNER / PROPERTY MANAGEMENT REPRESENTATIVE:  
PLEASE FILL IN ALL HIGHLIGHTED AREAS]**

**Date:** [INSERT DATE]

**From:** [PROPERTY OWNER / PROPERTY MANAGEMENT REPRESENTATIVE]  
[ADDRESS]  
[CITY, STATE, ZIP]  
[E-MAIL ADDRESS, IF APPLICABLE]

**To:** [TENANT]  
[ADDRESS]  
[CITY, STATE, ZIP]  
[E-MAIL ADDRESS, IF APPLICABLE]

Dear Tenant:

The District Department of the Environment (DDOE) has implemented a new program to monitor the energy and water consumption of large buildings in order to promote greater efficiency and savings. We are now required to annually benchmark our energy and water consumption of our buildings, using data from the previous calendar year, and report the results, aggregated to the level of the whole building, to DDOE. In order to comply with the law and get 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 within thirty days of receiving a request such as this. Noncompliance by an owner or by a tenant can lead to fines of up to \$100 per day.

**For buildings over 200,000 gross square feet in size such as the one you occupy, we must collect data for both 2010 & 2011. Please complete these forms for both 2010 AND 2011.**

**Please fill out and return this form within thirty (30) days of receiving it, making sure you complete all sections where the box is checked in section A and B/C. If you are a tenant who will soon be vacating the building, complete sections A and C.**



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We appreciate your compliance with this information request. Please note that no financial information is being collected. All information you provide will be used solely for completion of the necessary benchmarking documentation. Data will be disclosed to DDOE and the public at the level of the whole building (unless you are the only tenant in the building). We will not be sending this form to DDOE, but DDOE representatives may see the completed form in the event of an audit.

For more information, please visit DDOE's website at <http://ddoe.dc.gov/energybenchmarking>.

**Please return the completed form to:**

**[INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE ADDRESS IF SEEKING PHYSICAL COPIES, INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE E-MAIL ADDRESS IF SEEKING DIGITAL COPIES, OR INSERT OTHER METHOD OF DELIVERY IF APPLICABLE.]**

For questions regarding this form, please contact

**[INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE CONTACT INFORMATION]**

I **[PROPERTY OWNER/PROPERTY MANAGEMENT REPRESENTATIVE]** certify that the REQUEST FOR NON-RESIDENTIAL TENANT INFORMATION FORM was hand-delivered, mailed, or sent by electronic mail to **[TENANT NAME]** ON **[DATE]**.

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OWNER/PROPERTY MANAGEMENT REPRESENTATIVE SIGNATURE

## District Energy Benchmarking of Existing Buildings Non-Residential Tenant Information Request Form (2010-2011 Data)

### Section A: Space Use Information

- **Owner/Property Management Representative:** please check the appropriate box or boxes for the space type(s) of the tenant.
- **Tenant:** please complete the checked sections in this document and contact your building owner or property management representative with any questions you may have. If you are 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			

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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)



**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.)

*Optional:*

- 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

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**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.)

*Optional:*

- \_\_\_\_\_ 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)

*Optional:*

- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ # of workers on main shift

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**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.)

*Optional:*

- # of open or closed refrigeration/freezer cases
- # of registers and/or personal computers

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**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

*Optional:*

- \_\_\_\_\_ 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.)

*Optional:*

- \_\_\_\_\_ Distribution Center – yes or no

**District Energy Benchmarking of Existing Buildings  
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**Section B: Utility Information**

**For the Owner/Property Management Representative:**

Please check the appropriate boxes on this and the following pages.

**Tenant Energy and Water Data required (for selected energy and water utilities)**

**For the Tenant who IS vacating the building:**

Do not complete this Section B. Instead, if the box above is checked, **fill out the Utility Data Release Authorization Form in Section C.**

**For the Tenant who is not vacating the building:**

If the box above is checked, you need to supply the utility consumption for your space where you directly pay the energy and/or water bills. (You do **NOT** have to provide any cost information to your landlord.) You can do this one of two ways:

- **Complete Section B for 2010 and 2011:** Enter the information covering the calendar year or years you are benchmarking. Because most bills do not begin on the first of the month and go to the last day of the month, you may need to include additional months so that your data is inclusive of January 1 to December 31 of each year—you may need as many as 14 months of data for calendar year 2011, or as many as 26 months of data for calendar years 2010 & 2011. More utility history is available online or by calling customer service.
  
- **OR Complete Section C:** You may instead opt to fill out the Utility Data Release Authorization Form in Section C.

Utility account information can also be obtained electronically (after registering for an account) by visiting the websites or calling the numbers below.

**Electricity:** Contact Pepco or your electricity supplier:  
<http://www.pepco.com/contact/>  
(202) 833-7500

**Natural Gas:** Contact Washington Gas or your natural gas supplier  
<http://www.washgas.com/pages/ContactUs>  
(703) 750-1000

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











## Section C:

# Utility Account Information Data Release Form

**Tenants may sign this form**

REQUESTOR					
Contact Person:			Company:		
Phone:	Fax:	E-mail:			
Address:		Unit #	City	State	Zip

TENANT CONTACT INFORMATION					
Contact Person:			Company:		
Phone:	Fax:	E-mail:			
Address / Physical Location of Utility Meter(s):		Unit #	<b>Washington</b>	<b>DC</b>	Zip
Billing Address:		Unit #	City	State	Zip

Electricity	
Name as listed on utility bill:	Name of Electric Supplier:
Account Number(s):	

Natural Gas	
Name as listed on utility bill:	Name of Natural Gas Supplier:
Account Number(s):	

Water	
Name as listed on utility bill:	Name of Water Supplier:
Account Number(s):	

Other Energy Utility (e.g. oil, steam, etc)	
Name as listed on utility bill:	Name of Supplier:
Account Number(s):	

AUTORIZATION TO REVIEW UTILITY ACCOUNT HISTORY	
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<p>I hereby authorize _____ and/or their designated representatives to obtain records on demand documenting consumption of energy or natural resources for the accounts listed above. I authorize release of records for three years prior to and up to one year after today's date. Such data will be used only for purpose of complying with D.C. Official Code § 6-1451.03 and improving the energy efficiency of my building.</p>	
Signature:	Date: