This worksheet was designed to help building owners and managers collect data to benchmark buildings using EPA's ENERGY STAR Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate Benchmark's of key metrics such as energy intensity and costs, water use, and carbon emissions. **All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.**

Some buildings will also receive an ENERGY STAR score. The ENERGY STAR score is a benchmark that indicates how efficiently buildings use energy on a 1-100 scale. A score of 50 indicates that energy performance is average compared to similar buildings, while a score of 75 or better indicates top performance, and means your building may be eligible to earn the ENERGY STAR label. To receive an ENERGY STAR score, the gross floor area of the building must be Comprised of more than 50% of one of the following space types: bank/financial institution, courthouse, data center, hospital (general medical and surgical), hotel, house of worship, K-12 school, medical office, office, residence hall/dormitory, retail store, senior care facility, supermarket/grocery store, warehouse (refrigerated and unrefrigerated), and wastewater treatment plant.

Use this worksheet to collect the data for all space types applicable to your facility.

Property Name

_____

Property Address

Address _____

City, State, Zip Code _____

Property Owner

Name _____

Phone Number _____

Primary Contact

Name _____

Phone Number _____

1. Review of Whole Property Characteristics

1) Primary Function: _____   **Yes** ☐   **No** ☐

Is this an accurate description of the primary use of this property?

If "No", Please specify: _____

2) Annual Occupancy: _____   **Yes** ☐   **No** ☐

Is this occupancy accurate for the entire 12 month period being assessed?

3) Number of Buildings: _____   **Yes** ☐   **No** ☐

Does this number accurately represent all structures?

4) Year Built: _____

2. Review of Property Use Details

1) Gross Floor Area: _____

Is this the total size, as measured between the principal exterior surfaces of the enclosing fixed walls of the building(s)? This includes all areas inside the building(s) such as: occupied tenant areas, common areas, meeting areas, break rooms, restrooms, elevator shafts, mechanical equipment areas, and storage rooms. Gross Floor Area should not include interstitial plenum space between floors, which may house pipes and ventilation. Gross Floor Area is not the same as rentable, but rather includes all area inside the building(s). Leasable space would be a sub-set of Gross Floor Area. In the case where there is an atrium, you should count the Gross Floor Area at the base level only. Do not increase the size to accommodate open atrium space at higher levels. The Gross Floor Area should not include any exterior spaces such as balconies or exterior loading docks and driveways.

☐   ☐

2) Gymnasium Floor Area: _____   **Yes**   **No**

Does the gymnasium floor area include all areas devoted to a gymnasium, including Gymnasium/athletic areas, spectator areas, locker rooms, and other associated spaces? ☐   ☐

3) High School: **Yes**   **No**

Is the property a high school (teaching grades 10, 11, and/or 12)? If the property teaches to high school students at all, the user should check 'yes' to 'high school'. For example, if the school teaches to grades K-12 (elementary/middle and high school), the user should check 'yes' to 'high school'.

4) Weekly Operating Hours: _____

Is this the total number of hours per week that the property is occupied by the majority of the employees? It does not include hours when the property is occupied only by maintenance, security, or other support personnel. The Weekly Operating Hours is not the same as the hours during which the HVAC equipment is run, but rather should be based on the hours during which your property is actually occupied by the majority of the tenants. It is possible that these hours may correspond to hours specified within a lease, during which the owner is required to provide the leasee with conditioned space. However, this number should never include additional HVAC startup or shutdown time. For properties with a schedule that varies during the year, Weekly Operating Hours refers to the schedule most often followed.

5) Number of Computers: _____

Is this the total number of computers, laptops, and data servers at the property? This number should not include tablet computers, such as iPads, or any other types of office equipment.

6) Number of Workers on Main Shift: _____

Is this the total number of workers present during the primary shift? This is not a total count of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Main Shift value is 100. Number of Workers on Main Shift may include employees of the property, sub-contractors who are onsite regularly, and volunteers who perform regular onsite tasks. Number of Workers should not include visitors to the buildings such as clients, customers, or patients.

7) Student Seating Capacity: _____

Is this the maximum number of students for which the school was designed? This should include the seating capacity of the entire school. If portable classrooms have been added to the school, include the capacity of these classrooms, as they expand the overall capacity of the school.

8) Months In Use: _____

Is this the total number of months that the property is open for standard activities?

9) Weekend Operation: _____   **Yes** ☐   **No** ☐

Does the property include regular activities on the weekend beyond the scope of maintenance, cleaning, and security personnel? Weekend activity could include any time when the property is used for classes, performances, or other school or community activities. The Yes selection is appropriate for any property that is open on one or both days of the weekend during one or more seasons of the year.

10) Cooking Facilities: _____   **Yes** ☐   **No** ☐

Does the property have a commercial cooking area designed to provide and serve food to occupants and/or visitors? This may include restaurants and cafeterias. If the answer is "Yes", how many cooking areas are available? If the property contains only employee break room kitchens, this field should be marked "No".

11) Number of Walk-in Refrigeration/Freezer Units: _____   **Yes** ☐   **No** ☐

Is this the total count of walk-in units at the property? Walk-in Refrigeration/Freezers are typically very large units located in storage areas or commercial kitchens that would not be accessible to all building occupants. This count should only include large storage units that a person actually walks into in order to store or retrieve perishable goods.

12) Swimming Pool: Please Select Below

   a. Size: Please Select Below

   b. Location of Pool: Please Select Below

   c. Months in Use: _____

13) Percent That Can Be Heated: _____

14) Percent That Can Be Cooled: _____   **Yes** ☐   **No** ☐

Is this the total percentage of the property that can be cooled by mechanical equipment? This includes all types of cooling from central air to individual window units.

15) School District: _____   **Yes** ☐   **No** ☐

Is this the administrative school district in which the property is located?

Additional Energy/Fuel Types

On-Site Solar and Wind Energy
Are all on-site solar and wind installations reported in this list (if present)?
All on-site systems must be reported.

Yes ☐   **No** ☐

Additional Fuels
Do the meters above include all fuel *types* at the property? That is, no additional
fuels such as district steam, generator fuel oil have been excluded.

Yes ☐   **No** ☐

Additional Comments: