Building Energy Benchmarking: Commercial Checklist to Benchmark in ENERGY STAR® Portfolio Manager®

Use this document to gather the needed information to benchmark a commercial building for compliance with the Building Energy Benchmarking Program. Please complete the document before requesting energy use data from the utility provider(s).

Property and Building Information

1) Property type (e.g., office, movie theater, K-12 school, enclosed mall, hotel, etc.):_____

2) Number of disclosable buildings on property (a disclosable building has more than 50,000 square feet of gross floor area and either 0 or 17+ residential units): _____

3) Property name: _____

4) Property address (include street address, city, county, state, and postal code):_____

5) Year built: _____

6) Gross floor area (GFA is the total square footage of disclosable building(s) on the property not including parking): _____

7) Occupancy (percent of GFA that is occupied and operational):

_____

8) Parking area (sq. ft.) (Exclude parking lots that do not consume energy. Indicate if the area is an open lot, partially enclosed garage, enclosed garage, or a combination. Indicate if there is supplemental heating.):

_____

9) Heated swimming pool (if applicable):

    a. Approximate dimensions: _____

    b. Indoor or outdoor: _____

    c. Number of months in use: _____

Energy Meter Information

1) Type(s) of energy (e.g., electricity, natural gas, etc.):

_____

2) Source(s) of electricity (e.g., grid, solar, and/or wind):

_____

3) Number of meters for each energy type and/or source:

    a. Electricity purchased from the grid: _____

    b. Electricity generated on site: _____

    c. Natural gas: _____

4) Unit(s) of measurement (e.g., kWh, Btu, therm, etc.):

_____

5) Date meter(s) became active (when the utility account was opened):

_____