



## **Building Energy Benchmarking: Multifamily Checklist to Benchmark in ENERGY STAR® Portfolio Manager®**

Use this document to gather the needed information to benchmark a multifamily 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 (in the Portfolio Manager pulldown menu, select lodging/residential, then multifamily):  
\_\_\_\_\_
- 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 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 pool dimensions: \_\_\_\_\_
  - b. Indoor or outdoor: \_\_\_\_\_
  - c. Number of months in use: \_\_\_\_\_

## Information Required for an ENERGY STAR Score

An ENERGY STAR Score is not required for compliance with the Building Energy Benchmarking Program. However, an ENERGY STAR Score provides a helpful comparison to similar buildings nationally. Items required for an ENERGY STAR Score are indicated with a star in Portfolio Manager.

- 1) Total number of residential units: \_\_\_\_\_
- 2) Number of residential units in low-rise (1-4 stories): \_\_\_\_\_
- 3) Number of residential units in mid-rise (5-9 stories): \_\_\_\_\_
- 4) Number of residential units in high-rise (10 or more stories): \_\_\_\_\_
- 5) Total number of bedrooms: \_\_\_\_\_

## Energy Meter Information

- 1) Type(s) of energy (e.g., electricity, natural gas, etc.):  
\_\_\_\_\_
- 2) Source(s) of electricity (e.g., grid, solar, wind):  
\_\_\_\_\_
- 3) Number of meters for each energy type and/or source:
  - a. Electricity purchased from the grid: \_\_\_\_\_
  - b. Electricity generated onsite: \_\_\_\_\_
  - c. Natural gas: \_\_\_\_\_
- 4) Unit(s) of measurement for each energy type (e.g., kWh, Btu, therm, etc.): \_\_\_\_\_  
Date meter(s) became active (when the utility account was opened):  
\_\_\_\_\_