Benchmarking with ENERGY STAR®

U.S. Environmental Protection Agency (EPA)

2009

EPA

Learn more at **energystar.gov**

Washington Climate Change and Energy Efficiency Legislation

- **ESSSB 5854**
  - Climate Pollution Reduction - Energy Efficiency, an act aimed at reducing climate pollution in the built environment
- **ESSSB 5560**
  - State Agencies - Emission Reduction, an act related to state agency climate leadership
- **Executive Order 05-01**
  - Establishes Sustainability and Efficiency Goals for State Operations
- **Executive Order 07-02**
  - Washington Climate Change Challenge
- **Executive Order 09-05**
  - Washington's Leadership on Climate Change

ESSSB 5854: Climate Pollution Reduction - Energy Efficiency

Summary of Main Portfolio Manager-related requirements:

- By 1/1/2010, GA shall establish a state Portfolio Manager master account.
- By 7/1/2010, each qualifying public agency shall:
  - Create energy benchmark for each public facility using Portfolio Manager
  - Report to GA, the EPA national energy performance rating
  - Link all accounts to the state Portfolio Manager master account
- By 7/1/2010, GA shall:
  - Make reports available through the Portfolio Manager Web site
  - Develop a technical assistance program to facilitate energy audits
- Beginning 12/1/2012, GA shall prepare a biennial report summarizing the statewide Portfolio Manager master account data.
- By 7/1/2012, qualifying public agencies must undertake a preliminary energy audit.

Benchmarking

- Benchmarking through ENERGY STAR allows you to:
  - Compare one building against a national sample of similar buildings
  - Compare all of your buildings of a similar type to each other
  - Set priorities for use of limited staff time and/or investment capital

Benchmarking

Portfolio Manager

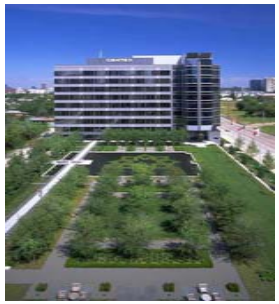
- Benchmark the energy use of all of your buildings – receive an energy use intensity (EUI). Many buildings are eligible to receive energy performance ratings on a 1-100 scale.
- Track changes in energy and water use over time in single buildings, groups of buildings, or entire portfolios.
- Track and report cost savings and CO_2 emissions.
- Apply for the ENERGY STAR.
- www.energystar.gov/benchmark

EPA

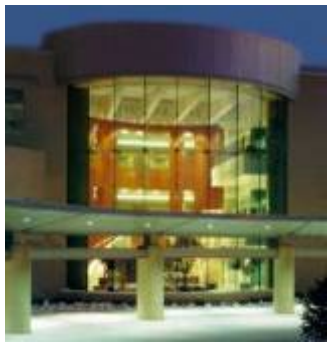
Ratable Space Types

K-12 Schools

Offices



Hospitals



Supermarkets

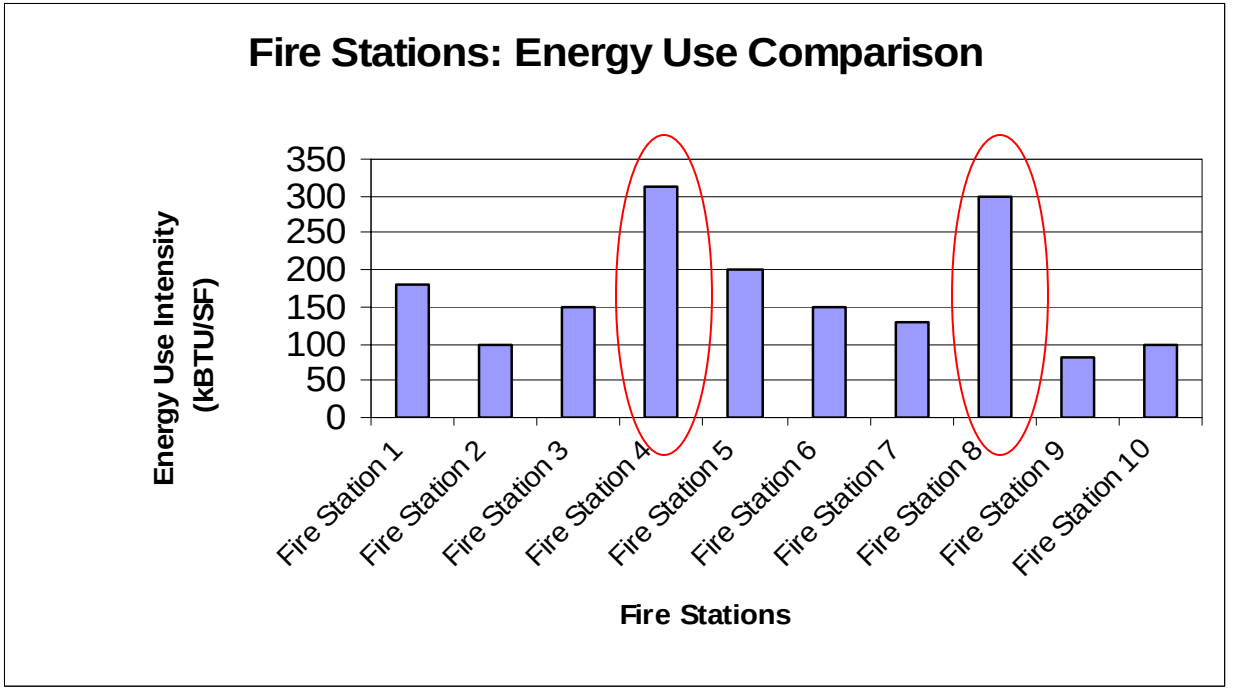
Hotels

Retail Stores

Others include: Warehouse, Residence Halls, Courthouses, Medical Offices, Financial Centers/Banks, and Wastewater Treatment Plants

Identify Best Opportunities and Set Improvement Goals

- Identify under-performing buildings to target for energy efficiency improvements.
- Estabish baselines to set goals and measure progress



Track Progress Over Time

- Set a baseline and monitor energy efficiency improvements over time
- View percent improvement in weather-normalized energy use intensity.
- Track reductions in greenhouse gas emissions.
- Monitor energy and water costs

Facility Name	Current Source Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline: Adjusted Energy Use (%)	Change from Baseline: Energy Use Intensity (kBtu/Sq. Ft.)	Change from Baseline: GHG Emissions ($MtCO_2e$)	Total Energy Cost per Sq. Ft. (US Dollars ($))
Fire Station 1	160.1	-12.3	-6.1	-275.86	$0.30
Fire Station 2	172.6	-18.3	-10.7	-488.62	$0.37

Download in Excel

Document Savings Results

- Provide *transparency* and *accountability* to help demonstrate strategic use of capital improvement funding.
- Quickly and accurately demonstrate savings for an individual building or entire portfolio:
  - Energy use
  - GHG emissions
  - Water use
  - Energy costs
- Download performance metrics from Portfolio Manager into Excel.
- Generate a Statement of Energy Performance (SEP) for each building, summarizing important performance indicators, including energy intensity and CO_2 emissions.
- Generate an Energy Performance Report showing reductions in key indicators over a user-specified time period.

Visit www.energystar.gov/benchmark to get started

EPA

Before You Start

Collect building information

- **Building Identifiers**

  Name, street address, zip code for weather normalization

- **Space Type Data**
  - Other Space Types (space types that do not currently receive a rating such as museums, fire stations, etc.): Square footage
  - Office: Square footage, hours of operation, Number of workers on main shift , # of PC's, Percent of gross floor area that is air conditioned, heated
  - See Benchmarking Toolkit for space data required for other ratable space types

- **Energy Use**
  - Building specific invoice information from all purchased energy. Begin with at least 11 consecutive months for each fuel type for the same period and update with monthly usage data.

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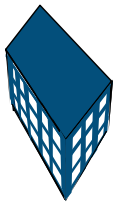
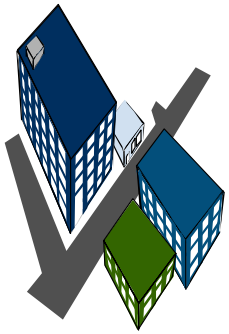
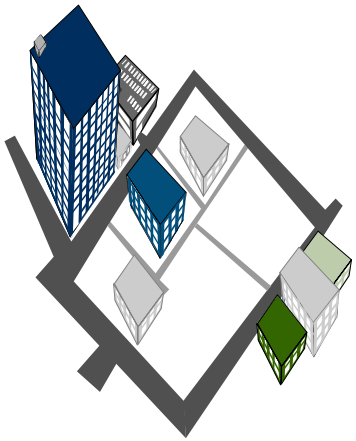
How to Access Portfolio Manager







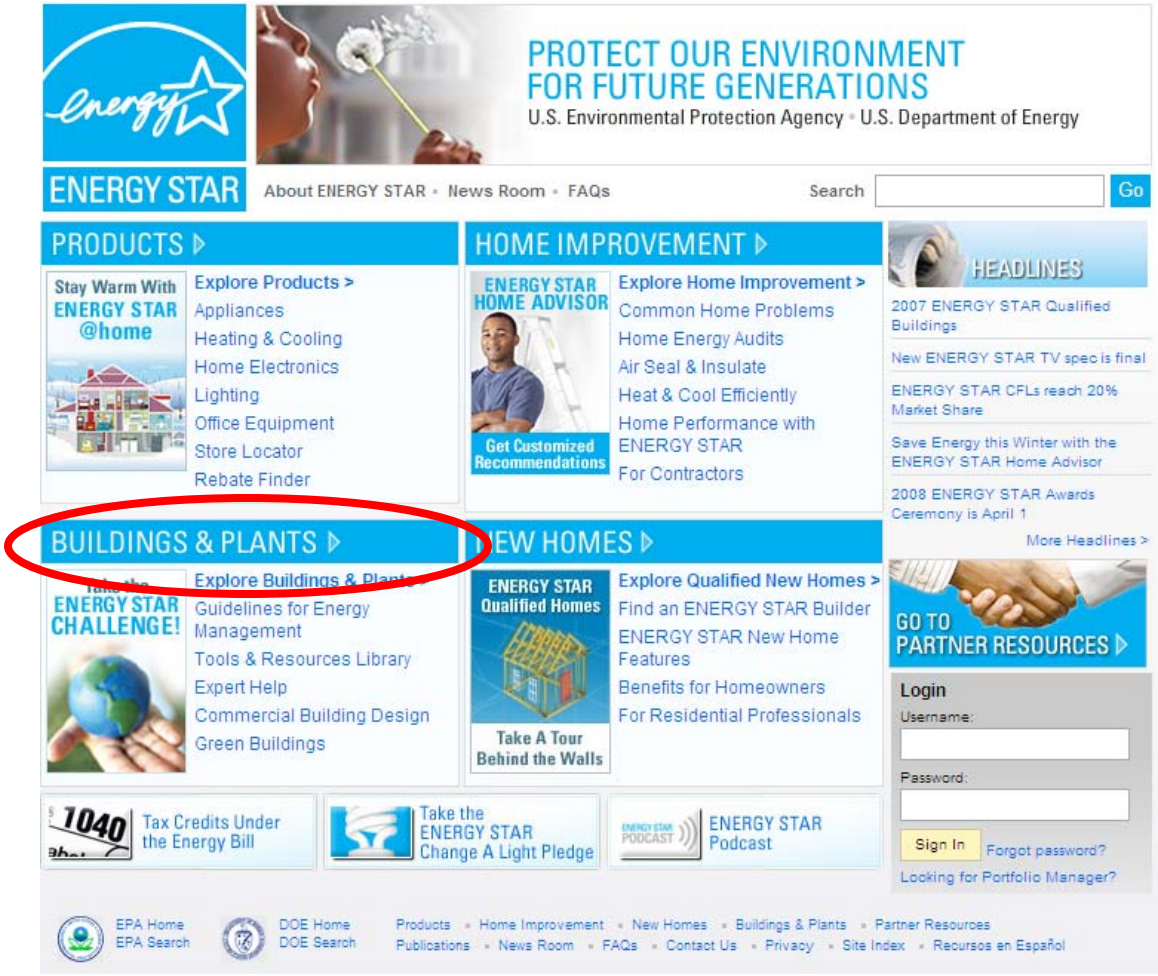
- Single Building Manual Entry
  - Enter building and energy consumption information into Portfolio Manager.
- Bulk Data Upload
  - Upload large sets of building data in Portfolio Manager using an Excel template.
- Automated Benchmarking Services
  - Use Service and Product Provider to have the rating automatically integrated into your energy information and bill handling system
- Utility-based Automated Benchmarking
  - Option 1: Provide utility data
  - Option 2: Provide automated benchmarking services

Portfolio Manager
Four Simple Steps

1. Create a Portfolio Manager account
2. Add a property
3. Add a space
4. Add energy meters

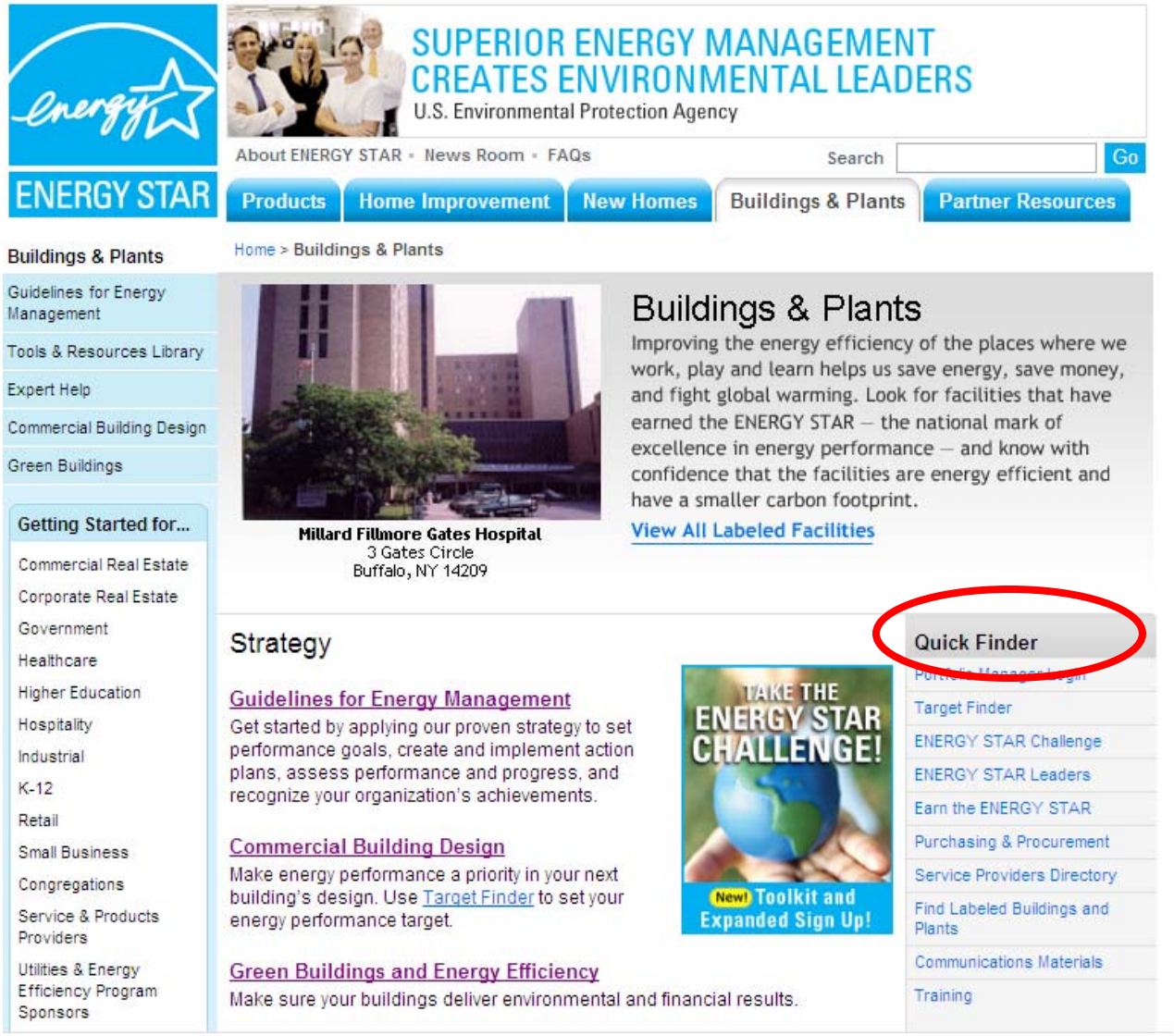
Creating, Editing and Accessing a Portfolio Manager Account

Creating an Account



Visit www.energystar.gov

Creating an Account



Creating an Account

PORTFOLIO MANAGER
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

FREQUENTLY ASKED QUESTIONS | CONTACT US | HELP

WHAT'S NEW IN PORTFOLIO MANAGER

ENERGY STAR Labeled Building Press Release Announcement Learn More

Water Treatment and Distribution Facilities
The EPA is pleased to announce the addition of Water Treatment and Distribution Facilities to Portfolio Manager. Learn More

Portfolio Manager Enhancements (Spaces Not Eligible to Receive a Rating)
Portfolio Manager now provides users the ability to manage buildings that are eligible to receive a rating as well as those that are not – all within the same online platform. Learn More

Username:
Forgot your username?
Password:
Forgot Your Password?
New User? Register
Login

About Portfolio Manager

- Learn what Portfolio Manager can do for your organization
- Take the Portfolio Manager Tour
- Explore some Frequently Asked Questions about our October 1, 2007 Updates
- Train on how to use Portfolio Manager
- Review eligibility requirements to benchmark your facility
- Import facility data

Success through ENERGY STAR

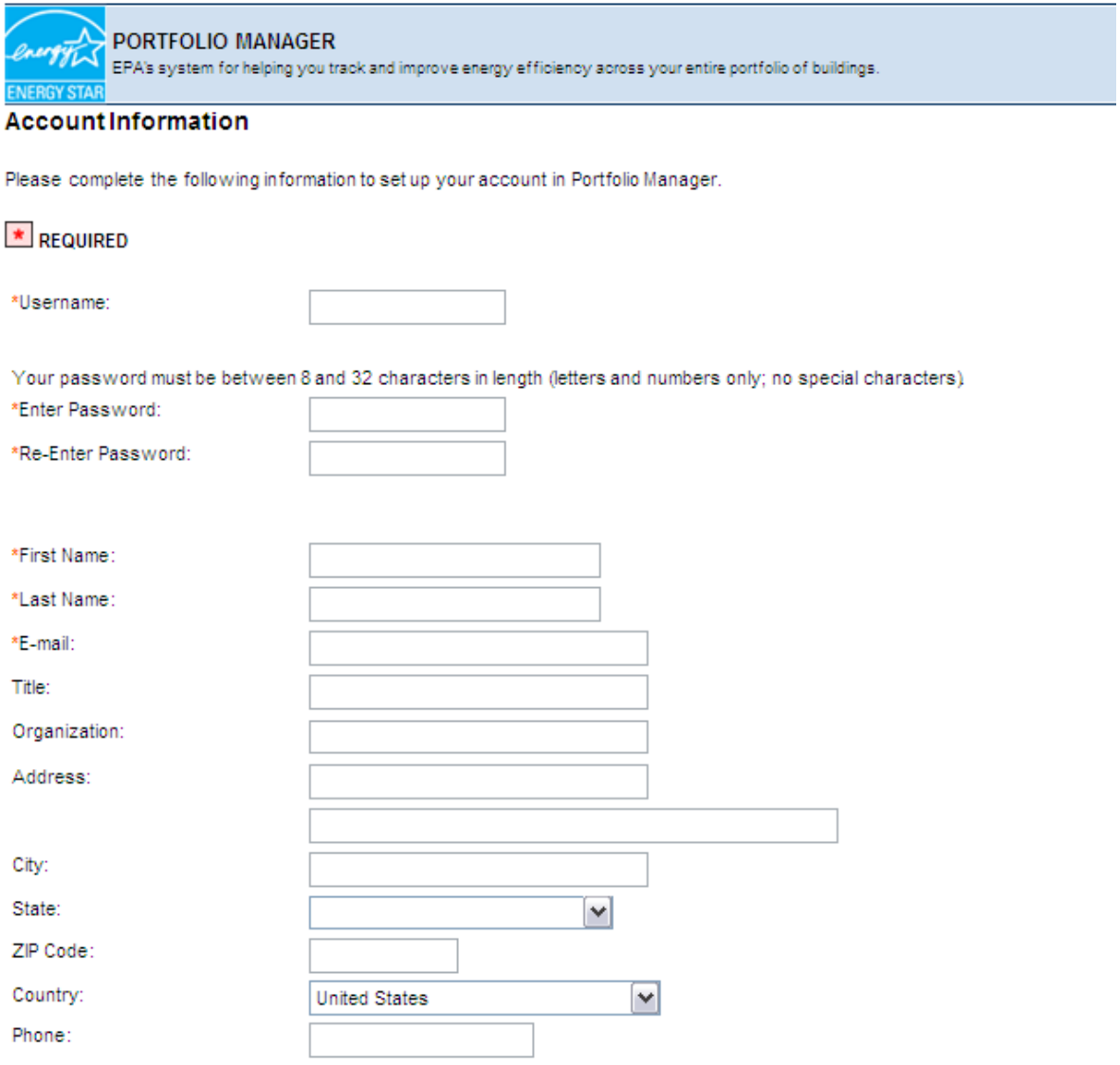
- Learn about ENERGY STAR Leaders that have improved organization-wide
- Take the ENERGY STAR Challenge – improve your buildings' energy efficiency by 10%
- Find buildings that have earned the ENERGY STAR

ENERGY STAR Labeled Buildings

Ada County Courthouse & Administration Bldg
200 W Front Street
Boise, ID 83702
Read Profile

Contact Us | Privacy Policy | Browser Requirements
Buildings & Plants

Creating an Account



PORTFOLIO MANAGER
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

Account Information

Please complete the following information to set up your account in Portfolio Manager.

* REQUIRED

*Username:

Your password must be between 8 and 32 characters in length (letters and numbers only; no special characters).
*Enter Password:
*Re-Enter Password:

*First Name:
*Last Name:
*E-mail:
Title:
Organization:
Address:
City:
State:
ZIP Code:
Country: United States
Phone:

Creating an Account

Indicate your organization's annual activity for each commercial facility area:

*Manage/Upgrade:

*Own:

*Develop/Build:

(Optional) Master Account Feature (for Sharing Facilities)

By selecting the checkbox below, you will add your username and organization name to the Portfolio Manager Master Account registry. Master Accounts are intended to help users who need to track a large number of facilities managed by other Portfolio Manager users. Examples of appropriate use of the Master Account designation include:

- An association running an energy efficiency campaign might use a Master Account to track the progress of its members.
- A local or state government running an energy efficiency campaign might use a Master Account to track the progress of its constituents.
- A company or organization that is benchmarking a large number of facilities might create a Master Account to track the performance of its entire organizational portfolio.

By identifying your account as a "Master Account", your user and organization name will display for ALL Portfolio Manager users who wish to share facilities. Users who want to share facilities with you will be able to view and select your user and organization name during this process.

Those needing to share only a small number of buildings are encouraged to use Portfolio Manager's regular sharing feature and are asked NOT to set up a Master Account. Learn more about Master Accounts.

☐ **Display my user and organization name to ALL Portfolio Manager users who wish to share facilities with my account.**

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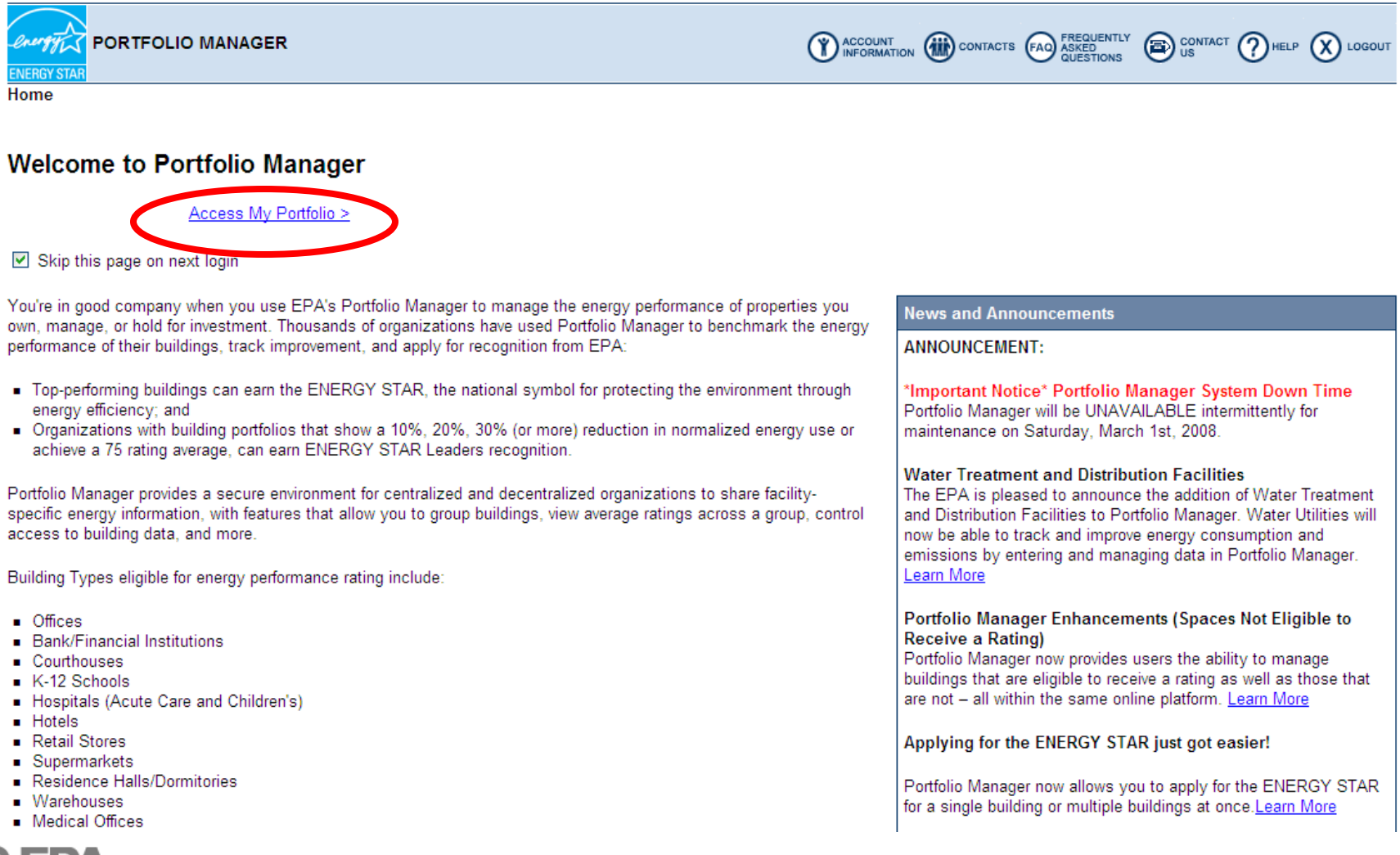
CANCEL SAVE PROFILE

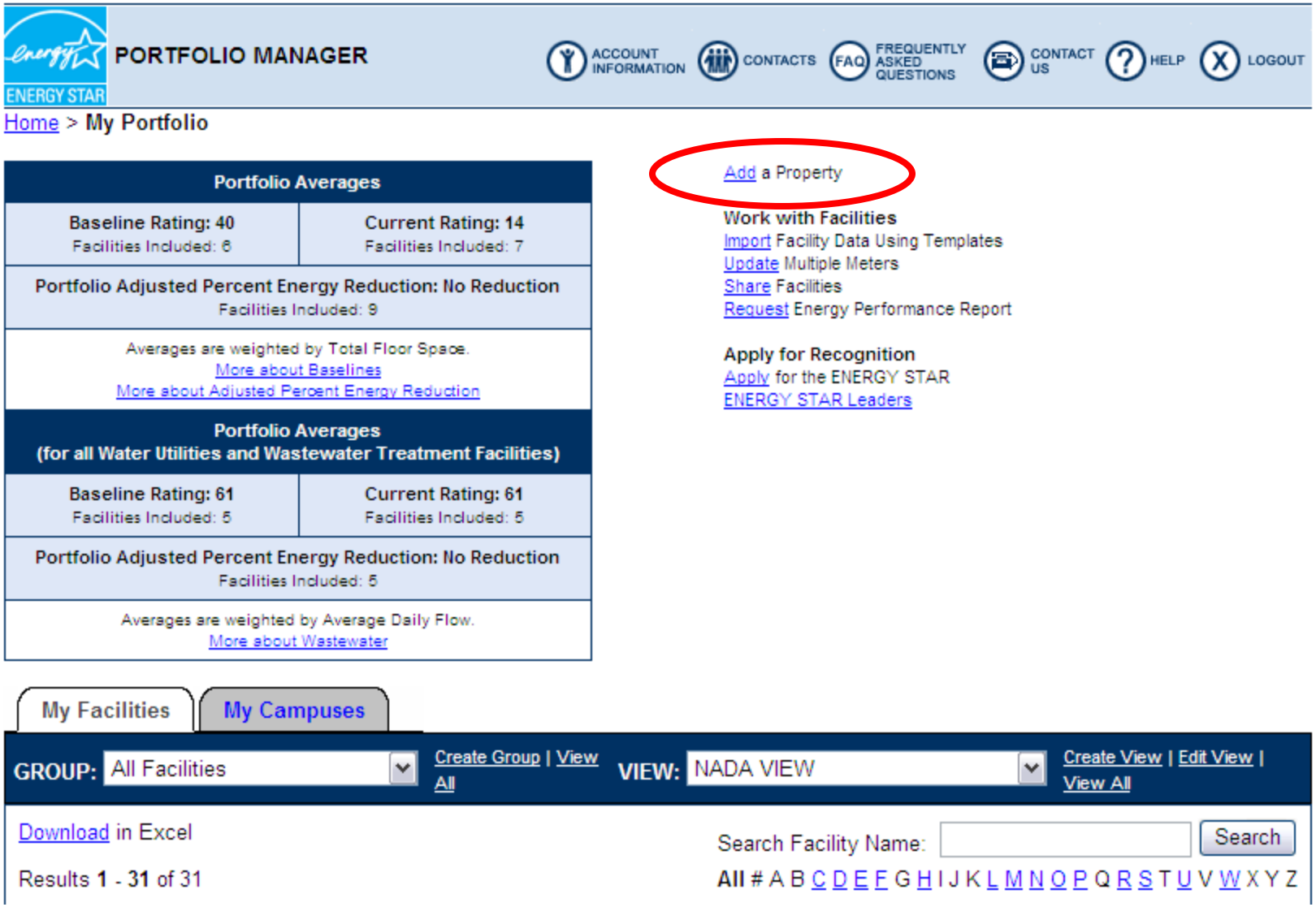
Editing an Account

Accessing Your Account



Adding a Property

Adding a Property



Adding a Property

Add a Property

Property Type

What kind of property would you like to add?

- ○ A single facility for which my organization owns or manages 90% or more of the floor area.
- ○ A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- ○ A hospital composed of a single facility or collection of facilities.
- ○ A municipal wastewater treatment plant or water treatment and distribution utility
- ○ A campus or other collection of multiple facilities at the same geographic location. What is this?

CANCEL CONTINUE

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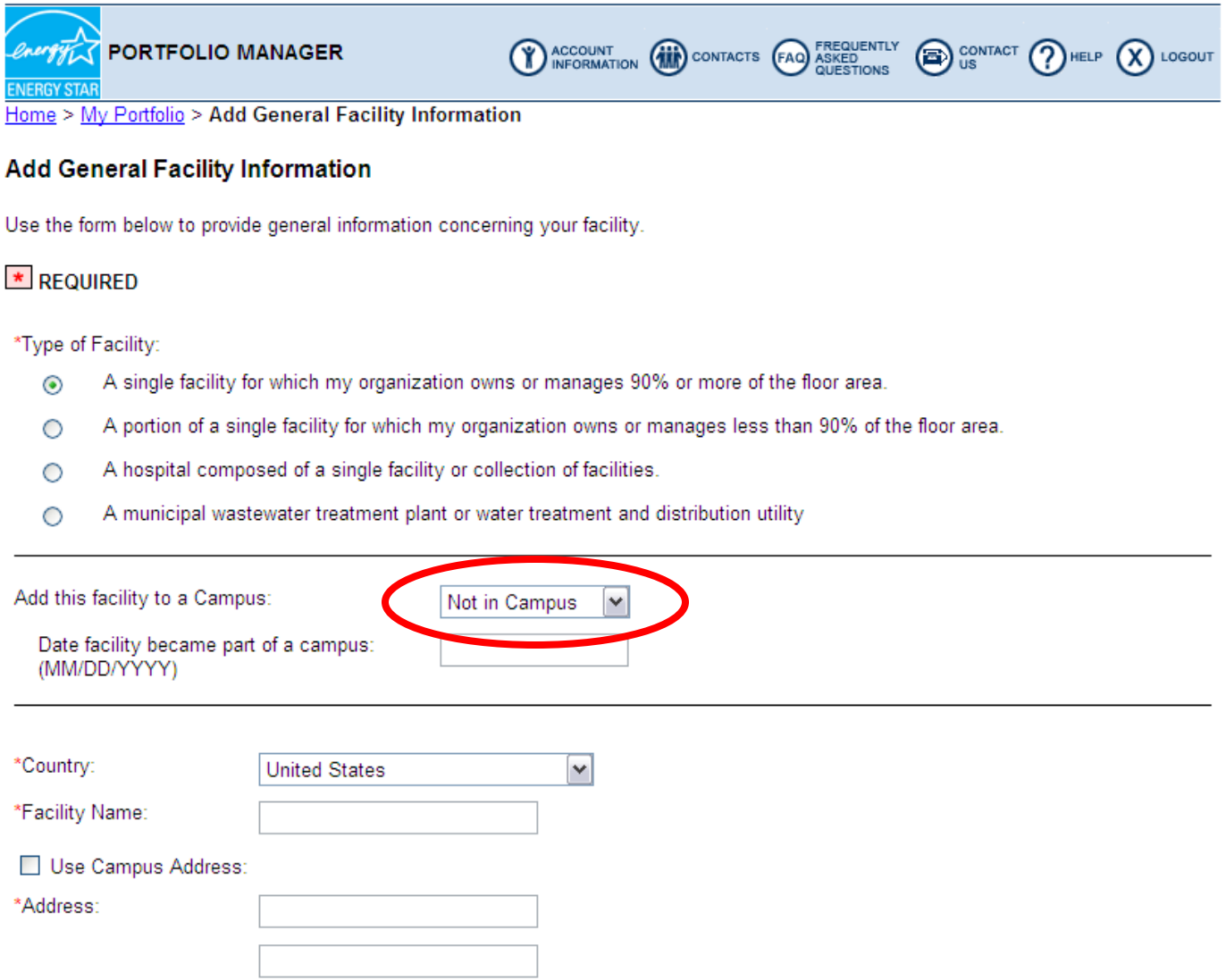
Adding a Property



Adding a Property

*Country: United States

*Facility Name:

Use Campus Address:

*Address:

*City:

*State: Select State

County:

*ZIP Code:

*Year Built:

Select the Organization that owns this facility: Select Organization

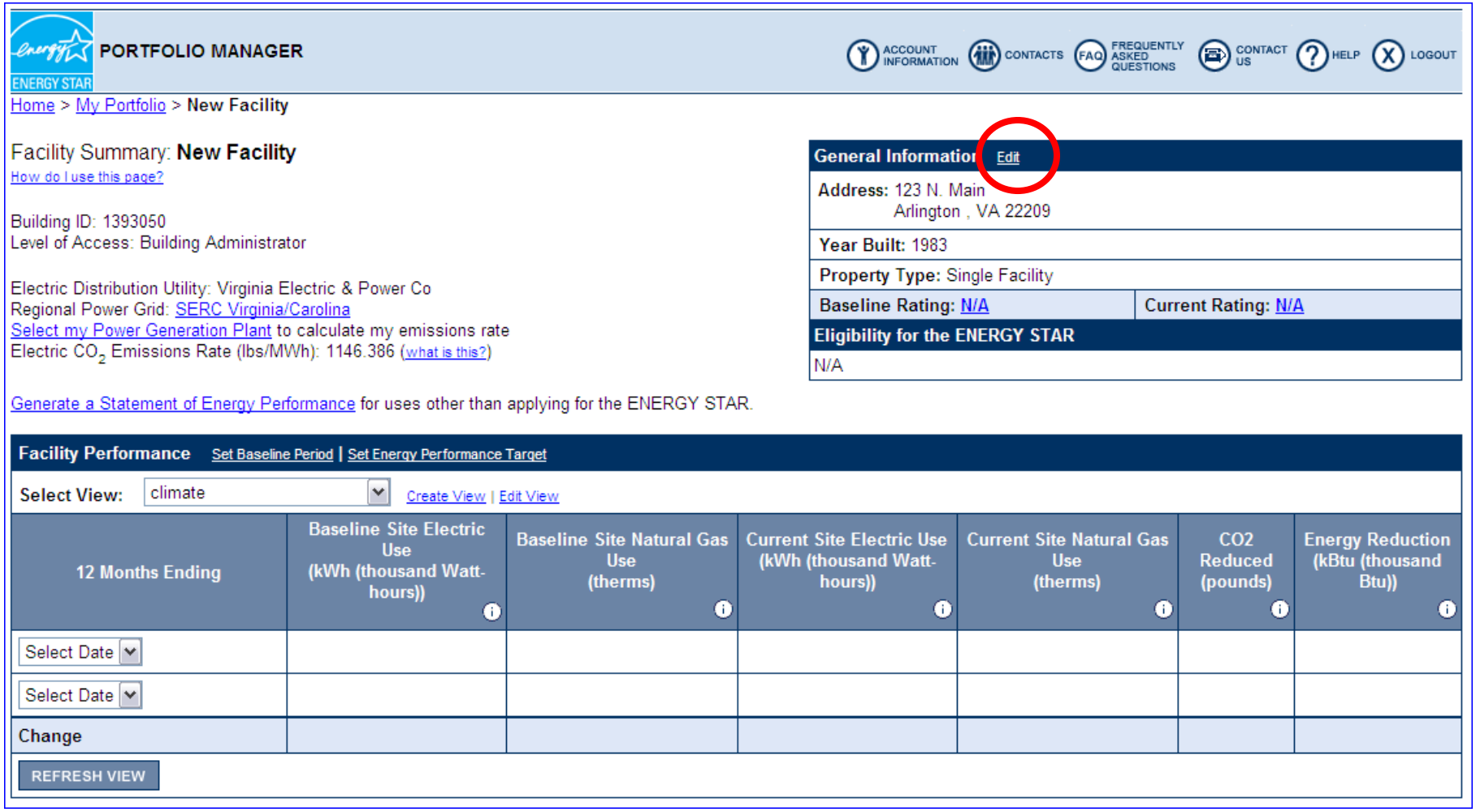
Add/Edit Contacts and Organizations

Select a primary Service and Product Provider for this facility: None

Add/Edit Contacts and Organizations

CANCEL SAVE

Editing a Property



PORTFOLIO MANAGER

ACCOUNT INFORMATION | CONTACTS | FREQUENTLY ASKED QUESTIONS | CONTACT US | HELP | LOGOUT

Home > My Portfolio > New Facility

Facility Summary: **New Facility**

How do I use this page?

Building ID: 1393050
Level of Access: Building Administrator

Electric Distribution Utility: Virginia Electric & Power Co
Regional Power Grid: SERC Virginia/Carolina
Select my Power Generation Plant to calculate my emissions rate
Electric CO_2 Emissions Rate (lbs/MWh): 1146.386 (what is this?)

Generate a Statement of Energy Performance for uses other than applying for the ENERGY STAR.

General Information Edit

Address: 123 N. Main
Arlington , VA 22209

Year Built: 1983

Property Type: Single Facility

Baseline Rating: N/A | **Current Rating:** N/A

Eligibility for the ENERGY STAR

N/A

Facility Performance Set Baseline Period | Set Energy Performance Target

Select View: climate Create View | Edit View

12 Months Ending	Baseline Site Electric Use (kWh (thousand Watt-hours))	Baseline Site Natural Gas Use (therms)	Current Site Electric Use (kWh (thousand Watt-hours))	Current Site Natural Gas Use (therms)	CO2 Reduced (pounds)	Energy Reduction (kBtu (thousand Btu))
Select Date						
Select Date						
Change						

REFRESH VIEW

EPA

Adding and Editing a Space

Adding a Space

Electric Distribution Utility: Niagara Mohawk
Regional Power Grid: NPCC Upstate NY
Select my Power Generation Plant to calculate my emissions rate
Electric CO_2 Emissions Rate (lbs/MWh): 819.684 (what is this?)

Generate a Statement of Energy Performance for uses other than applying for the ENERGY STAR.

Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
Eligibility for the ENERGY STAR	
N/A	

Facility Performance Set Baseline Period | Set Energy Performance Target

Select View: climate Create View | Edit View

12 Months Ending	Baseline Site Electric Use (kWh (thousand Watt-hours))	Baseline Site Natural Gas Use (therms)	Current Site Electric Use (kWh (thousand Watt-hours))	Current Site Natural Gas Use (therms)	CO2 Reduced (pounds)	Energy Reduction (kBtu (thousand Btu))
Select Date						
Select Date						
Change						

REFRESH VIEW

Space Use Add Space

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
No Space Defined					

Due to rounding, the % Floor Area Total may not always equal 100%.

General Facility Administration
Track Energy Performance Improvements
Delete this Facility from Portfolio Manager
Contact us

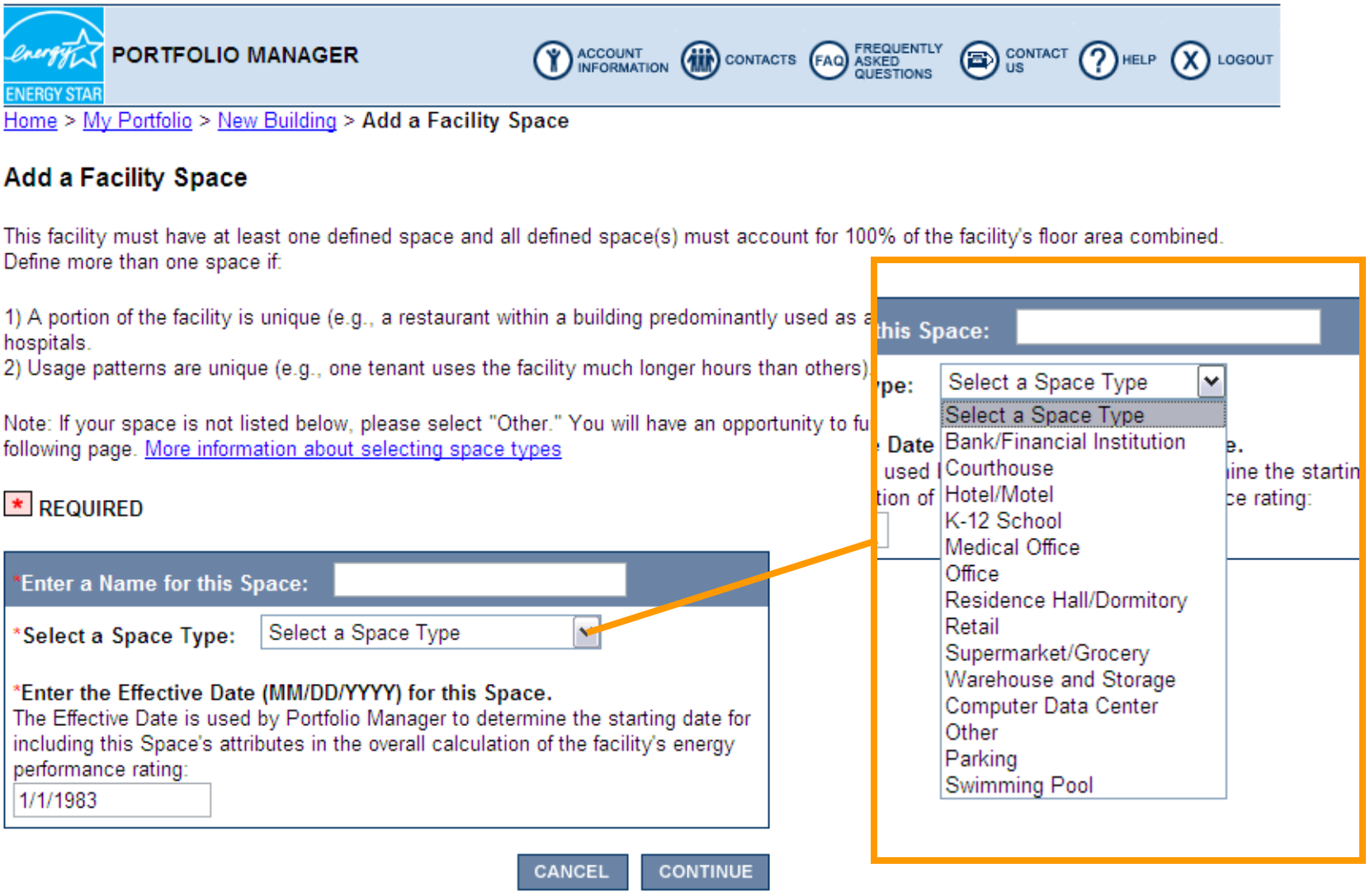
Sharing Data
Add user to share this Facility
Modify list of users
Transfer Facility to another user
View entire Access List for this Facility

Space Use Add Space

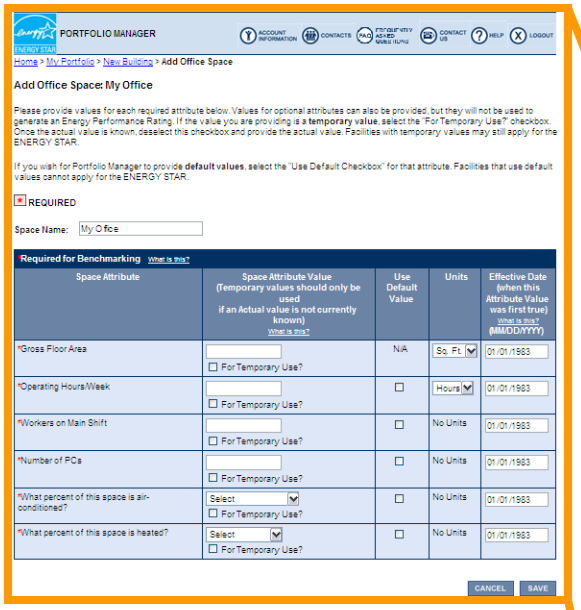
Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
No Space Defined					

Due to rounding, the % Floor Area Total may not always equal 100%.

Adding a Space



Adding a Space



Space Name: Office

*Required for Benchmarking What is this?				
Space Attribute	**Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) What is this?**	**Use Default Value**	**Units**	**Effective Date (when this Attribute Value was first true) What is this? (MM/DD/YYYY)**
*Gross Floor Area	☐ For Temporary Use?	N/A	Sq. Ft.	01/01/1889
*Weekly operating hours	☐ For Temporary Use?	☐	Hours	01/01/1889
*Workers on Main Shift	☐ For Temporary Use?	☐	No Units	01/01/1889
*Number of PCs	☐ For Temporary Use?	☐	No Units	01/01/1889
*What percent of this space is air-conditioned?	Select ☐ For Temporary Use?	☐	No Units	01/01/1889
*What percent of this space is heated?	Select ☐ For Temporary Use?	☐	No Units	01/01/1889

Editing a Space

Space Use Add Space

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
My Office	Office	100,000	100		Delete Space
Total		**100,000**	**100 %**		

More than 50% of your building is defined as Office. This building cannot be rated. You will be compared to the national average of Office.
Click to learn more.

Editing a Space

Edit Office Space: My Office

To edit a space attribute, please select the "Edit" link at the far right of each row.

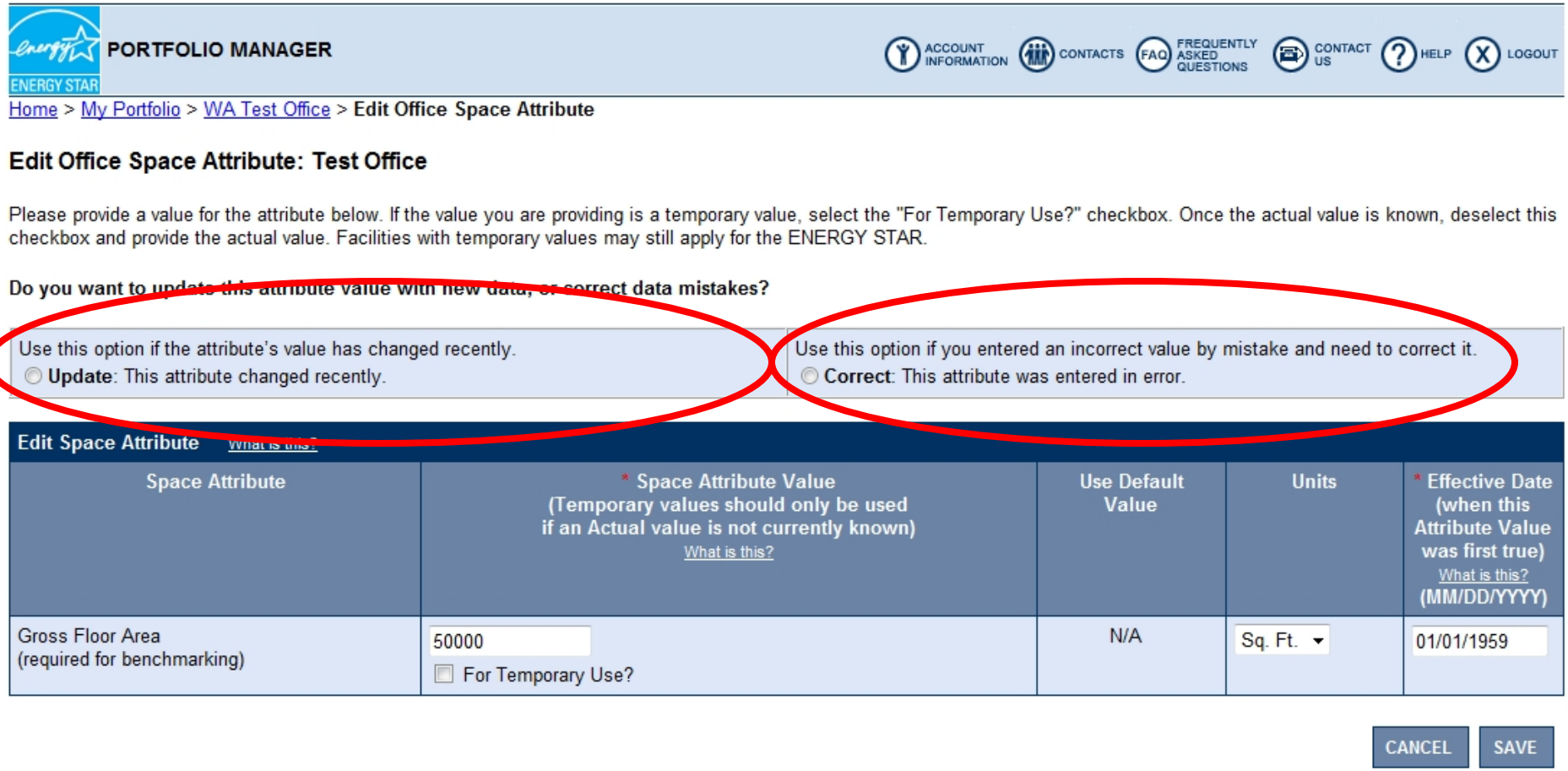
* REQUIRED

*Space Name: My O ffice CANCEL SAVE

Current Space Attribute Values What is this?

Space Attribute	Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) What is this?	Use Default Value	Units	Effective Date (when this Attribute Value was first true) What is this? (MM/DD/YYYY)	Last Updated By	
Gross Floor Area (required for benchmarking)	100000.0000	N/A	Sq. Ft.	01/01/1983	COOKBOOK2	Edit
Operating Hours/Week (required for benchmarking)	65.0000		Hours	01/01/1983	COOKBOOK2	Edit
Workers on Main Shift (required for benchmarking)	20.0000			01/01/1983	COOKBOOK2	Edit
Number of PCs (required for benchmarking)	20.0000			01/01/1983	COOKBOOK2	Edit
What percent of this space is air-conditioned? (required for benchmarking)	50% or more			01/01/1983	COOKBOOK2	Edit
What percent of this space is heated? (required for benchmarking)	50% or more			01/01/1983	COOKBOOK2	Edit

Editing a Space



PORTFOLIO MANAGER

ACCOUNT INFORMATION | CONTACTS | FREQUENTLY ASKED QUESTIONS | CONTACT US | HELP | LOGOUT

Home > My Portfolio > WA Test Office > **Edit Office Space Attribute**

Edit Office Space Attribute: Test Office

Please provide a value for the attribute below. If the value you are providing is a temporary value, select the "For Temporary Use?" checkbox. Once the actual value is known, deselect this checkbox and provide the actual value. Facilities with temporary values may still apply for the ENERGY STAR.

Do you want to update this attribute value with new data, or correct data mistakes?

Use this option if the attribute's value has changed recently.
○ **Update**: This attribute changed recently.

Use this option if you entered an incorrect value by mistake and need to correct it.
○ **Correct**: This attribute was entered in error.

Edit Space Attribute What is this?

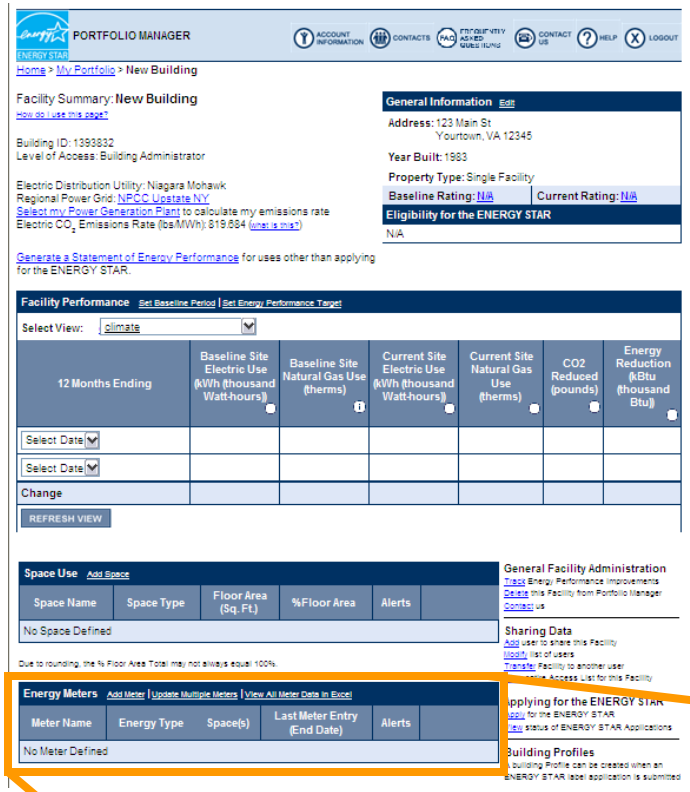
Space Attribute	* Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) What is this?	Use Default Value	Units	* Effective Date (when this Attribute Value was first true) What is this? (MM/DD/YYYY)
Gross Floor Area (required for benchmarking)	50000 ☐ For Temporary Use?	N/A	Sq. Ft.	01/01/1959

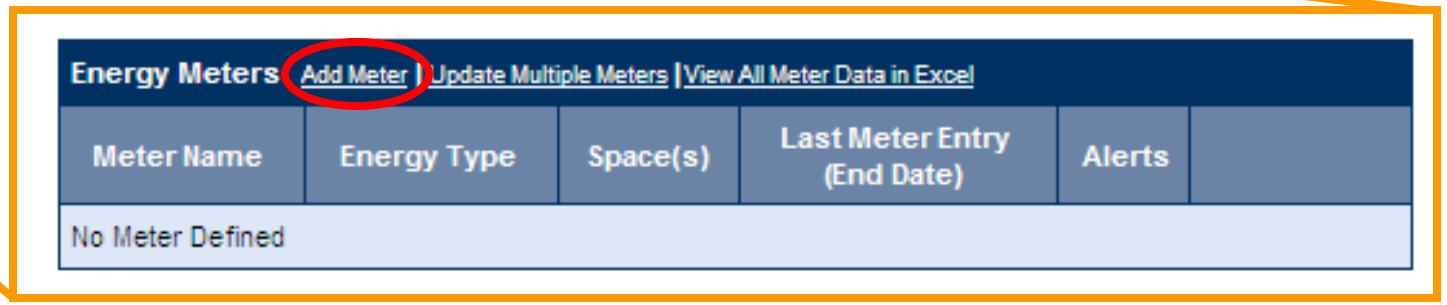
CANCEL SAVE

EPA

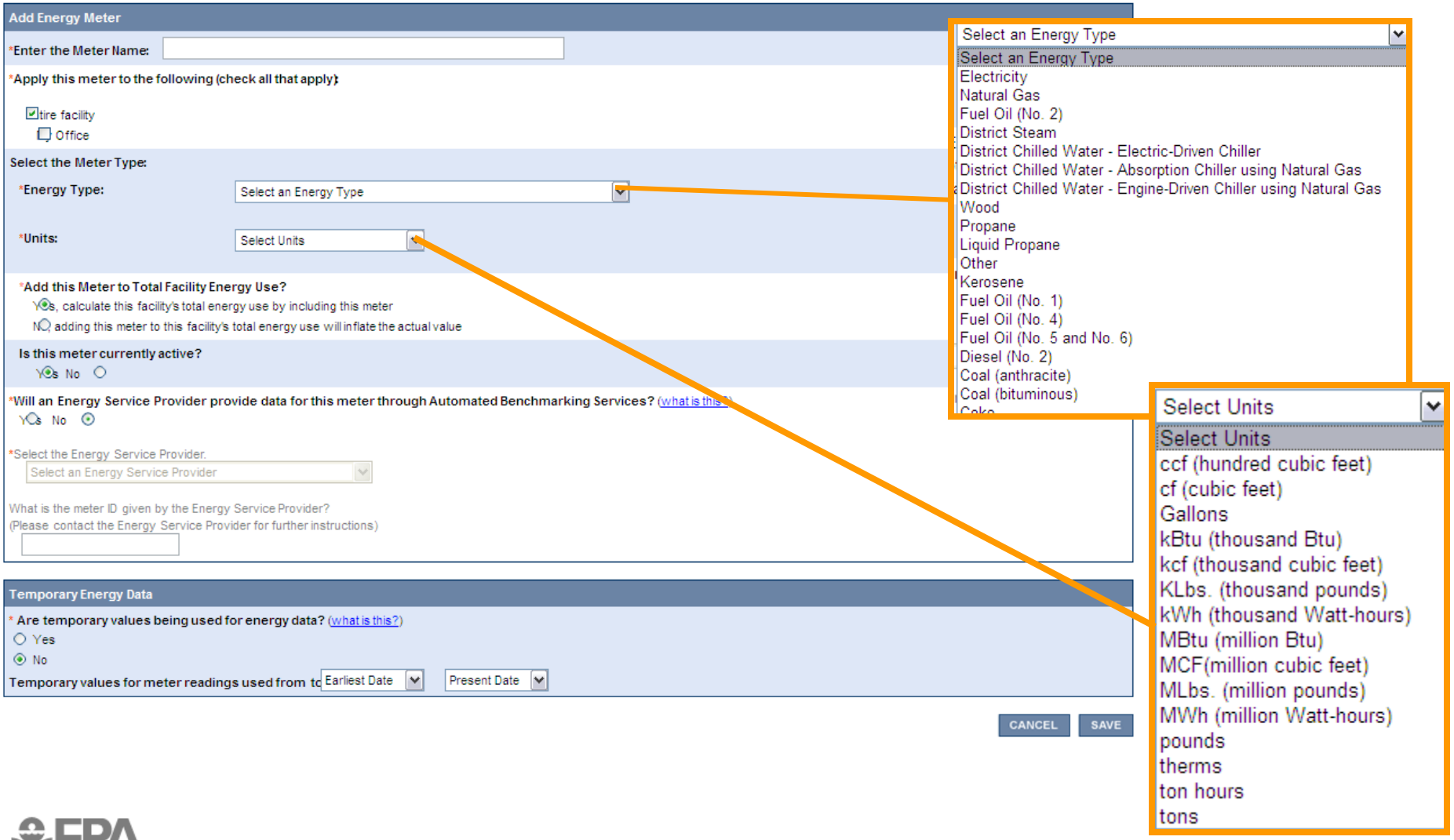
Adding and Editing Energy Meters

Adding Energy Meters

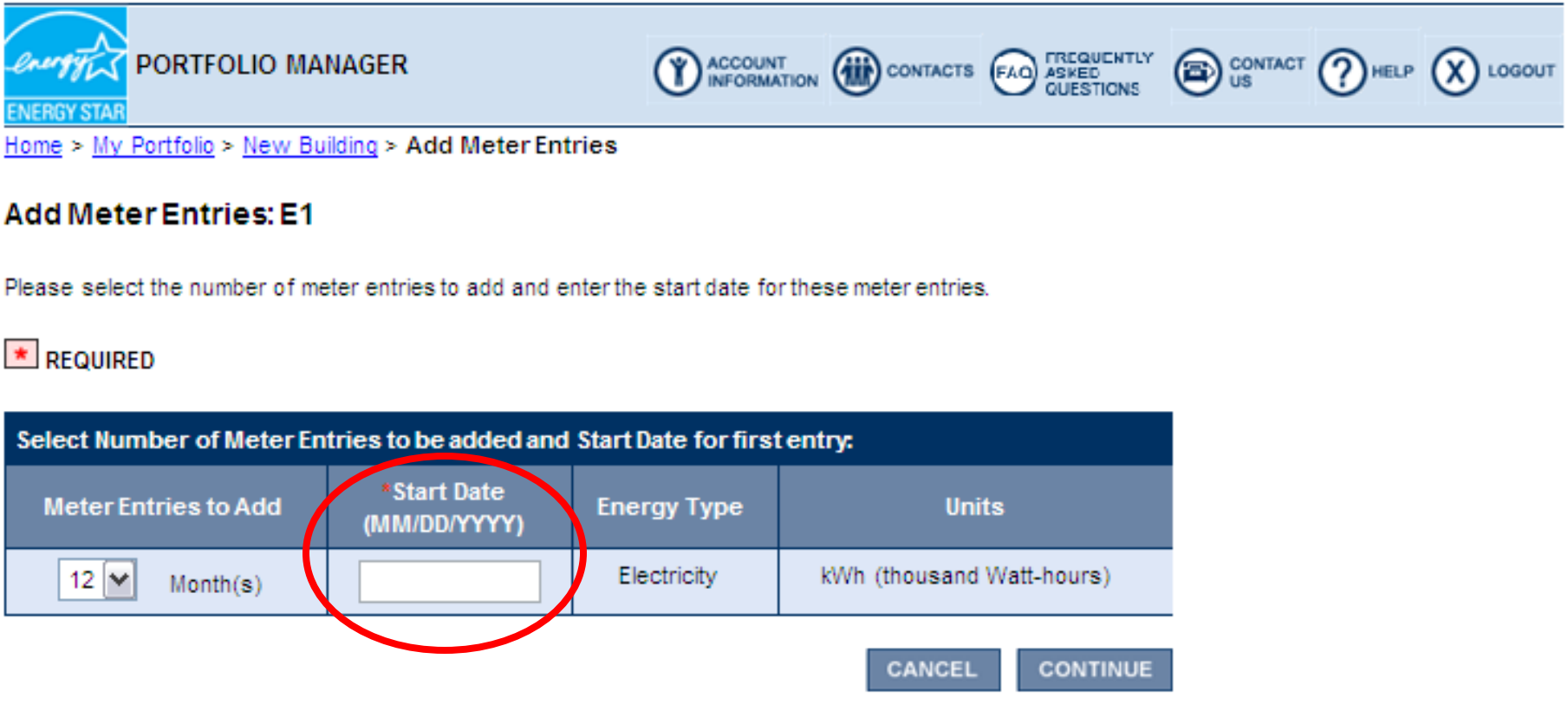




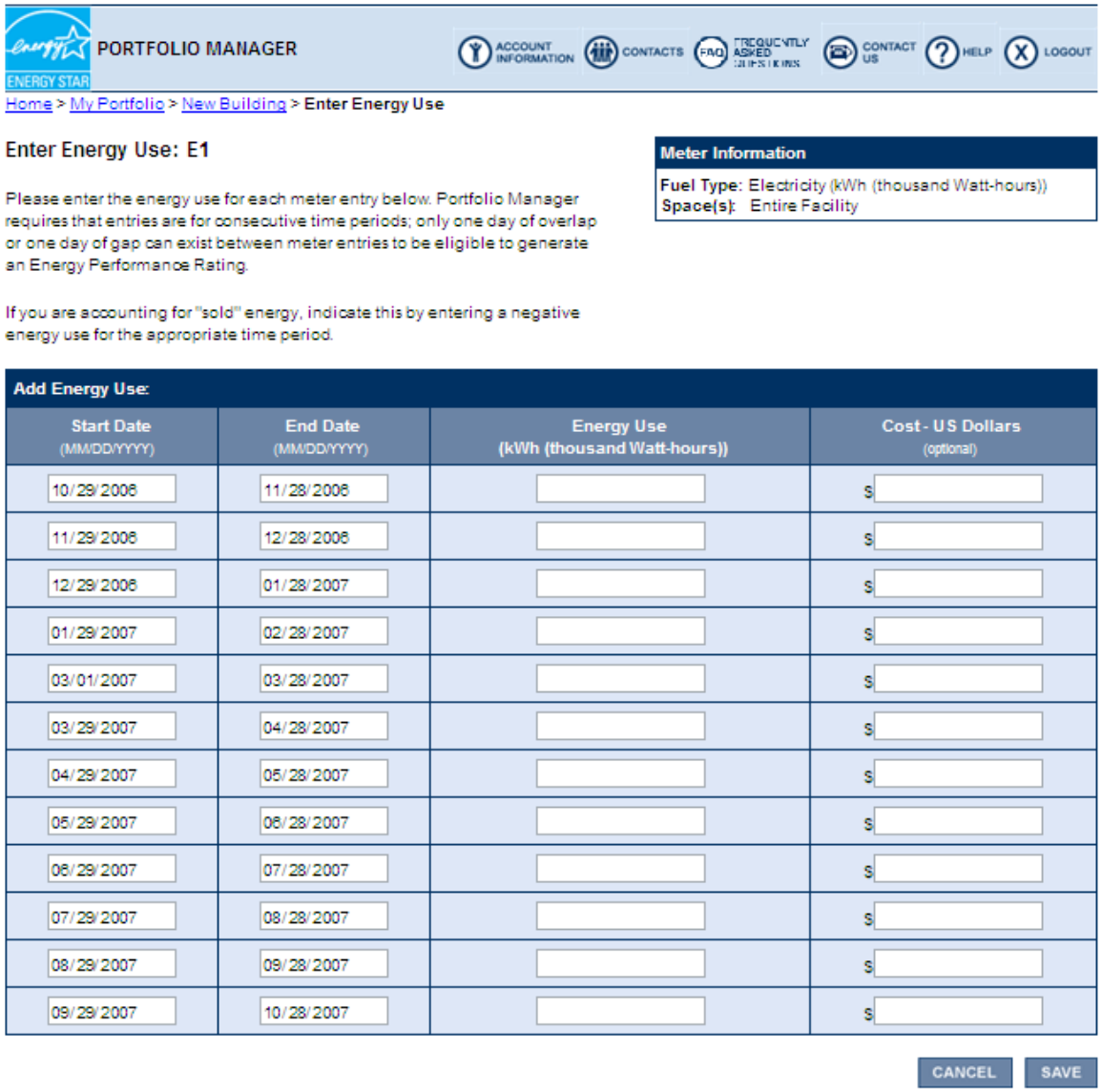
Adding Energy Meters



Adding Energy Meters



Entering Energy Use

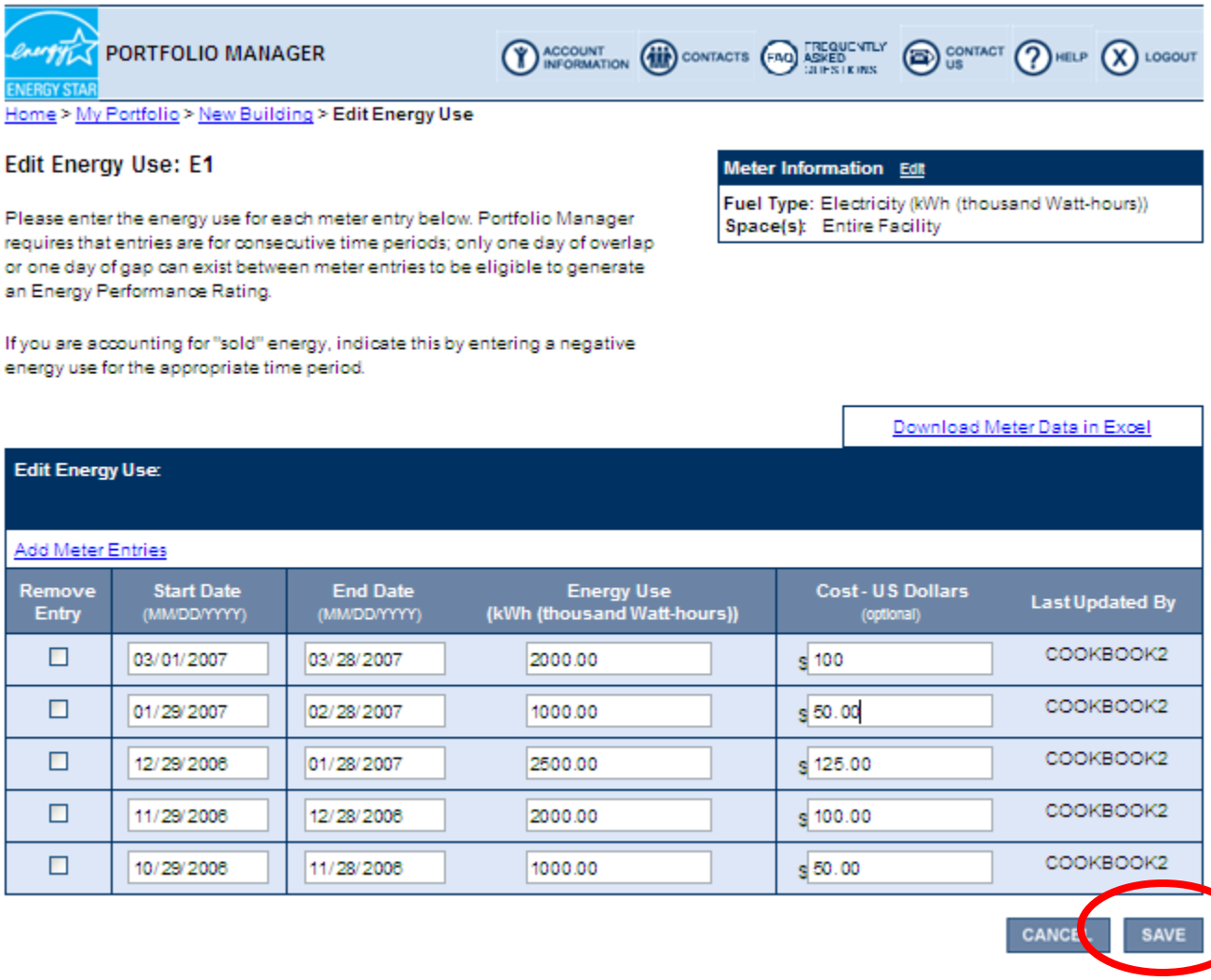


Editing Energy Meters

Energy Meters Add Meter | Update Multiple Meters | View All Meter Data in Excel

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	
Meter 1	Electricity (kWh (thousand Watt-hours))	My Office	12/31/2005	Data > 120 days old. Less than one year of data. more	Delete Meter

Editing Energy Meters



Adding Meter Entries

Home > My Portfolio > HED Focus Test > **Edit Energy Use**

Edit Energy Use: 1345678912-E

Please enter the energy use for each meter entry below. Portfolio Manager requires that entries are for consecutive time periods; only one day of overlap or one day of gap can exist between meter entries to be eligible to generate an Energy Performance Rating.

If you are accounting for "sold" energy, indicate this by entering a negative energy use for the appropriate time period.

Meter Information Edit

Fuel Type: Electricity (kWh (thousand Watt-hours))
Space(s): Entire Facility

Download Meter Data in Excel

Edit Energy Use:

Add Meter Entries

Remove Entry	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)	Last Updated
☐	03/16/2008	04/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	02/16/2008	03/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	01/16/2008	02/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	12/16/2007	01/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	11/16/2007	12/15/2007	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	10/16/2007	11/15/2007	80000.00	$ 6000	08/27/2008 by COOKBOOK2

Removing Data

Download Meter Data in Excel

Edit Energy Use:

Add Meter Entries

Remove Entry	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)	Last Updated
☑	03/16/2008	04/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	02/16/2008	03/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☑	01/16/2008	02/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☑	12/16/2007	01/15/2008	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	11/16/2007	12/15/2007	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	10/16/2007	11/15/2007	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☑	09/16/2007	10/15/2007	80000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	08/16/2007	09/15/2007	70000.00	$ 6000	08/27/2008 by COOKBOOK2
☐	07/16/2007	08/15/2007	70000.00	$	08/27/2008 by COOKBOOK2
☐	06/16/2007	07/15/2007	70000.00	$	08/27/2008 by COOKBOOK2
☐	05/16/2007	06/15/2007	70000.00	$	08/27/2008 by COOKBOOK2
☐	04/16/2007	05/15/2007	70000.00	$	08/27/2008 by COOKBOOK2

CANCEL SAVE

Example

PORTFOLIO MANAGER

ACCOUNT INFORMATION | CONTACTS | FREQUENTLY ASKED QUESTIONS | CONTACT US | HELP | LOGOUT

Home > My Portfolio > **Courthouse Test**

Facility Summary: **Courthouse Test**

How do I use this page?

Building ID: 1416155
Level of Access: Building Data Administrator

Electric Distribution Utility: Virginia Electric & Power Co (change)
Regional Power Grid: SERC Virginia/Carolina
Select my Power Generation Plant to calculate my emissions rate
Electric CO_2 Emissions Rate (lbs/MWh): 1146.386 (what is this?)

General Information Edit	
Address: Herndon, VA 20120	
Year Built: 2005	
Property Type: Single Facility	
Baseline Rating: 88	**Current Rating: 88**
Eligibility for the ENERGY STAR	
Eligible to Apply for the ENERGY STAR	

Generate a Statement of Energy Performance for uses other than applying for the ENERGY STAR.

Facility Performance Set Baseline Period | Set Energy Performance Target

Select View: Summary: Energy Use Create View | Edit View

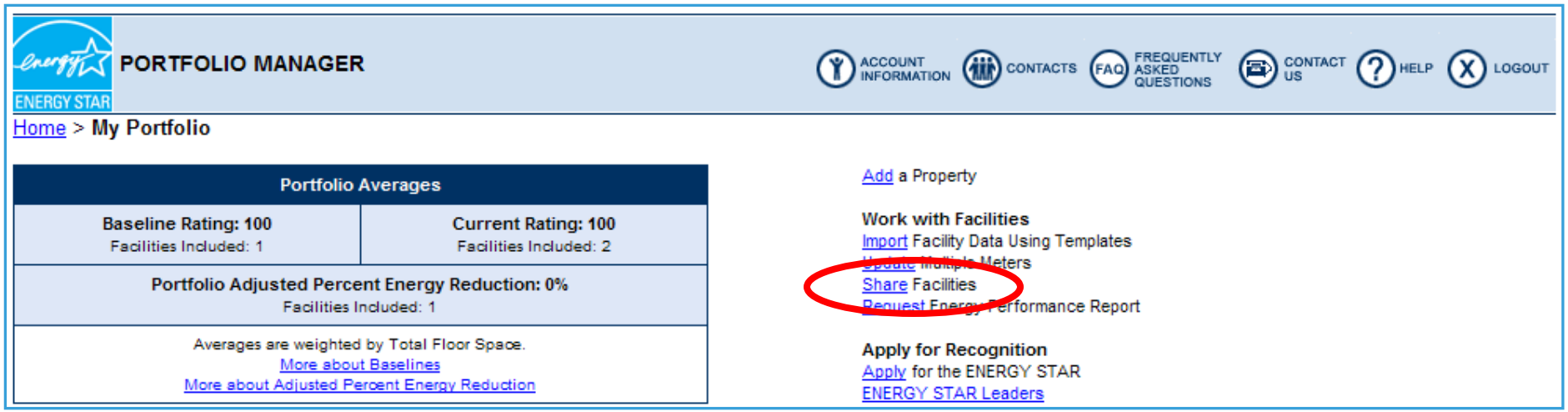
12 Months Ending	Current Rating (1-100)	Current Site Energy Intensity (kBtu/Sq. Ft.)	Current Source Energy Intensity (kBtu/Sq. Ft.)	Energy Reduction per Sq. Ft. (kBtu/Sq. Ft.)	Adjusted Energy Reduction per Sq. Ft. (kBtu/Sq. Ft.)	Energy Use Alerts
December 2007 (Current)	88	50.3	117.5	1.3	0.8	
August 2007 (Baseline)	88	51.7	119.2	No Savings	No Savings	
Change	0	1.4	1.7	-1.3		

REFRESH VIEW

EPA

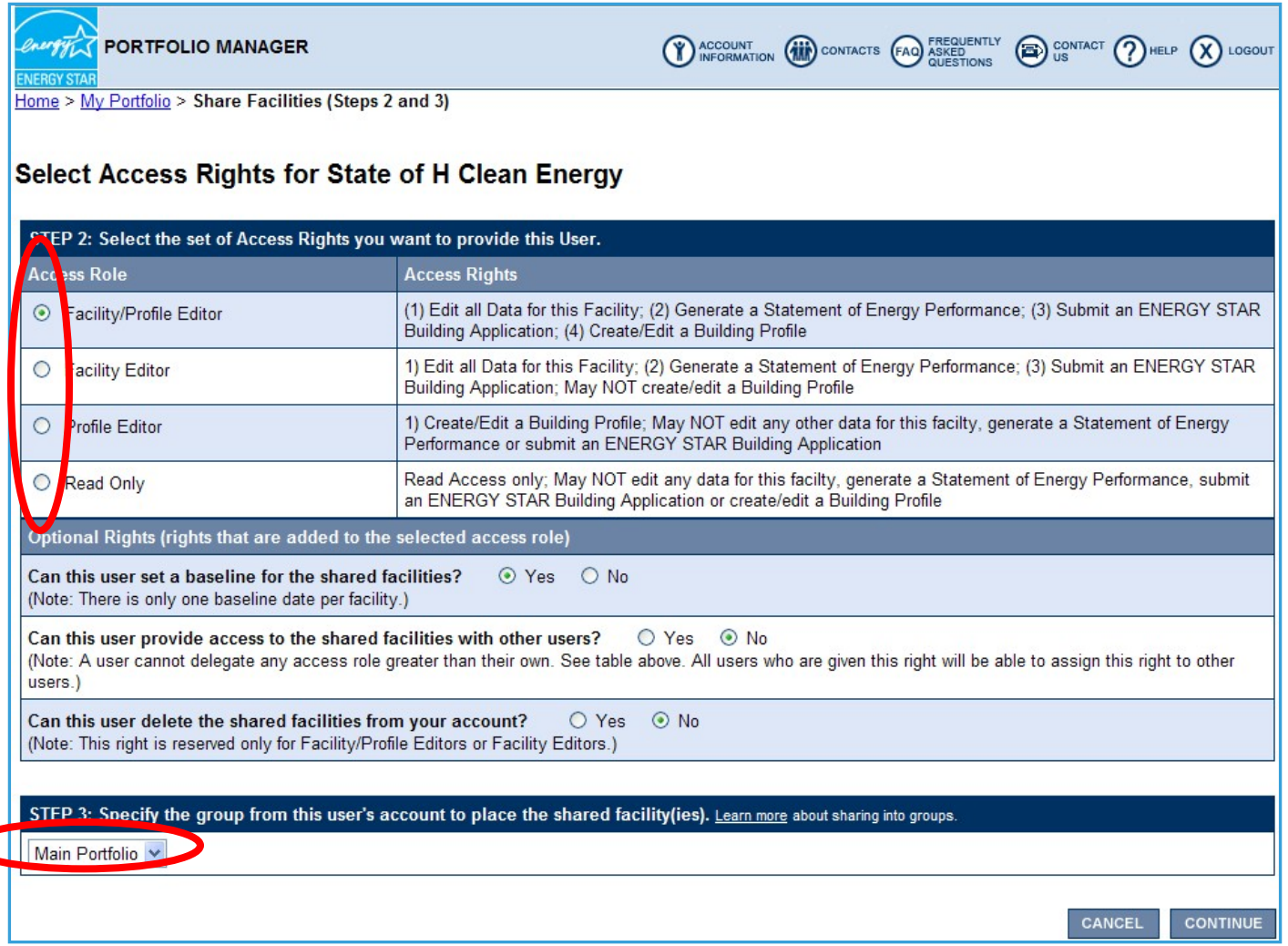
Sharing Facilities

Sharing Facilities with Another User, Master Account, or SPP

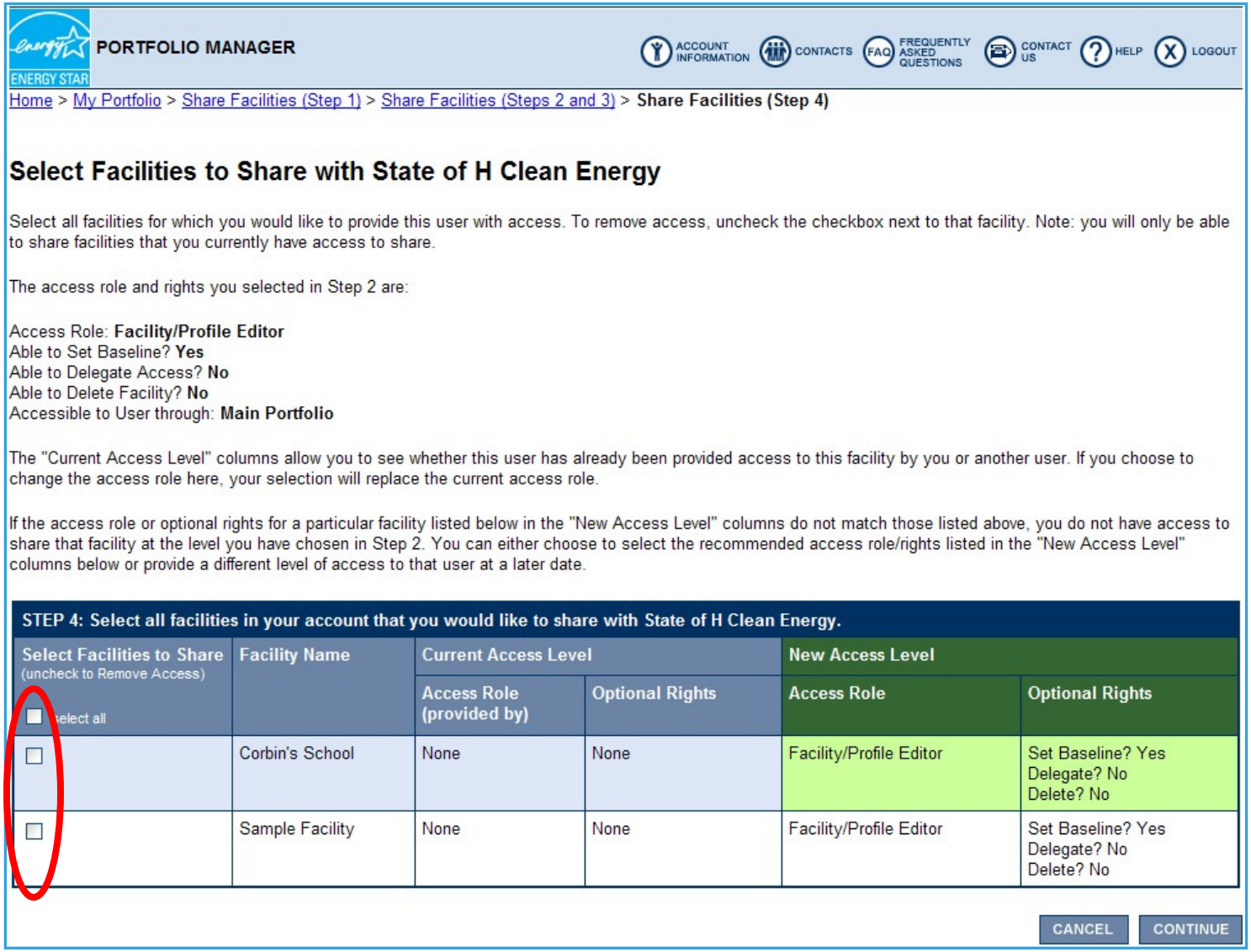


Sharing Facilities with Another User, Master Account, or SPP

Sharing Facilities with Another User, Master Account, or SPP



Sharing Facilities with Another User, Master Account, or SPP



PORTFOLIO MANAGER

ACCOUNT INFORMATION | CONTACTS | FREQUENTLY ASKED QUESTIONS | CONTACT US | HELP | LOGOUT

Home > My Portfolio > Share Facilities (Step 1) > Share Facilities (Steps 2 and 3) > **Share Facilities (Step 4)**

Select Facilities to Share with State of H Clean Energy

Select all facilities for which you would like to provide this user with access. To remove access, uncheck the checkbox next to that facility. Note: you will only be able to share facilities that you currently have access to share.

The access role and rights you selected in Step 2 are:

Access Role: **Facility/Profile Editor**
Able to Set Baseline? **Yes**
Able to Delegate Access? **No**
Able to Delete Facility? **No**
Accessible to User through: **Main Portfolio**

The "Current Access Level" columns allow you to see whether this user has already been provided access to this facility by you or another user. If you choose to change the access role here, your selection will replace the current access role.

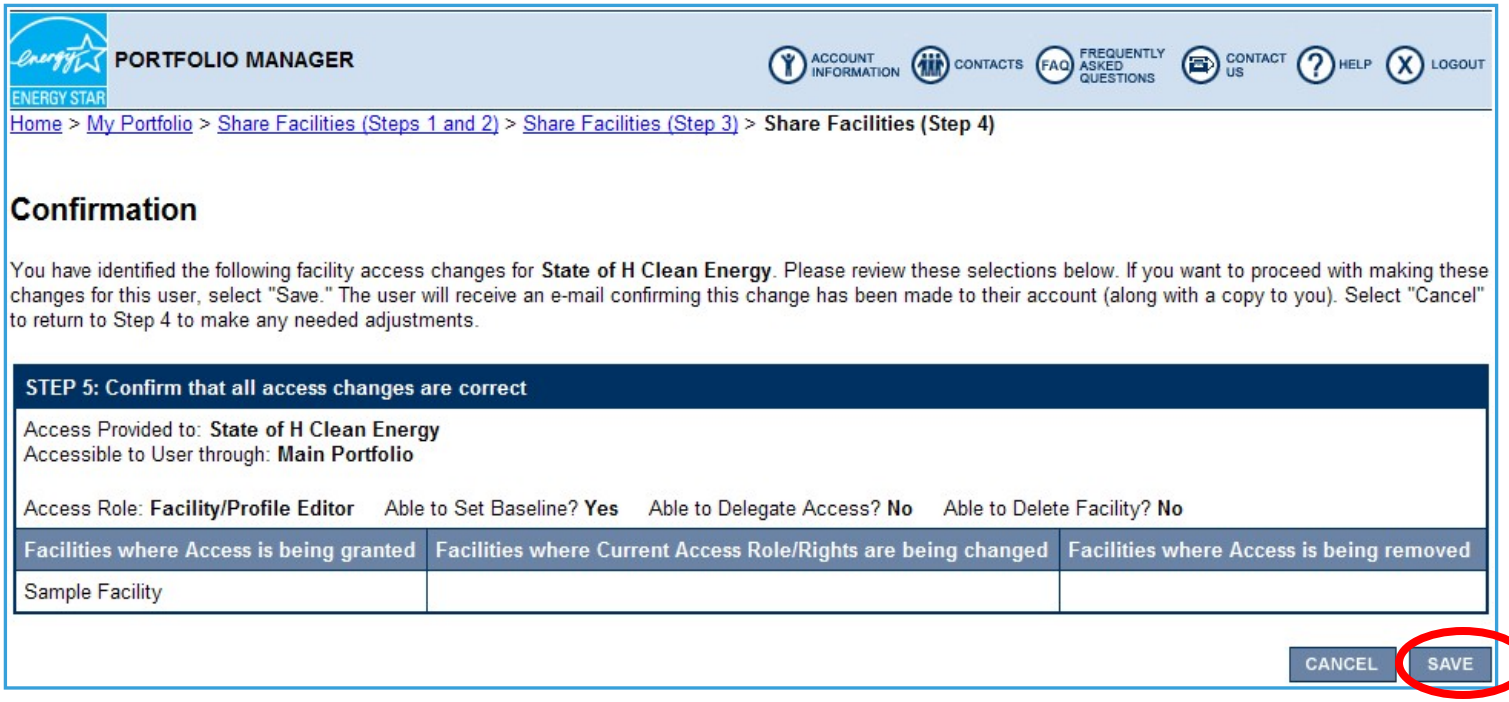
If the access role or optional rights for a particular facility listed below in the "New Access Level" columns do not match those listed above, you do not have access to share that facility at the level you have chosen in Step 2. You can either choose to select the recommended access role/rights listed in the "New Access Level" columns below or provide a different level of access to that user at a later date.

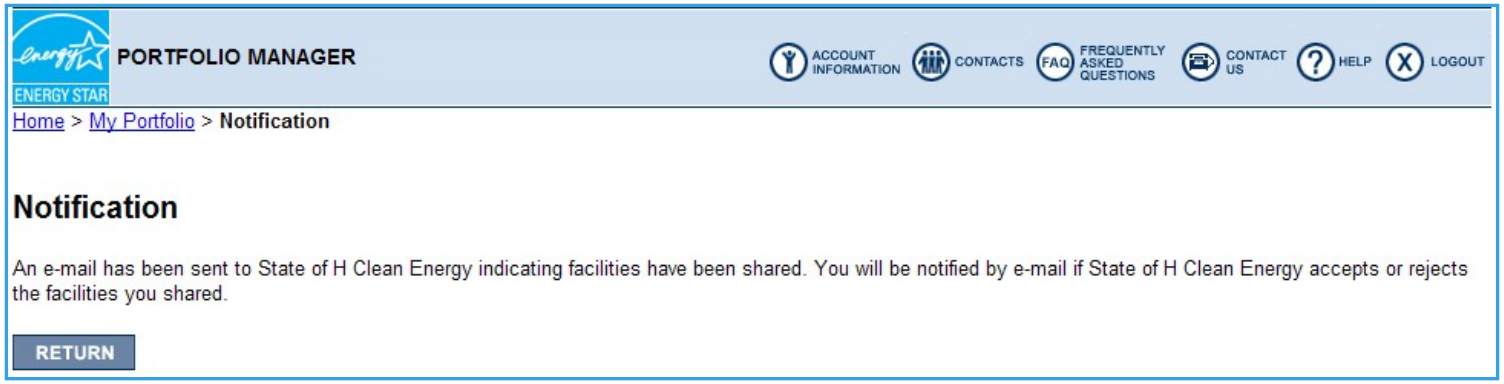
STEP 4: Select all facilities in your account that you would like to share with State of H Clean Energy.

Select Facilities to Share (uncheck to Remove Access) ☐ Select all	Facility Name	Current Access Level		New Access Level	
		Access Role (provided by)	Optional Rights	Access Role	Optional Rights
☐	Corbin's School	None	None	Facility/Profile Editor	Set Baseline? Yes Delegate? No Delete? No
☐	Sample Facility	None	None	Facility/Profile Editor	Set Baseline? Yes Delegate? No Delete? No

CANCEL CONTINUE

Sharing Facilities with Another User, Master Account, or SPP





The Campus Feature of EPA's Portfolio Manager

Portfolio Manager's Campus Feature

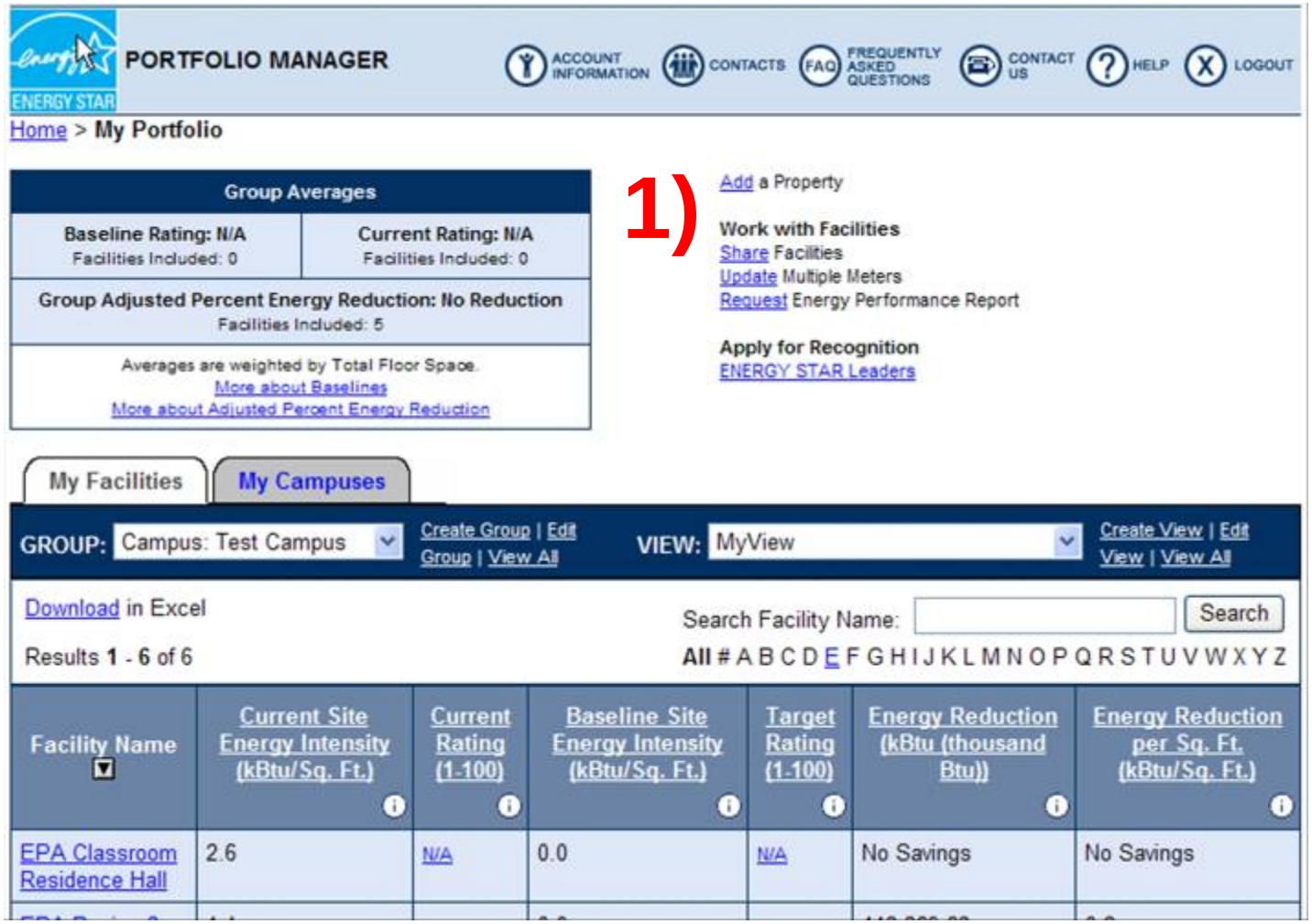
- Get started at www.energystar.gov/benchmark
- Provides a central view of all campus facilities
- Calculates combined energy usage based on combined floor space
- Energy usage can be derived from both campus-level meters (used by multiple facilities) and separate meters for individual facilities

Process for Creating Campuses

- Add a property (individual buildings, campus, etc.)
- Add space types
- Add utility meters
- Create a campus
- Add meter associations

Create a Campus

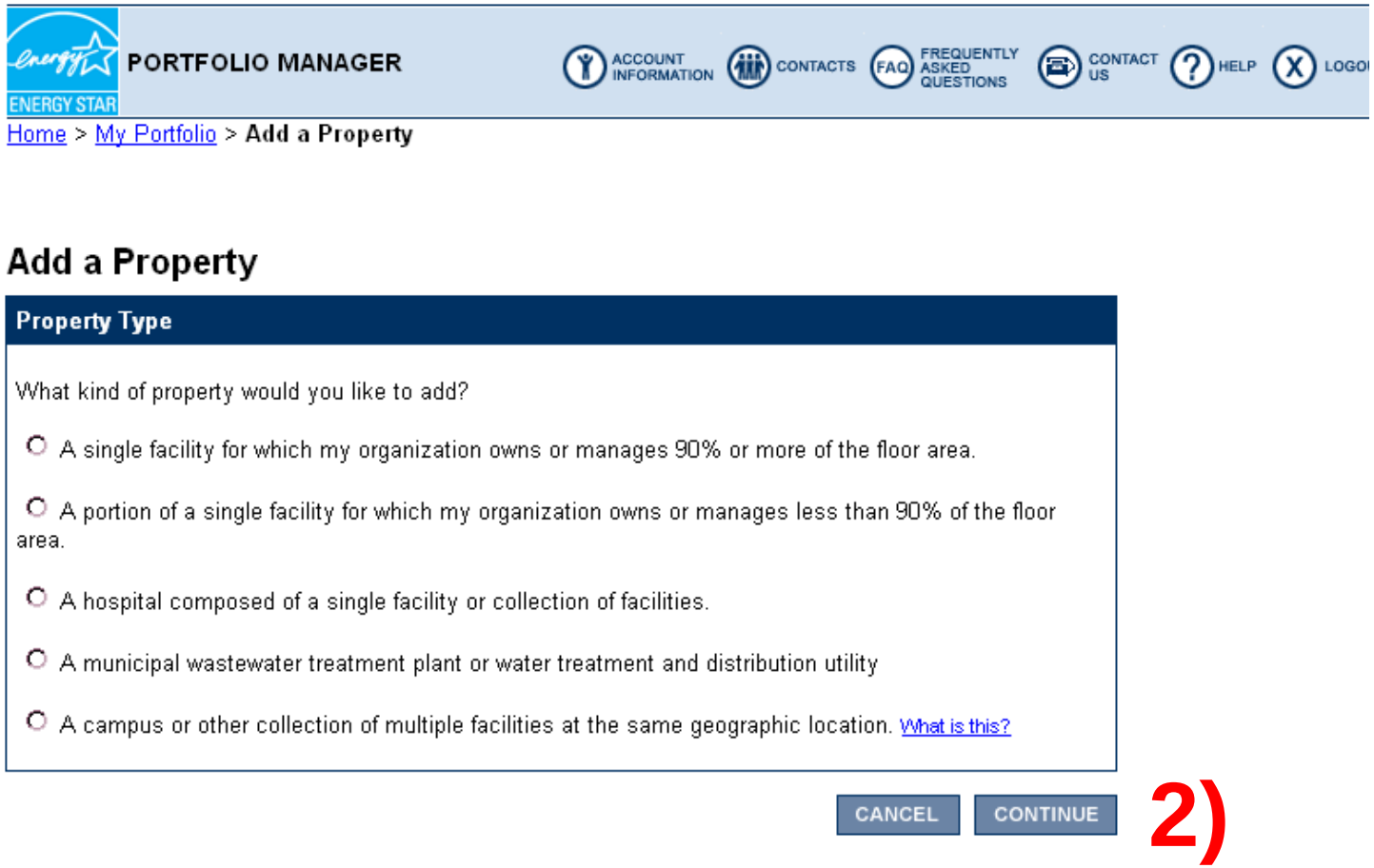
1) Add a Property: From the My Portfolio page, click Add a Property.



Add a Property

1) Select the last option: A campus or other collection of multiple facilities at the same geographic location.

2) Click the Continue button. The Add General Campus Information page will open.

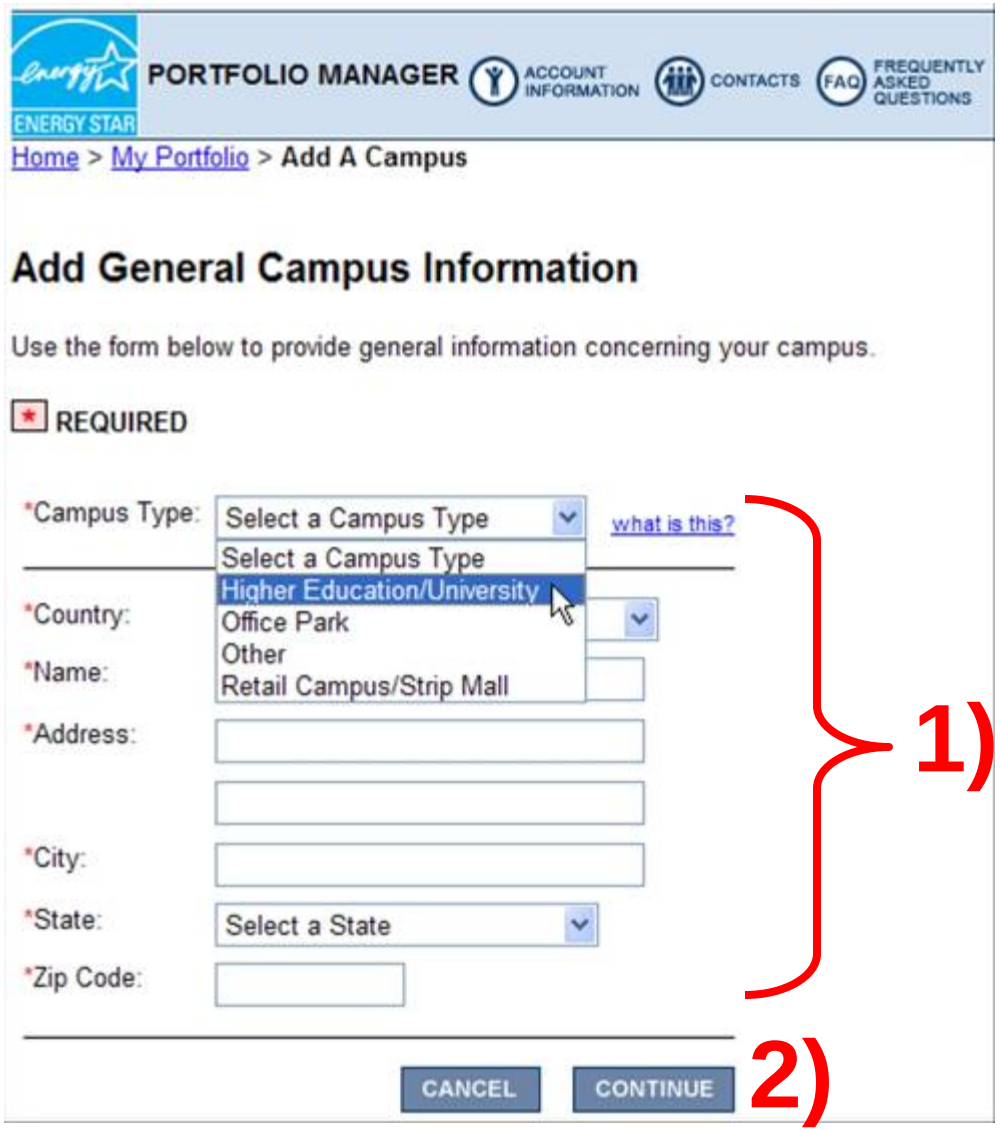


Add General Campus Information

1) Complete the form by selecting a campus type and entering full address information.

2) Click Continue.

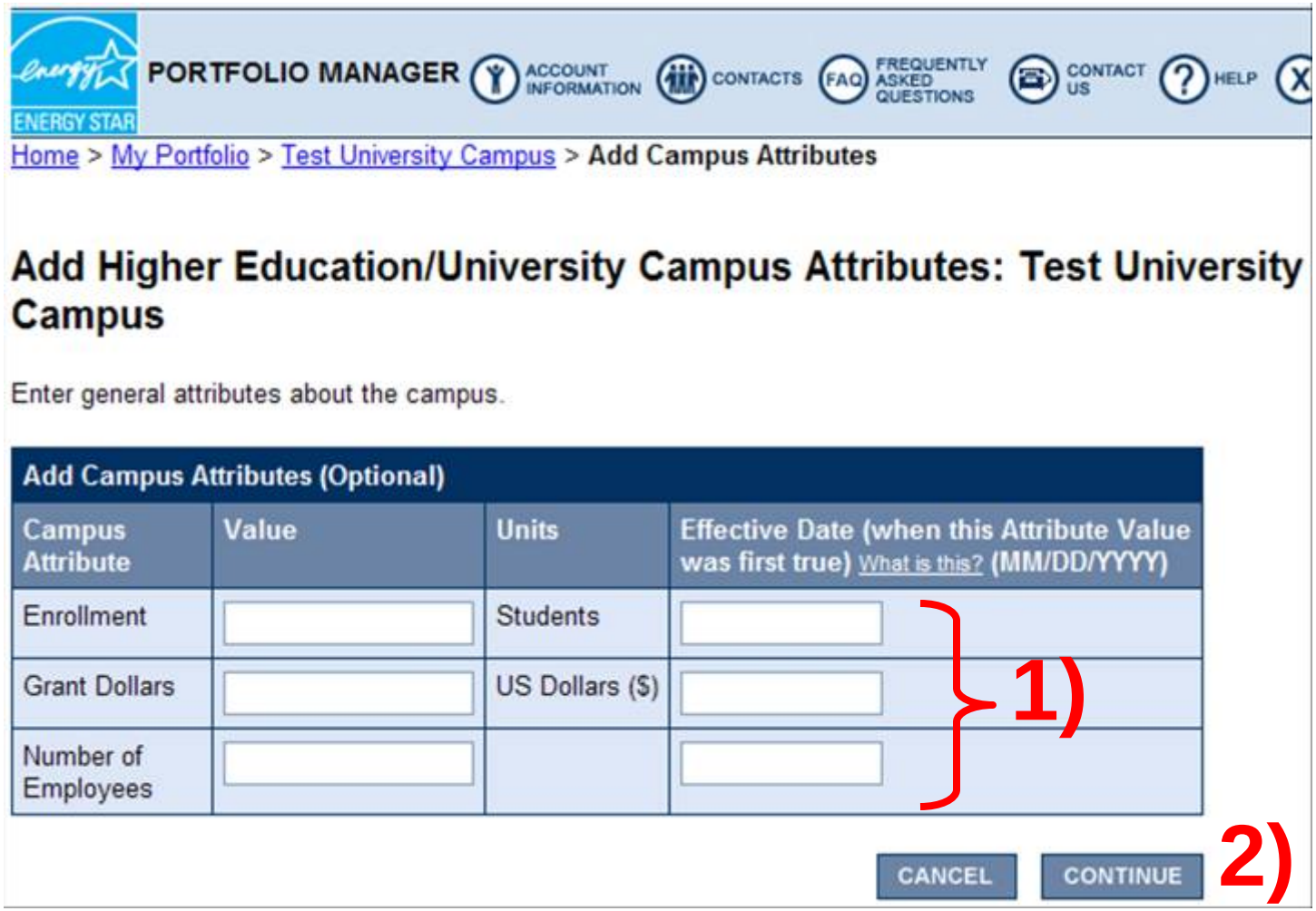
If the campus type is not Higher Education /University, the Add Campus Facilities screen will open (skip to Slide 6).



Add General Campus Information

1) Enter attribute values and effective dates (attribute data is optional, and there are no default values).

2) Click Continue.



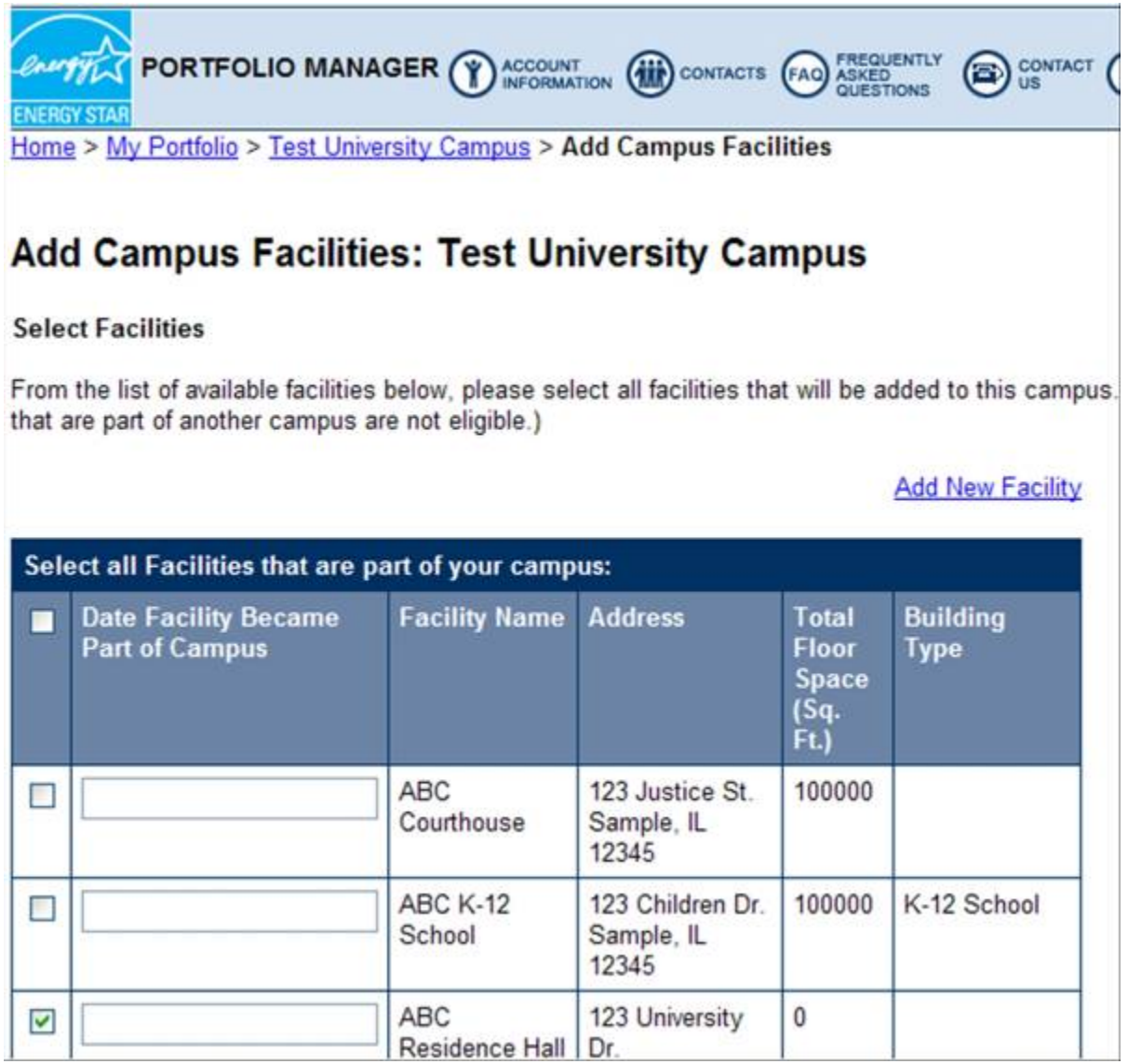
Add Campus Facilities

1) Check the facilities to be associated with this campus, and enter the date the facilities became part of the campus.

2) Click Continue (not shown here).

Note: You can continue without any facilities selected and choose to add facilities later. If facilities were selected, and if the facilities have energy or water meters, the “Add Campus Facilities: Add Meter Associations” page displays.

1)

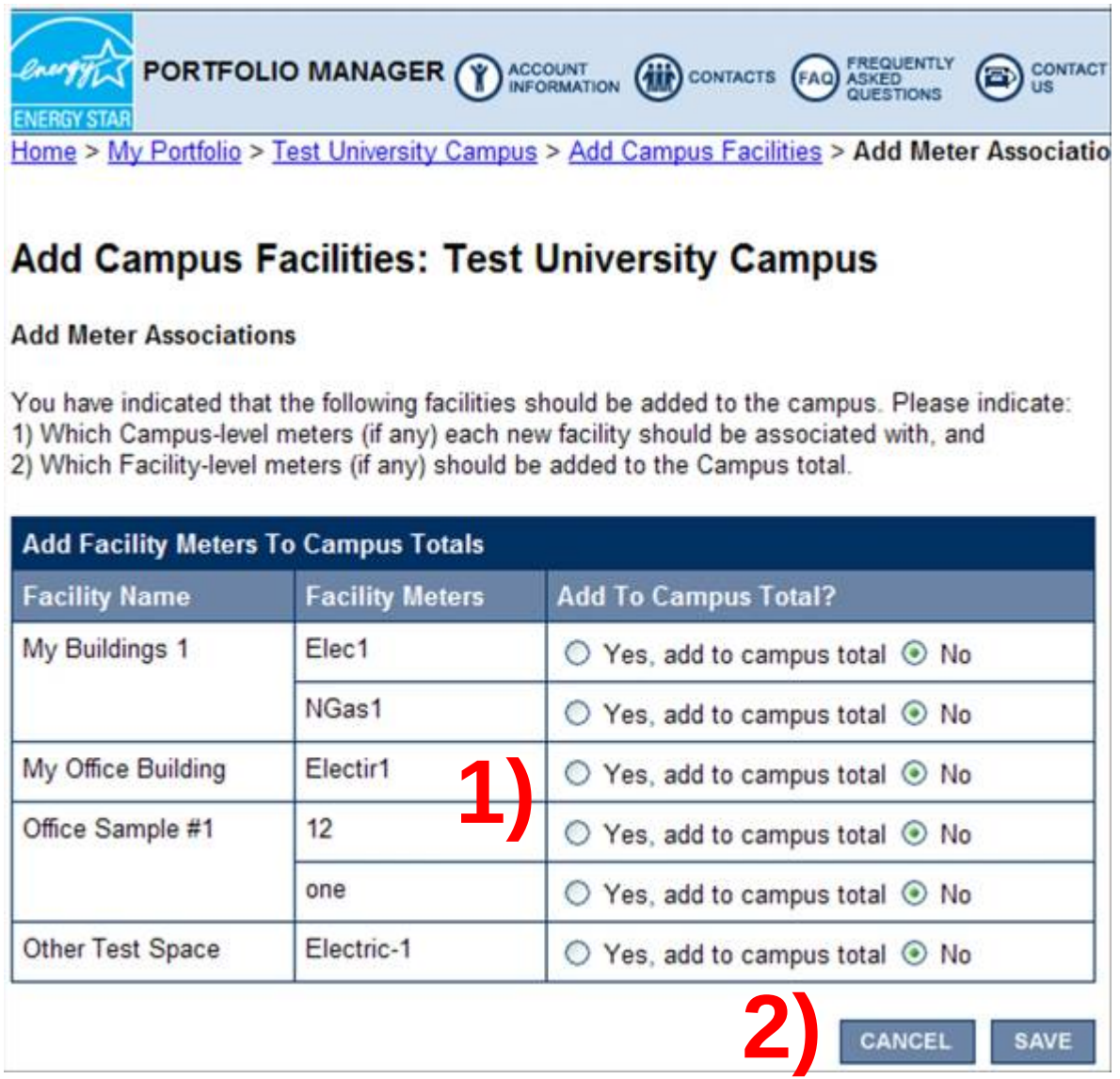


Add Campus Meter Associations

1) Indicate which facility meters should be added to the campus total.

NOTE: **Yes** should be selected if the facility is on a separate meter, and the meter should be added to the campus total in order to generate accurate energy usage for the entire campus. **No** should be selected if the facility is sub-metered and the energy usage is duplicative of a campus-wide energy meter.

2) Click Save.

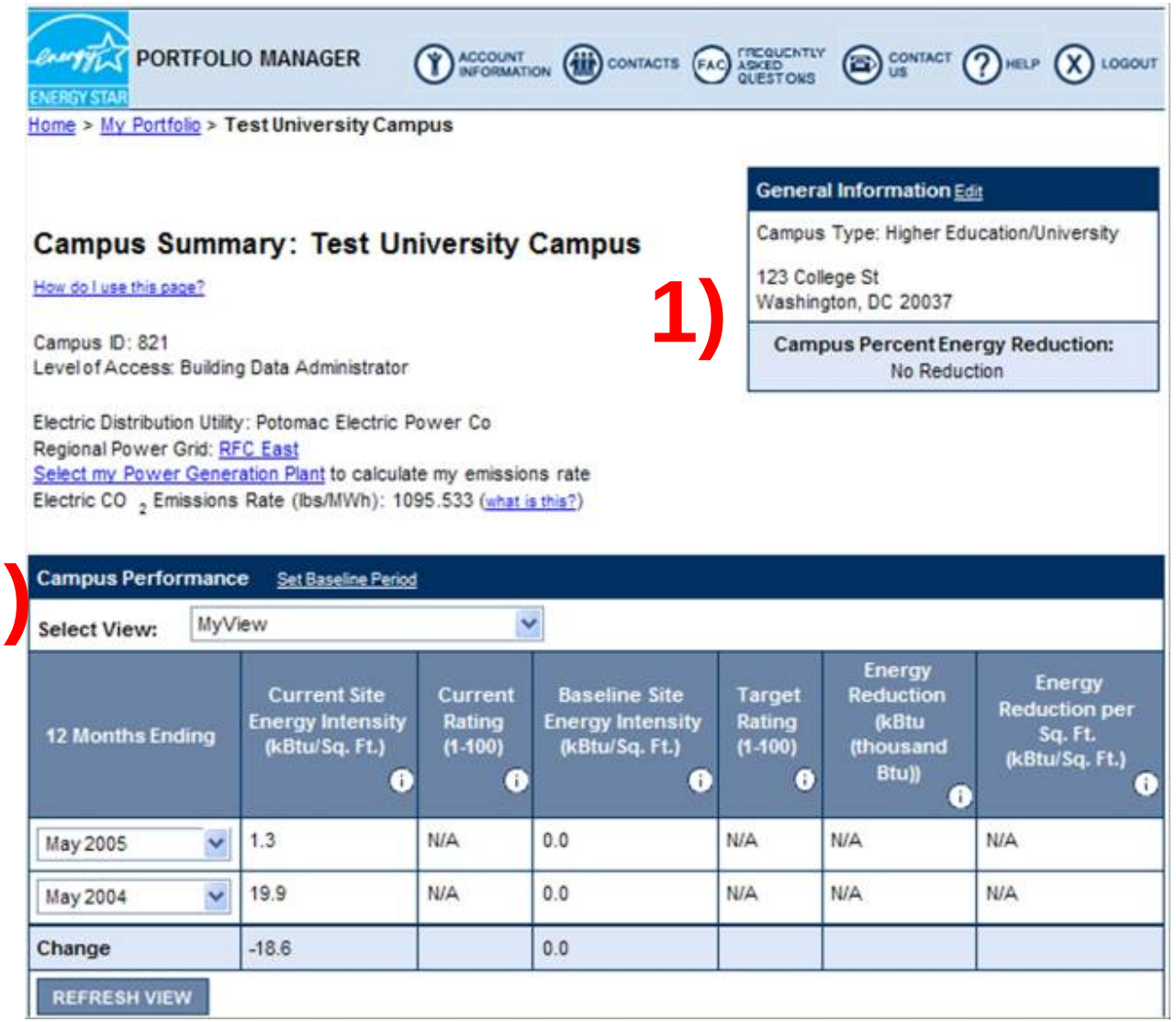


Campus Summary Page

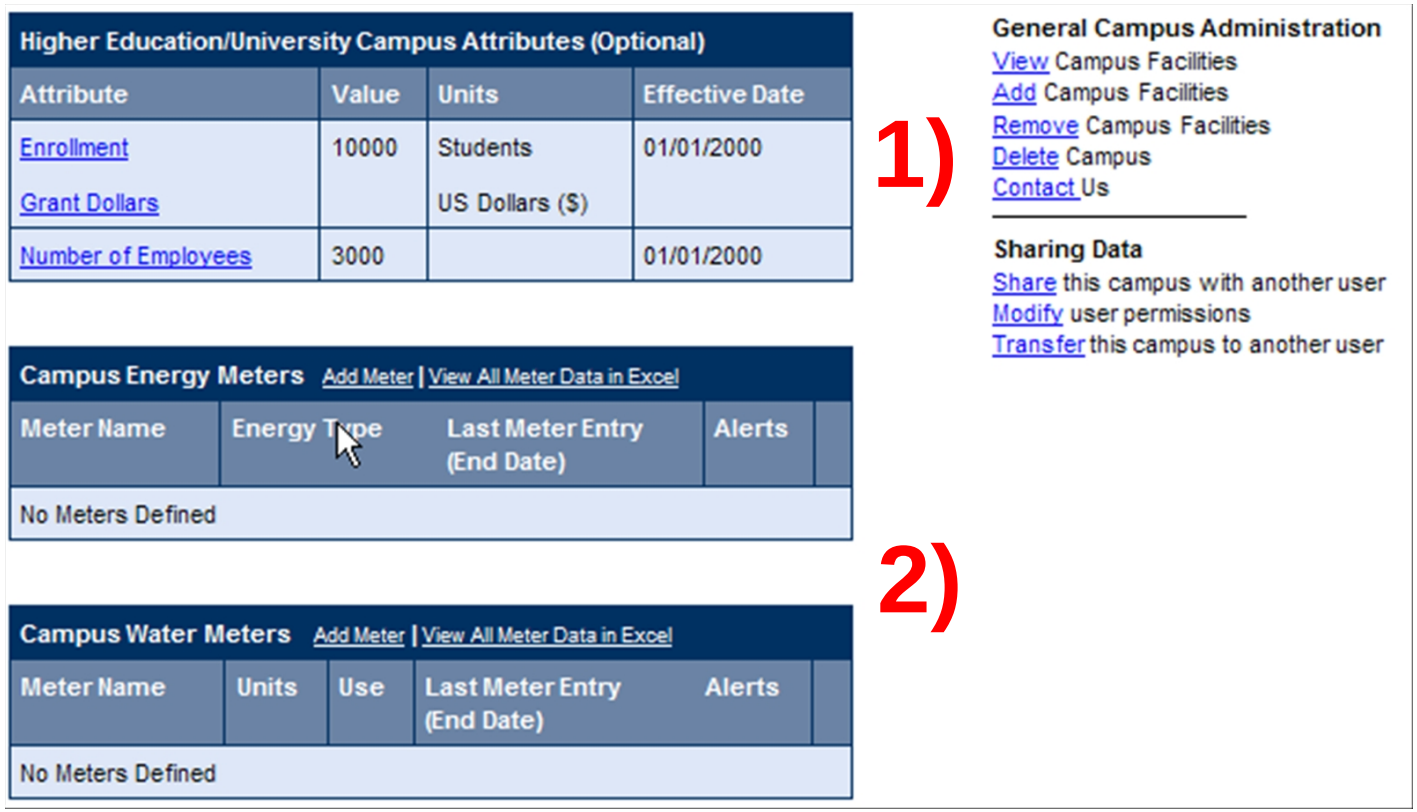
This page is an executive summary of all energy performance-related data for a campus. The page displays the following:

1) **General Information:** Displays Campus Type, address, and Percent Energy Reduction calculation. Also provides an Edit link to Edit General Campus Information.

2) **Campus Performance:** Compares campus data from two different time periods.



Campus Summary Page (continued)

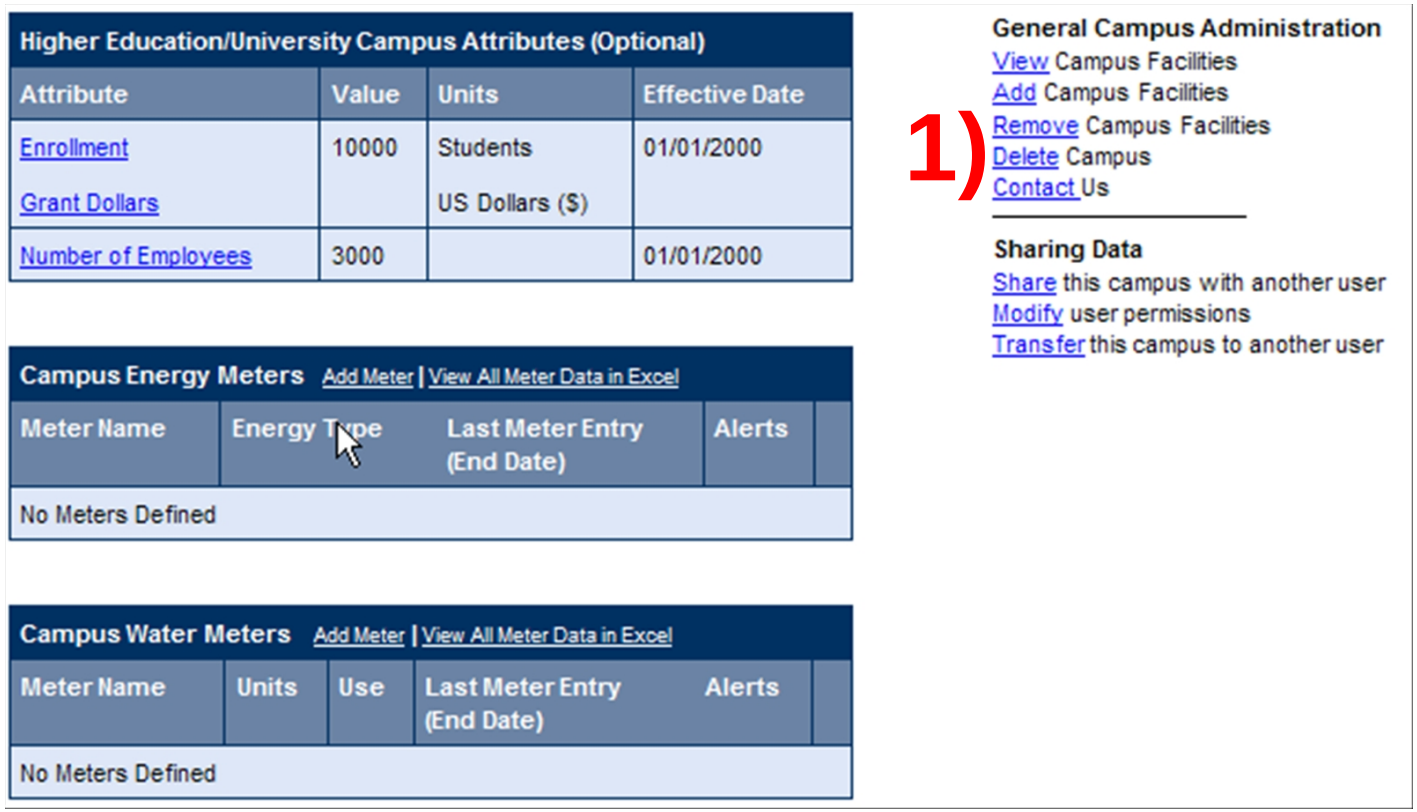


1) Campus Attributes: This section only displays if the Campus Type is Higher Education/ University and displays current values.

Click on an attribute to go to the Edit Higher Education/ University Attributes page.

2) Utility Meters: This is a summary of data related to the energy use of the facility. From these sections you can Edit Campus Energy Meters, Edit Campus Water Meters, delete meters, or view all meter data in Excel.

Campus Summary Page (continued)



Higher Education/University Campus Attributes (Optional)

Attribute	Value	Units	Effective Date
Enrollment	10000	Students	01/01/2000
Grant Dollars		US Dollars ($)	
Number of Employees	3000		01/01/2000

Campus Energy Meters Add Meter | View All Meter Data in Excel

Meter Name	Energy Type	Last Meter Entry (End Date)	Alerts
No Meters Defined			

Campus Water Meters Add Meter | View All Meter Data in Excel

Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts
No Meters Defined				

1)

General Campus Administration
View Campus Facilities
Add Campus Facilities
Remove Campus Facilities
Delete Campus
Contact Us

Sharing Data
Share this campus with another user
Modify user permissions
Transfer this campus to another user

1) General Campus Administration: These links allow a user access to perform high-level functions for the facility, including Viewing Campus Facilities, Adding Campus Facilities, Removing Campus Facilities, and Deleting Campuses.

View Campus Facilities Page

1) This page shows one table for active facilities and another for inactive facilities. Click on a facility name to go to the Facility Summary page.

2) Click the Done button. You will be returned to the Campus Summary page.

PORTFOLIO MANAGER

ACCOUNT INFORMATION | CONTACTS | FREQUENTLY ASKED

Home > My Portfolio > Test University Campus > View Campus Facilities

View Campus Facilities: Test University Campus

Add Campus Facilities
Remove Campus Facilities

ACTIVE FACILITIES

Facility Name	Date Facility became part of Campus	Building Type	Current Energy Period Ending Date	Current Rating (1-100)	Adjusted Percent Energy Reduction	Total Floor Space (Sq. Ft.)	Current Total Site Energy Use (kBtu)	Current Site Energy Intensity (kBtu/Sq. Ft.)
ABC Residence Hall	01/01/2004		N/A	N/A		0	0.00	0.0
My Buildings 1	01/01/2004	Office	02/29/2004	90	No Reduction	100,000	7,843,704.95	78.4
My Office Building	01/01/2004	Office	04/30/2004	100	No Reduction	100,000	2,829,400.99	28.3
Office Sample #1	01/01/2004	Office	05/31/2001	64	No Reduction	200,000	14,176,089.55	70.9
Other Test Space	01/01/2004		06/30/2005	N/A	No Reduction	20,000	614,160.00	30.7

INACTIVE FACILITIES

Facility Name	Dates Facility was part of Campus	Building Type	Current Energy Period Ending Date	Current Rating (1-100)	Adjusted Percent Energy Reduction	Total Floor Space (Sq. Ft.)	Current Total Site Energy Use (kBtu)	Current Site Energy Intensity (kBtu/Sq. Ft.)
No Facilities								

DONE

1)

2)

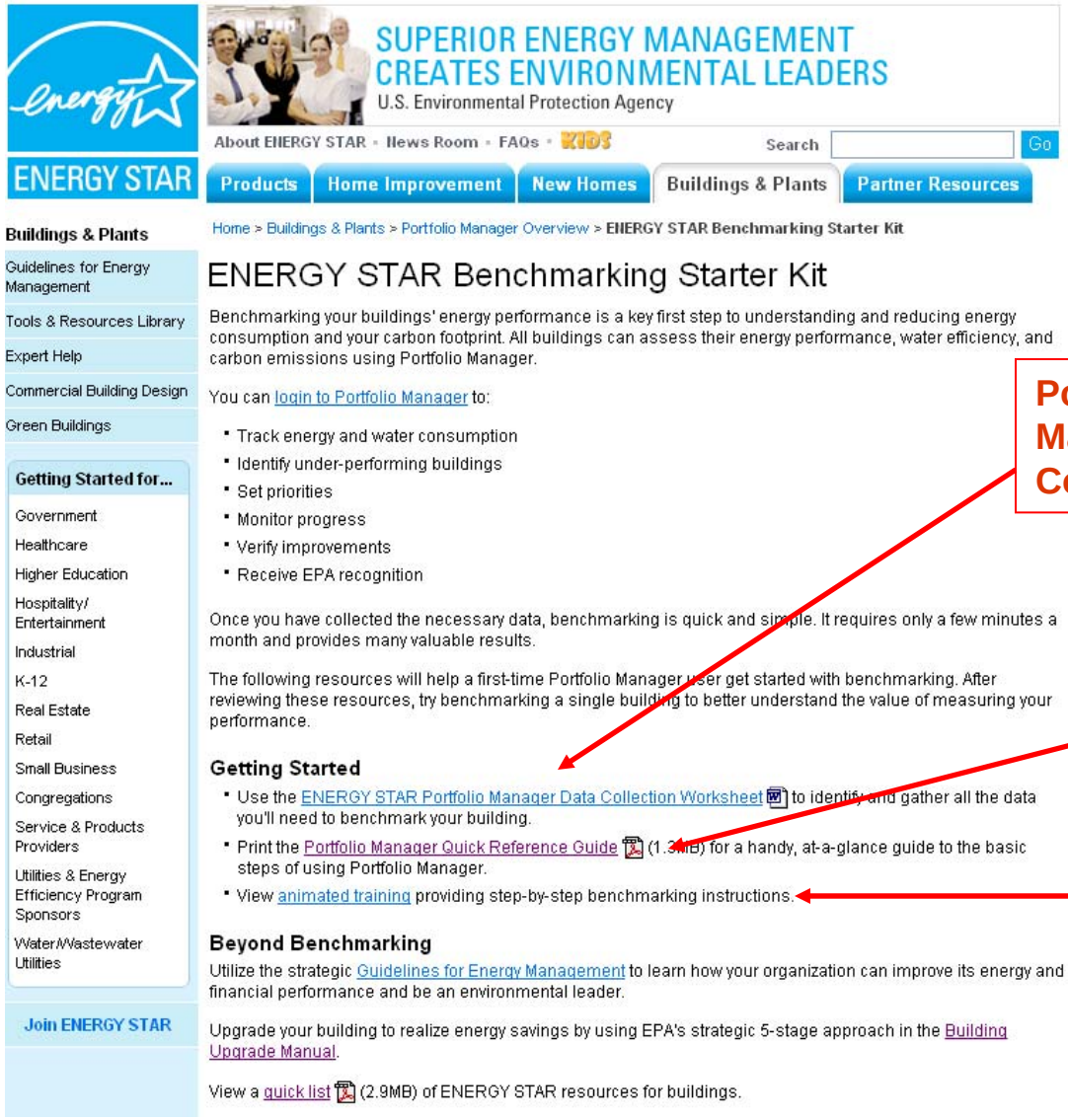
Additional Resources

Learn More at ENERGY STAR.GOV

- ENERGY STAR Home Page
  www.energystar.gov
- ENERGY STAR for Buildings
  www.energystar.gov/buildings
- Portfolio Manager
  www.energystar.gov/benchmark
- Portfolio Manager Login Page
  https://www.energystar.gov/istar/pmpam/

EPA

Benchmarking Starter Kit



Portfolio Manager Data Collection Sheet

Portfolio Manager Quick Reference Guide

Animated Portfolio Manager Training

Downloading Import Templates

(1) Click the Import Facility Data link, and on the next screen, right click on the desired template link. Select “Save Target As,” and follow the instructions.

Training Opportunities

- EPA offers free online interactive training with WebEx, including:
  - ENERGY STAR Overview
  - Benchmarking Energy and Water Use
  - Financing Energy Efficiency Improvements
  - And many more!
- Visit www.energystar.gov/buildingstraining for a detailed list of training opportunities.

For More Information

Visit www.energystar.gov/government
E-mail buildings@energystar.gov

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