



Director's Rule 6-2011

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PURPOSE

Pursuant to Seattle Municipal Code (SMC) 22.920, Energy Use Benchmarking, all buildings in the City of Seattle that meet specified size and use thresholds must meet certain energy benchmarking, disclosure and reporting requirements. The purpose of this Rule is to clarify the requirements of SMC 22.920 and the process for building owners, property managers, utilities, and other affected parties who are expected to benchmark energy performance and report it to the City of Seattle, or may wish to request this information.

By making information about the energy performance of buildings more readily accessible, this legislation will allow the market to drive improvements in the energy performance of buildings within the city. The policy defined in SMC 22.920 will do this in three ways:

1. Benchmarking – building owners will be able to a) easily monitor the energy performance of their buildings, and b) gain market differentiation by applying for an ENERGYSTAR rating, if desired.
2. Disclosure – parties involved in the purchase, lease or financing of a building or space within a building will be able to compare performance between similar properties, and use this information to guide their decision.
3. Reporting – staff within the City of Seattle will a) monitor changes in energy use across the entire portfolio of larger buildings in the city, b) identify needs and opportunities for future policies and incentive programs, and c) develop data on typical energy loads for different building and use types.

BACKGROUND

In 2008 the City of Seattle established a goal of reducing energy use within existing buildings by 20% by the year 2020. This was one step toward meeting the City's targets for reduction of greenhouse gas emissions, as later articulated in the 2009 Seattle Climate Protection Initiative:

- 7% below 1990 levels by 2012
- 30% below 1990 levels by 2024
- 80% below 1990 levels by 2050

In July 2008 the City of Seattle convened the Green Building Task Force, a group of 50 stakeholders who provided input on policy recommendations to achieve the City's goal of increasing energy efficiency within new and existing buildings. One of the recommendations that came from this process was to implement an energy benchmarking and disclosure program for all buildings other than single family homes. The goal of this recommendation was to increase awareness of energy consumption levels and allow consumers to easily compare the

performance of similar buildings, in order to guide their purchasing and leasing decisions. These recommendations led to the development of Seattle Ordinance 123226, which was signed by the Mayor on February 4, 2010, and enacted as Section 22.920 of the Seattle Municipal Code.

The benchmarking and disclosure requirements of SMC 22.920 expand upon the statewide requirements enacted by the State of Washington on July 26, 2009, under Senate Bill 5854. While energy performance benchmarking has historically been a more widespread practice within commercial office buildings, multifamily buildings represent a significant proportion of the energy use for buildings within Seattle. For this reason, they have been included within the City's energy benchmarking, disclosure and reporting requirements. The initial reporting deadline the City established for multifamily properties is after that for larger non-residential properties, to allow additional time for outreach, training, and fine-tuning of business processes.

The intent of this Ordinance is to increase access to information about comparative energy consumption in buildings, and to encourage the market to drive energy efficiency investments. It does not include energy performance targets or mandates for implementing energy efficiency measures. Annual reporting requirements were included so that City staff can gauge whether this policy is effective in encouraging the changes needed for the City of Seattle to meet its overall energy efficiency goals. Ongoing program evaluation will be conducted to determine if the current provisions are sufficient, or if future policy revisions are needed.

DEFINITIONS

In addition to the definitions listed in SMC 22.920.020, the following definitions apply to this Rule:

1. "EUI" means Energy Use Intensity, a measurement that describes a building's energy use relative to its size. A building's EUI is calculated by taking the total energy consumed in one year and dividing it by the total gross floor area of the building.
2. "Normalize" means to remove the impact of factors beyond the energy efficiency of the equipment and operations – such as climate zone, actual weather history, hours of operation, occupancy levels, etc. – in order to fairly compare the energy performance of facilities and operations.
3. "Utility" means an entity that distributes and sells natural gas, electric, or thermal energy services for buildings. For the purposes of this Rule, the term utility applies to any of the three entities currently providing energy services within the City of Seattle: Seattle City Light, Puget Sound Energy, and Seattle Steam.

BUILDINGS SUBJECT TO REQUIREMENTS

Unless described below as belonging to an exempt category, all buildings larger than 10,000 square feet located within the City of Seattle are subject to the energy benchmarking, disclosure and reporting requirements. These buildings are divided into three categories: non-residential, multifamily, and mixed use. The categories differ in how the threshold determination for compliance is evaluated, and the date of the initial reporting deadline.

1. Non-Residential Buildings

For the purposes of this Rule, any building with a gross area of 10,000 sf or more falling under the authority of the Seattle Building Code, other than Multifamily (as described below) or those listed as exempt from these requirements is considered to be Non-Residential. Some examples of the types of buildings which fall within this category include:

- Buildings used for the gathering of people for purposes such as civic, social or religious functions (e.g. theaters, restaurants, libraries, places of worship, stadiums)
- Buildings used for office, professional, or service type transactions (e.g. banks, laboratories, professional service offices)
- Buildings used for education purposes (e.g. public or private schools for K through 12th grade, day care facilities) Buildings in which people are cared for or live in a supervised environment (e.g. assisted living facilities, convalescent facilities, hospitals, nursing homes, prisons, detention centers)
- Buildings for the display and sale of merchandise (e.g. department stores, drug stores, markets, retail or wholesale stores)
- Buildings containing sleeping units where the occupants are primarily transient in nature (e.g. transient hotels, transient motels, transient boarding houses)
- Buildings for storage of materials

This list is intended to provide illustrative examples only, and is not exhaustive.

2. Multifamily Buildings

For the purposes of this Rule, any building of five dwelling units or more classified under the current Seattle Building Code as Residential Group R-2 occupancy is considered to be Multifamily. Per the 2009 Seattle Building Code, Group R-2 includes all residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including:

- Apartment houses

- Boarding homes as licensed by Department of Social and Health Services under Chapter 388-78A WAC
- Boarding houses (non-transient) with more than 16 occupants
- Congregate living facilities (non-transient) with more than 16 occupants
- Convents
- Dormitories
- Fraternities and sororities
- Hotels (non-transient)
- Live/work units
- Monasteries
- Motels (non-transient)
- Residential treatment facilities as licensed by Washington State Department of Health under Chapter 246-337 WAC
- Vacation timeshare properties

3. Mixed Use Buildings

For the purposes of this Rule, any building that contains some spaces categorized as Non-Residential and other spaces categorized as Multifamily is considered to be Mixed Use.

4. Exemptions

The following building types are exempt from all benchmarking, disclosure and reporting requirements:

- a) Buildings subject to the Seattle Residential Code, which covers detached one- and two family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with a separate means of egress, and their accessory structures. All other structures are subject to the Seattle Building Code.
- b) Multifamily buildings of less than five dwelling units
- c) Buildings classified under the current Seattle Building Code as Residential Group R-3. This includes all residential occupancies where the occupants are primarily permanent in nature unless the occupancy is classified under R-1, R-2 or I. Per the 2009 Seattle Building Code, Group R-3 includes:
 - Buildings that do not contain more than two dwelling units
 - Adult care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours
 - Boarding houses (non-transient) with 16 or fewer occupants
 - Boarding houses (transient) with 10 or fewer occupants
 - Congregate living facilities (non-transient) with 16 or fewer occupants

- Congregate living facilities (transient) with 10 or fewer occupants
- d) Buildings classified under the current Seattle Building Code as Factory Industrial Group F. This includes buildings used for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations.
- e) Buildings classified under the current Seattle Building Code as High-Hazard Group H. This includes buildings involved in the manufacture, processing, generation or storage of materials that constitute a significant physical or health hazard

INITIAL COMPLIANCE SCHEDULE

1. Non-Residential Buildings

The Ordinance stipulates that all non-residential buildings subject to these requirements and larger than 50,000 sf must have current benchmarking results entered into their Portfolio Manager records by April 1, 2011. DPD has granted a six-month grace period, and will begin downloading data and assessing compliance with reporting requirements on October 3, 2011.

All other non-residential buildings subject to these requirements and larger than 10,000 sf must have current benchmarking results entered into their Portfolio Manager records by April 1, 2012.

2. Multifamily Buildings

All multifamily buildings subject to these requirements must have current benchmarking results entered into their Portfolio Manager records by April 1, 2012.

3. Mixed Use Buildings

All mixed use buildings subject to these requirements and having four or fewer dwelling units must have current benchmarking results entered into their Portfolio Manager records by April 1, 2011. All mixed use buildings subject to these requirements and having five or more dwelling units must have current benchmarking results entered into their Portfolio Manager records by April 1, 2012.

4. Utility Response Time

Per SMC 22.920.060, utility companies may take up to 60 days to upload energy consumption data to Portfolio Manager after receipt of a written or secure electronic authorization request. To ensure that they meet the required reporting deadlines, building owners should set up their building profiles in Portfolio Manager and contact their serving utilities with sufficient lead time to allow the utilities to process their data upload request.

COMPLIANCE CHECKLIST

1. Setting Up a New Building Record

Following is a summary of the steps that must be taken for initial compliance with City's benchmarking requirements. This checklist assumes that a building is being entered into Portfolio Manager for the first time. A detailed description of these steps is included in the Compliance Process section below.

- ✓ Review and confirm the information for the building(s) you are responsible for benchmarking, as listed in the notification letter sent by DPD. If you disagree with DPD's representation of the building information, please contact us at EnergyDisclosure@seattle.gov.
- ✓ Set up a Portfolio Manager account through the EPA's website: www.energystar.gov/benchmark
- ✓ Create a Portfolio Manager record for each building you will be benchmarking.
- ✓ Enter general building information in each building record.
- ✓ Collect each building's space use attributes. Use the ENERGY STAR Portfolio Manager Data Collection Worksheet to identify and gather all the data you'll need to benchmark your building:
http://www.energystar.gov/ia/business/downloads/PM_Data_Collection_Worksheet.doc
- ✓ Enter space use attributes into each building's Portfolio Manager record.
- ✓ Select the "City of Seattle Energy Disclosure" as an authorized service provider for each building.
- ✓ **Enter the building Identification number provided by DPD** into the "City of Seattle Energy Disclosure Building ID" field for each building record. If this number is not entered correctly DPD will be unable to process your information, and your building will be deemed to be out of compliance.
- ✓ After three to five days, verify that the authorization request allowing the City of Seattle to link to your building's record in Portfolio Manager has been processed.
- ✓ Within Portfolio Manager, select all utilities serving the building as service providers for the building.

- ✓ Go to the web site for each of the utilities serving your building for instructions on how to initiate Automated Benchmarking Services, so that they can upload energy usage data to your Portfolio Manager records.
 - [Puget Sound Energy](#): www.pse.com/solutions/forbusiness/Pages/AutomatedBenchmarking
 - [Seattle Steam](#): www.seattlesteam.com
 - Seattle City Light: www.seattlecitylight.org
- ✓ Complete data release authorization forms for each building, as requested by your utility providers. Please note that utilities have up to 60 days to complete your account set up.
- ✓ Confirm that all meters serving your building have been accurately identified.
- ✓ After receiving notification from your utility providers that your Automated Benchmarking Service has been activated, confirm that energy consumption data has been correctly uploaded into each building account you have in Portfolio Manager.
- ✓ Create an Energy Performance Report from Portfolio Manager to benchmark your building's current performance.

2. Working With an Existing Building Record

If a record for the building already exists in Portfolio Manager, the set-up process can be streamlined. Following is a summary of the steps that must be taken for initial compliance with City's benchmarking requirements for a building that is already being benchmarked with Portfolio Manager.

- ✓ Review and confirm the information for the building(s) you are responsible for benchmarking, as listed in the notification letter sent by DPD. If you disagree with DPD's representation of the building information, please contact us at EnergyDisclosure@seattle.gov.
- ✓ Select the "City of Seattle Energy Disclosure" as an authorized service provider for each building.
- ✓ **Enter the building Identification number provided by DPD** into the "City of Seattle Energy Disclosure Building ID" field for each building record. If this number is not entered correctly DPD will be unable to process your information, and your building will be deemed to be out of compliance.

- ✓ After three to five days, verify that the authorization request allowing the City of Seattle to link to your building's record in Portfolio Manager has been processed.

If you wish to initialize automated uploading of utility energy consumption data to your existing Portfolio Manager record, you must also complete the following steps. If you intend to manually input monthly meter data these steps can be ignored.

- ✓ Within Portfolio Manager, select all utilities serving the building as service providers for the building.
- ✓ Go to the web site for each of the utilities serving your building for instructions on how to initiate Automated Benchmarking Services, so that they can upload energy usage data to your Portfolio Manager records.
 - [Puget Sound Energy](http://www.pse.com/solutions/forbusiness/Pages/AutomatedBenchmarking): www.pse.com/solutions/forbusiness/Pages/AutomatedBenchmarking
 - [Seattle Steam](http://www.seattlesteam.com): www.seattlesteam.com
 - Seattle City Light: [www.????](http://www.scl.org)
- ✓ Complete data release authorization forms for each building, as requested by your utility providers. Please note that utilities have up to 60 days to complete your account set up.
- ✓ Confirm that all meters serving your building have been accurately identified.
- ✓ After receiving notification from your utility providers that your Automated Benchmarking Service has been activated, confirm that energy consumption data has been correctly uploaded into each building account you have in Portfolio Manager.
- ✓ Create an Energy Performance Report from Portfolio Manager to benchmark your building's current performance.

COMPLIANCE PROCESS

In general, the requirements defined under the provisions of SMC 22.920 fall into three areas:

1. Benchmarking – building owners must set up records in Portfolio Manager which define a building's physical attributes, operating characteristics, and energy consumption levels

2. Disclosure – building owners must download a Statement of Energy Performance from Portfolio Manager and provide this to a current or prospective tenant, buyer or lender, in response to an authorized request
3. Reporting – DPD will download annual building records, including aggregate energy consumption data for the previous calendar year

All actions listed in the Compliance Process section of this Director's Rule are the responsibility of a building's owner, or their authorized representative, unless otherwise stated. Any questions regarding the process for complying with these requirements should be directed to the City of Seattle at EnergyDisclosure@seattle.gov.

1. Benchmarking Process

In order to benchmark a building within Portfolio Manager three types of information must be entered: 1) building profile information, 2) space use attributes, and 3) energy consumption data. The building owner is responsible for creating the building's record within Portfolio Manager and inputting basic profile data, based upon the building address, building ID, and other descriptive information provided by DPD. Utilities serving the building are responsible for uploading energy consumption data to the record created by the building owner.

A. Building Profile Information

The benchmarking process will typically be initiated when DPD informs the building owner of their responsibility to benchmark, disclose, and report energy consumption results. DPD will send a notification letter to each building owner and property manager who may be associated with a building subject to the benchmarking requirements, and to each owners' association responsible for a condominium. The notification letter will include as much of the following information as possible: a description of the building, the primary and alternate addresses (if any) for the building, contact information for the building owner(s) and any property managers associated with the building, and DPD's estimate of the building's total gross floor area or number of dwelling units. The notification letter will also include background on the compliance requirements and instructions on the steps that must be taken by the responsible party. DPD will rely on best available information and make a reasonable effort to contact owners of all buildings subject to the benchmarking requirements. However, failure to receive notification does not absolve a building owner of their responsibility to comply with the benchmarking requirements.

The building owner should review the information provided by DPD and, if there are any questions or disagreements with the building's definition or other information, contact DPD at EnergyDisclosure@seattle.gov. After all parties are in agreement regarding the description of

the building and its attributes, the building owner is responsible for creating a building record in Portfolio Manager, using the building ID provided by DPD. If this ID is not entered correctly into the "City of Seattle Energy Disclosure Building ID" field, DPD will be unable to link the building's Portfolio Manager record to the City's reporting software and the building will be deemed to be out of compliance.

The building owner is responsible for inputting general building profile information when initially setting up the building's record in Portfolio Manager. This profile information includes data such as:

- Facility name
- Year built
- Address
- Contact information

B. Space Use Attributes

After the building owner has entered general building profile information they must delineate what portion of the building area falls under each of the different use types defined within Portfolio Manager. They will also be required to enter relevant attributes for each space, such as the operating hours per week, percent of the floor area that is heated/cooled, number of employees, etc. Default values and guidance for estimating many of these parameters can be found on the ENERGYSTAR web site at

https://www.energystar.gov/istar/pmpam/help/Space_Use_Information.htm. Note that facilities cannot earn the ENERGYSTAR label when default values are used.

ENERGYSTAR is currently able to track building performance for the following space types:

- Bank / Financial Institution
- Courthouse
- Data Center
- Dormitory / Residence Hall
- Hospital (acute care and children's)
- Hotel
- House of Worship
- K-12 School
- Medical Office
- Multifamily Housing
- Municipal Wastewater Treatment Plant
- Office

- Other
- Parking
- Retail Store
- Supermarket
- Swimming Pool
- Warehouse and Storage
- Wastewater Treatment Plant

The U.S. EPA is continuing to add enhancements to Portfolio Manager on an ongoing basis, so additional space types may be available in the future. In addition, "Other" can be further delineated by the following categories:

- Education
 - College/University (Campus-Level)
- Food Sales
 - Convenience Store (with or without gas station)
- Food Service
 - Fast Food
 - Restaurant/Cafeteria
- Health Care: Inpatient (Specialty Hospitals, Excluding Children's)
- Health Care: Long Term Care (Nursing Home, Assisted Living)
- Health Care: Outpatient
 - Clinic/Other Outpatient Health
- Lodging
- Mall (Strip Mall and Enclosed)
- Public Assembly
 - Entertainment/Culture
 - Library
 - Recreation
 - Social/Meeting
- Public Order and Safety
 - Fire Station/Police Station
- Service (Vehicle Repair/Service, Postal Service)
- Storage/Shipping/Non-Refrigerated Warehouse
 - Self-Storage
- Retail (Misc)
- Other

The specific profile information that must be input is different for each space use type. The space use attributes that currently must be entered to complete a building profile are listed in the ENERGYSTAR Portfolio Manager Data Collection Worksheet, in Appendix A. Refer to the U.S. EPA's Portfolio Manager web site at http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_benchmarking to download a current version of this worksheet.

C. Energy Consumption Data

The building owner must select all relevant utilities within their Portfolio Manager record as service providers for their building; this will allow each utility to link to and upload energy consumption data into the building's Portfolio Manager record. Upon receipt of a written or secure electronic request and/or authorization by the building owner or their authorized representative, each utility that serves a building subject to the energy benchmarking, disclosure and reporting requirements is responsible for uploading energy consumption data for all meters associated with the building to the building's Portfolio Manager record. This data can be uploaded by individual meters, or aggregated to one or more virtual meters.

Every building will be served by one or more utilities, and each one has its own procedures for initiating the process to automatically upload energy consumption data to Portfolio Manager. The building owner should contact each serving utility to discuss specific requirements. Their contact information is:

Seattle City Light:

Portfolio Manager Helpline
Web site: ???
E-mail: SCL_Portfolio_Manager@Seattle.gov
Phone: (206) 684-7557

Puget Sound Energy:

Automated Benchmarking
<http://www.pse.com/solutions/forbusiness/Pages/AutomatedBenchmarking.aspx>
E-mail: automatedbenchmarking@pse.com
Phone: 1-800-562-1482 (PSE Energy Advisors)

Seattle Steam:

Web site: <http://www.seattlesteam.com/>
Contact: David Easton

E-mail: DEaston@seattlesteam.com

Phone: (206) 658-2025

Samples of the data release forms currently used by the utilities are included in Appendix B and C. These can also be downloaded from the individual utilities at the links listed above.

Utility companies will release tenant energy use data to the building owner's Portfolio Manager account, and building owners will use tenant energy use data released from the utility company accounts, solely for the purpose of complying with SMC 22.920.

Utilities are responsible for uploading monthly energy consumption data for all buildings for which they have been authorized as service providers. After the initial authorization forms have been submitted and the set-up completed, utilities must continue to update and upload current energy consumption data for all buildings and meters that have been authorized, without any further action on the part of the building owner. This updating must occur at least once per calendar quarter. This means that after a building owner has completed the initial set-up process for their building record, they will always be able to view both historical and current consumption data in Portfolio Manager, in order to track changes in their building's energy performance.

Building owners can also choose to manually input utility meter data themselves, as long as they:

1. Confirm with their utilities that all meters serving the building have been identified
2. Confirm that the energy data for all meters associated with the building has been accurately input into their Portfolio Manager record
3. Provide signed documentation to DPD verifying that these steps have been completed

Whether uploaded by utilities or manually input by the building owner, the consumption data must be properly formatted to meet Portfolio Manager standards for generating an energy performance rating:

- Where available, there must be at least 11 full, consecutive, and overlapping calendar months of energy data for all active meters.
- Each meter cannot have more than a one day gap between the end date of one meter reading and the start date of the next.
- Each meter cannot have more than a one day overlap between the end date of one meter reading and the start date of the next.
- Electrical meter entries cannot cover a period greater than 65 days.

- All benchmarking reports must be based on data from the twelve consecutive months of the previous calendar year. Utilities must maintain all energy consumption data in a format compatible with Portfolio Manager for at least the previous 24 months, so that they can respond to a request from a building owner for the previous calendar year.

2. Disclosure Process

Building owners are required to provide an energy disclosure report, upon request, to the following parties:

- A current tenant – within seven days of the request;
- A prospective tenant negotiating a lease agreement – within seven days of the request, and at or before the time the owner presents the lease agreement;
- A prospective buyer negotiating a purchase and sale agreement – within seven days of the request, and at or before the time the owner presents a sales contract;
- A prospective lender considering an application for financing or refinancing of the building – within seven days of the request, and at or before the time the owner presents a loan application.

Lending institutions can request a disclosure report while processing any transaction involving the sale or lease of an entire building or of a separately owned portion of a building (e.g. a condominium unit). A disclosure report can also be requested in conjunction with financing of other activities, such as tenant improvements or a major renovation.

The energy disclosure report should be based on data from the twelve consecutive months of the previous calendar year. The energy disclosure report must be provided to the requesting party by the building owner or their representative, as the building owner is in the best position to explain the results in the report, and share any background information that is relevant to the building's performance. DPD will not be providing these reports.

The energy disclosure requirements will be fulfilled by providing a copy of the Statement of Energy Performance, a one-page summary of energy performance which can be created through ENERGYSTAR Portfolio Manager. A sample Statement of Energy Performance is provided as Appendix D to this Rule. Note that the sample in Appendix D has been verified and stamped by a registered engineer. Verification by a certified professional is necessary for a building to gain recognition as an ENERGYSTAR rated building, but is NOT a requirement of the benchmarking provisions of SMC 22.920.

Information provided on the Statement of Energy Performance includes:

- Building Identification Number

- Energy Evaluation Period
- Building Address
- Facility Owner
- Primary Contact for the Facility
- Year Built
- Total Gross Floor Area
- Energy Performance Rating, where available. This rating is provided in a 1-100 scale, and is only generated for building types for which Portfolio Manager has a sufficient pool of building records to determine appropriate ratings, such as commercial offices.
- Site Energy Use Summary
- Energy Intensity
- Emissions
- Electric Distribution Utility
- National Average Comparison

The report data also includes a breakdown of the area assigned to each use type, to help readers better compare and evaluate differences in performance between buildings that encompass multiple uses.

Building owners should follow the steps below to generate a Statement of Energy Performance:

1. On the Facility Summary page within your Portfolio Manager record, select the Generate a Statement of Energy Performance for uses other than applying for the ENERGYSTAR link above the Facility Performance table. The Statement of Energy Performance (for uses other than applying for the ENERGYSTAR) page will open.
2. Select December of the prior year as the Period Ending Date in the dropdown menu.
3. Optionally, select Organization, Contact, and Certifying Professional values to display on the report. You may also add or edit Contacts and Organizations from this screen.
4. Review the selections for Display Options; you may choose to display the Statement of Energy Performance, the Data Checklist, the Facility Summary, and/or the Statement for Display Purposes. By default, all four items will be selected.
5. Select the Generate Report button. The report will display as a PDF file that can be printed, or saved. The building owner can choose to provide a printed copy of the Statement of Energy Performance or e-mail a copy to the requesting party.

As Portfolio Manager is an evolving tool, these steps may change over time. The current instructions for generating a Statement of Energy Performance can be found on the ENERGYSTAR web site at:

https://www.energystar.gov/istar/pmpam/help/Generating_an_SEP_Facility_Summary.htm.

In the event of a transaction involving the sale or rental of an individual condominium unit, the condominium owners' association is responsible for providing the disclosure report needed to fulfill a request. The disclosure requirements will be satisfied by providing a report of either the entire building or the complete condominium in which the individual condominium unit exists.

3. Reporting Process

When the building owner sets up their building record within Portfolio Manager they must also select DPD as a service provider for the building. This will authorize DPD to download the data needed to fulfill the building's annual reporting requirements. If the Portfolio Manager record has been properly set up, DPD has been authorized to download the data, and all building profile data and energy consumption data are current, there should be no further action that the building owner has to take to fulfill the annual reporting requirements.

In April of each year, DPD will download data for all buildings for which it has been authorized as a service provider. DPD will not be able to directly view each building's complete Portfolio Manager record; the annual reporting process will allow DPD to download a subset of information about each building, including general building information (e.g. total area, address and description), a breakdown of the area dedicated to each space use, and energy consumption data, aggregated for the entire building, for each utility. No individual meter readings or information on the operating characteristics of the building, such as weekly operating hours or number of employees, will be downloaded or made publicly available.

Each year, DPD will download the following data from Portfolio Manager, for each building record for which it has been authorized:

- Report Date
- Building Name
- Building Address
- Total Gross Floor Area
- Year Built
- Eligible for ENERGYSTAR (yes/no?)
- Rating (where available)
- Normalized Total Annual Energy Consumption – separated by electric, gas and steam
- Non-normalized Total Annual Energy Consumption – separated by electric, gas and steam
- Normalized EUI (total annual energy consumption per sf) – separated by electric, gas and steam
- Non-normalized EUI (total annual energy consumption per sf) – separated by electric, gas and steam

- Estimated CO2 Generation

This information is generally identical to that contained within the Statement of Energy Performance a building owner must generate to fulfill disclosure requirements. In addition, DPD will be downloading Space Use Types, defining the total gross floor area of each space type in the building.

DPD staff will use the annually reported data to monitor changes in energy use across the entire portfolio of larger buildings in the city. This information will allow staff to identify market sectors with the greatest energy efficiency opportunities, in order to guide development of future policies and incentive programs, and develop data on typical expected energy loads for different building uses.

4. Existing Portfolio Manager Records

If a building was already being voluntarily benchmarked in Portfolio Manager prior to the building owner's receipt of a notification letter, the building owner can continue to use the building's existing Portfolio Manager record rather than creating a new record, provided that all energy, building profile and other data in the record meets the standards described in this Rule. This includes, but is not limited to:

- The description of the building, and its area and other attributes, must be in agreement with the information provided by DPD
- The building owner must select "City of Seattle Energy Disclosure" as a service provider for the building, and enter the Building ID provided by DPD

If the building owner wishes to continue using an existing Portfolio Manager record but have energy consumption data entered automatically, they must also select each utility serving the building as a service provider within Portfolio Manager, and submit official authorization and upload requests, as needed.

CLARIFICATIONS

1. Defining a "Building"

Each building must be entered as a unique record within Portfolio Manager. In complex structures – which may have multiple owners, many different uses, and portions built at different times and of different materials – it can be challenging to standardize the definition of what constitutes a building. In order to derive an accurate EUI and energy performance rating for a building all parties involved with the reporting process – including DPD, the building's owner, and all utilities serving the building – must share a common understanding of the

definition of each building, so that the area of the building, the uses of its constituent spaces, and the meters serving the building are in alignment.

DPD will be sending a letter to each building owner subject to the ordinance, describing the City's understanding of their building's address, area, and general configuration. DPD will rely primarily on the building records in the King County Assessor's (KCA) database as the initial source for defining buildings. For more complex structures DPD's interpretation may differ from the way the building owner prefers to view and report the building. If the building owner disagrees with DPD's definition of the building they should contact DPD at EnergyDisclosure@seattle.gov to discuss possible corrections. Once the building owner and DPD are in agreement, the building owner should use this definition consistently when setting up their records in Portfolio Manager, and when coordinating with utilities to identify which meters feed the building.

A. Sub-Buildings

Portfolio Manager is designed primarily to be used as a whole building reporting tool, and the minimum reporting requirements as defined in SMC 22.920 are for each complete building to report as a single entity within Portfolio Manager. The Portfolio Manager record will include monthly energy consumption values for each utility servicing the building, aggregated for the entire building.

However, how a building is used has a strong bearing upon its expected energy consumption, and comparison between buildings becomes more challenging with mixed use buildings that do not fall cleanly into one of the predefined categories. For example, it is difficult to compare the energy performance of two mixed use buildings, each containing a residential condominium and commercial office space, when the energy consumption data for each building is aggregated for the entire building. Separating the energy consumption values between the residential and commercial portions of the buildings can produce results that are uniformly more useful for the homeowners' association, the commercial building owner, potential buyers or renters attempting to evaluate the performance of the commercial or residential spaces, and City staff hoping to understand the typical energy performance of commercial or residential uses within buildings.

If agreed to by all responsible parties, the building owner or owners may elect to subdivide a single building into multiple sub-buildings, each of which will be reported through its own unique record in Portfolio Manager. In order to be able to accurately assess what portion of the total energy consumption can be attributed to each portion, sub-buildings can only be defined where they meet the following criteria:

- Ownership – each sub-building must be under common legal ownership, or managed by a single owners' association with reporting responsibility
- Mechanical systems – the HVAC systems in each sub-building must be physically separate from the systems serving other portions of the building
- Sub-metering – the utility service to each sub-building must be separately metered from all other portions of the building

B. Campuses

In order to represent a building as a unique record within Portfolio Manager, the energy consumption for that building must be separately metered. Where multiple buildings are served by a single utility meter, or served from a nearby central plant and not metered at all, it will be impossible to benchmark energy performance for the individual buildings. In these situations, all commonly served buildings should be grouped together and defined as a campus.

Within Portfolio Manager, a “campus” is generally defined as a collection of facilities that are situated close together and have energy and/or water meters that are shared across multiple facilities. The buildings are typically served by a common heating or cooling source. The campus feature within Portfolio Manager provides energy managers with a central view of all campus facilities and a calculated combined energy usage based on combined floor space. Energy usage for the campus can be derived from both campus-level meters (used by multiple facilities) and separate meters for individual facilities.

Examples of campuses include Higher Education/Universities, Office Parks, or Retail Campuses or Strip Malls. Hospitals that are composed of multiple facilities are NOT considered campuses for purposes of Portfolio Manager.

Campus facilities are not rated at this time and cannot apply for an ENERGYSTAR label.

Therefore, if the building owner would like to seek an ENERGYSTAR rating, sub-metering would need to be installed so that the buildings could be individually benchmarked.

C. Threshold Determination

Although the King County Assessor's database generally defines one building per record, there are situations where multiple small buildings have been aggregated together and treated as a single record. This can create a record with a total gross floor area above the reporting threshold even though none of the individual buildings constituting that record exceeds the threshold. In these situations, the building owner may submit supporting documentation and inform DPD that they do not, in reality, consider their building(s) to be subject to the benchmarking, disclosure, and reporting requirements.

Conversely, if a primary building is divided into multiple sub-buildings for benchmarking and reporting purposes, the total gross floor area of the primary building will continue to be used to determine if the building is above the reporting threshold. All sub-buildings constituting the primary building will continue to be subject to the benchmarking, disclosure, and reporting requirements, even if their separate areas falls below the threshold.

2. Reporting Responsibility

A. Multiple Owners

The owner of each building is responsible for benchmarking their building and ensuring that all energy disclosure and reporting requirements are fulfilled. In most cases, a single party owns the entire building and is responsible for benchmarking, disclosure and reporting for the complete building.

In some situations portions of a single building may be separately owned by different parties. This may occur where multiple spaces which can be bought and sold individually are stacked together within a single structure, on a common real estate parcel. In these situations, DPD encourages the building owners to break the building into multiple sub-buildings, as described above, so that each building owner can take responsibility for reporting on their portion of the structure. This does NOT include the case of individual condominium units, which are treated separately below.

Alternatively, if the metering or mechanical system configuration does not allow the creation of sub-buildings, the owner controlling the largest portion of the building's total gross floor area will be treated by DPD as the primary owner. This entity will be responsible for creating a single Portfolio Manager record that covers the entire structure, and must collect data from the other portions of the building not under their ownership as needed to complete the Portfolio Manager record.

B. Condominiums

Per SMC 22.920.020:

Where a condominium is subject to this chapter, "Building Owner" means the owners' association. In a condominium where the powers of an owners' association are exercised by or delegated to a master association, as defined in RCW 64.34.276, "Building Owner" means the master association.

Further,

"Owners' Association" means the entity consisting exclusively of all the unit owners in a condominium, as defined under RCW 64.34.300.

The owners' association (or master association, if applicable) is responsible for establishing a record in Portfolio Manager for the entire condominium, including common spaces and all individual condominium units, and benchmarking, disclosing and reporting its aggregate performance. Owners of individual condominium units are required to provide the association with any authorization or billing/metering information needed to comply with these requirements. Owners' associations may also wish to consider amending their condominium's covenants, conditions and restrictions (CC&Rs) to streamline the processes whereby the association will compile complete energy records on behalf of the individual owners.

Any party engaged in purchasing or leasing an individual unit within the condominium has the right to request an energy disclosure report. Since all energy benchmarking and reporting will be done for the entire condominium, the owners' association is responsible for simply providing a report disclosing the aggregate energy performance of the complete condominium, rather than for the individual unit involved in the transaction.

Where an entire building consists of a single condominium, the owner's association is responsible for benchmarking the entire building. It is possible that a complex structure will contain not only one or more residential or commercial condominiums, but also additional portions that are separately owned in fee simple. In these situations breaking the building into multiple sub-buildings is likely to be the only practical way to complete the benchmarking process. Where this is not possible, DPD will provide further guidance on a case by case basis.

3. Measuring Total Gross Floor Area

Because the ENERGYSTAR rating is an indicator of the entire building's energy performance, all interior space must be captured in Portfolio Manager. The total gross floor area should be measured between the principal exterior surfaces of the enclosing fixed walls, and should include all supporting functions such as offices, lobbies, rest rooms, equipment storage areas, mechanical rooms, break rooms, elevator shafts, stairwells, etc. Atriums or areas with high ceilings should only include the base floor area that they occupy. The total gross floor area should not include outside loading bays or docks. However, all enclosed spaces, whether conditioned or non-conditioned, should be included.

Original specifications, design documents, and "as-built" drawings can be used to confirm certain physical characteristics. However, because the actual physical characteristics of the building can vary significantly from these plans and records, any review of documentation should always be combined with a physical inspection of the building.

A. Parking and Loading

To allow Portfolio Manager to properly assign lighting and ventilation allowances, the parking and loading area should be divided into three categories:

- Enclosed parking structures
- Unenclosed parking with a roof
- Open parking lots (no roof) – assumes that the space is lit, but does not require mechanical ventilation

Parking and loading areas can be excluded when determining if a building's total gross floor area is above the 10,000 sf threshold at which energy benchmarking, disclosure, and reporting requirements for non-residential buildings take effect. However, if a building is determined to be subject to these requirements then parking and loading must be considered.

If the parking lighting or ventilation systems are included in the energy consumption level read by the main building energy meter(s), any area connected to the building that is used for parking vehicles should be included in the calculation of building area within Portfolio Manager; if the parking space is separately metered from the main facility with which it is associated, it does not need to be entered into Portfolio Manager. When defining parking lot square footage, include only the spaces and lanes that cars actually drive on, excluding any surrounding landscaping that is lit by the parking lot's lighting.

The area within parking lots and garages will be excluded when determining the primary building type to which each building will be compared when Portfolio Manager determines its energy performance score.

B. Vacant Space

If vacant space averages at least 10% of the building's total gross floor area over the past 12 months, the vacant space must be input in Portfolio Manager as a separate space. Portfolio Manager also dictates specific values which must be used for the weekly operating hours, workers on main shift, number of PCs, and percent heated and percent cooled for a vacant space.

See the ENERGYSTAR Frequently Asked Questions at <http://portfoliomanager.supportportal.com/ics/support/default.asp?deptID=23010&task=knowledge&questionID=16604> for additional information.

4. Loads to Include/Exclude

All energy loads served and metered by a utility, and which are relevant to the primary uses and occupancies of the building, must be included in the building's Portfolio Manager record. This includes readings for any meters that are paid by tenants or other parties, rather than the building owner. A common error is to overlook meters from a tenant which is using energy from the base building systems, such as a retail tenant that is on the base building cooling water loop or domestic hot water but is separately metered for lights and other electricity use. All of these tenants' additional energy usage must be included. Also, any after-hours usage that is billed back to tenants must be included, regardless of who is paying for the energy.

Loads for common spaces, such as a parking structure that is functionally shared between two properties, must be fully assigned to the building which holds legal title for the space. If a single structure has been divided into sub-buildings, then parking and other common spaces should be apportioned between and reported with the appropriate sub-buildings.

Loads which are unrelated to the primary purpose of the building, such as an electric vehicle charging station or on-site cell phone towers, may be excluded from energy benchmarking, disclosure and reporting, provided that these loads are metered separately from all other building loads.

Buildings are required to report the amount of electricity that is generated on-site from solar or wind energy and used at the building. They must also report energy that they sell back to the utility via net metering. Solar and wind energy generated onsite cannot be subtracted from the total energy consumption of the building.

5. Reporting Tool

All benchmarking results must be reported via the U.S. EPA's ENERGYSTAR Portfolio Manager (http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager). DPD has determined that Portfolio Manager is the best tool that is readily available for benchmarking, disclosing and reporting of building energy performance. Portfolio Manager has many benefits that led to its selection as the required reporting tool:

- Widespread use – Portfolio Manager is the defacto standard in the United States for building benchmarking, and is supported by the U.S. EPA and a large number of trained professionals
- Cost – Portfolio Manager is free
- Web based – does not require purchase or installation of any dedicated software

- Security of data – all data is stored on a secure server maintained by the U.S. EPA. Only authorized representatives are able to access the profile or energy consumption data associated with a building

Portfolio Manager provides greater reporting functionality for some building types than for others, as some buildings do not currently qualify for an ENERGYSTAR score. For example, although Portfolio Manager can be used to track and report energy consumption for multifamily properties and laboratory buildings, at present it cannot generate an ENERGYSTAR performance rating for these buildings. However, in the interest of maintaining consistency in both procedures and data standards, Portfolio Manager must be used for all building types.

SMC 22.920 requires benchmarking of EUI and “where available, an energy performance rating” for all buildings subject to the requirements. The U.S. EPA is continuing to expand the set of building types which will receive an energy performance score; as this capability is enhanced, those buildings will be expected to begin reporting their score in addition to EUI values. In addition, the City of Seattle is working actively with the U.S. EPA to suggest enhancements that will continue to improve the functionality and usability of Portfolio Manager.

6. Eligibility for ENERGYSTAR Rating

All buildings which earn an energy performance rating of 75 or greater are eligible to receive an ENERGYSTAR label. To ensure the quality of the label, the building's performance must be certified by a licensed professional engineer (PE). Additionally, the certifying PE must validate that the space data is correct and complete, that all energy meters have been correctly defined, that standards for ventilation, lighting and comfort within the building have been achieved, and that the rating as a whole is based on reliable data.

More than 50% of the building's total gross floor area (excluding parking areas) must be defined by one of the space types defined by Portfolio Manager as being eligible to receive an energy performance rating, such as “Office” or “Hotel.” This determines the category of buildings – out of all buildings in the national stock – to which the property is being compared.

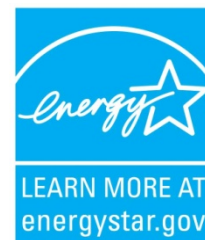
The ENERGYSTAR label is a valuable indicator of a high performance building, as achieving it requires dedication to energy efficiency as well as an understanding of the benchmarking and certification process. Although the City of Seattle encourages building owners to apply for the ENERGYSTAR label, this is not a condition of the City's Benchmarking, disclosure and reporting requirements.

For additional information on applying for the ENERGYSTAR label refer to http://www.energystar.gov/index.cfm?c=business.bus_bldgs.

APPENDIX A – DATA COLLECTION WORKSHEET

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ENERGY STAR® Portfolio Manager Data Collection Worksheet



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 benchmarks 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 (acute care and children's), hotel, house of worship, K-12 school, medical office, office, residence hall/dormitory, retail store, 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.

Required Data for ENERGY STAR Benchmarking

- Portfolio Manager username and password.
- The building street address, year built, and contact information.
- The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
- 12 consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this historical information.

General Building Information

Facility name _____ Year built _____

Building address _____

City _____ State _____ ZIP _____

Space Use Attributes

Before compiling the information noted in the boxes below, review the following important information:

- Specific definitions and instructions for each of the data fields listed in the boxes below can be viewed by navigating to [Portfolio Manager Help](#), selecting "Space Type Definitions," choosing the appropriate building type, and selecting "Space Use Information."
- Some buildings may contain multiple space types within a single building (e.g. office, data center, and parking OR K-12 school and swimming pool). Complete the fields below for each applicable major space types within the building.
- For buildings with multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space. As this is most common in office buildings, multiple office space fields are provided below to capture data for multiple tenants if necessary.
- Default values supplied by Portfolio Manager can be used for all space use characteristics with the exception of gross floor area. Using default values will result in an approximate energy performance score which can be a beneficial metric for estimating energy performance. If defaults are used for an initial score, it is recommended that actual data be added later to more accurately measure a facility's energy performance. Facilities using default values are not eligible to apply for the ENERGY STAR label. Leave any of the requested information below blank (except gross floor area) to use a default value for the field.

Bank/Financial Institution:

Required:

- _____ **Gross floor area (SF)**
_____ Weekly operating hours
_____ # of workers on main shift
_____ # of personal computers
_____ Percent of floor area that is air conditioned
(>=50%, <50%, or none)
_____ Percent of floor area that is heated
(>=50%, <50%, or none)

Courthouse:

Required:

- _____ **Gross floor area (SF)**
_____ Weekly operating hours
_____ # of workers on main shift
_____ # of personal computers
_____ Percent of floor area that is air conditioned
(>=50%, <50%, or none)
_____ Percent of floor area that is heated
(>=50%, <50%, or none)

Data Center:

Required:

- _____ **Gross floor area (SF)**
_____ 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 current 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 (select 1): UPS Output or PDU Input

Month	Start Date	End Date	Energy Consumption (kWh)
1			
2			
3			
4			
5			
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)

<p><u>Hospital (acute care and children's):</u></p> <p>Required:</p> <p>_____ Gross floor area (>20,000 SF)</p> <p>_____ # of licensed beds</p> <p>_____ Maximum # of floors</p> <p>_____ Tertiary care facility – yes or no</p> <p>Optional:</p> <p>_____ Laboratory on-site – yes or no</p> <p>_____ Laundry facilities on site – yes or no</p> <p>_____ Number of Buildings</p> <p>_____ Ownership Status (drop down of options)</p>	<p><u>House of Worship:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Maximum seating capacity</p> <p>_____ Weekdays of operation</p> <p>_____ Hours of operation per week</p> <p>_____ # of personal computers</p> <p>_____ Presence of cooking facilities - yes or no</p> <p>_____ # of commercial refrigeration/freezer units</p>
<p><u>Hotel:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ # of workers on main shift</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Hours per day the guests are on-site</p> <p>_____ Number of guest meals served</p> <p>_____ Square footage of full-service spas</p> <p>_____ Square footage of gym/fitness center</p> <p>_____ Laundry processed at site (drop down of options)</p> <p>_____ Annual quantity of laundry processed on-site</p> <p>_____ Average Occupancy (%)</p>	<p><u>K-12 School:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ High school - yes or no</p> <p>_____ Open weekends – yes or no</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Months of use</p> <p>_____ School District</p>

<p><u>Medical Office:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of workers on main shift</p> <p>_____ Weekly operating hours</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>	<p><u>General Office 1:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>
<p><u>Multifamily Housing:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>Optional:</p> <p>_____ Number of units</p> <p>_____ Number of bedrooms</p> <p>_____ Number of floors</p> <p>_____ Percent of square footage devoted to individual units</p> <p>_____ Number of laundry hookups in each unit</p> <p>_____ Number of laundry hookups in common area</p> <p>_____ Number of dishwashers in each unit</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Affordable or market rate</p>	<p><u>General Office 2:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>
<p><u>Other:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF) (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p>Optional:</p> <p>_____ # of personal computers</p> <p>_____ Weekly operating hours</p> <p>_____ # workers on main shift</p>	<p><u>General Office 3:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>

<p><u>Parking:</u></p> <p>Required:</p> <p>_____ Gross floor area that is enclosed (SF)</p> <p>_____ Gross floor area that is not enclosed with a roof (SF)</p> <p>_____ Gross floor area that is open (SF)</p> <p>_____ Weekly hours of access</p>	<p><u>Retail Store:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open & closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Exterior entrance to the public – yes or no</p>
<p><u>Residence Hall/Dormitory :</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Computer lab on-site – yes or no</p> <p>_____ Dining Hall on-site– yes or no</p>	<p><u>Supermarket/Grocery Stores:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ Workers on main shift</p> <p>_____ On-site cooking – yes or no</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ # of open or closed refrigeration/freezer cases</p> <p>_____ # of registers and/or personal computers</p>
	<p><u>Swimming Pool:</u></p> <p>Required:</p> <p>_____ Swimming pool size, choose from: Olympic (50 meters x 25 meters) Recreational (20 yards x 15 yards) Short Course (25 yards x 20 yards)</p> <p>_____ Indoor or outdoor</p> <p>Optional:</p> <p>_____ Months of use</p>

<p><u>Warehouse (refrigerated and unrefrigerated):</u></p> <p>Warehouse (Unrefrigerated):</p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of walk-in refrigerators/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Distribution Center – yes or no</p> <p>Warehouse (Refrigerated):</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p>	<p><u>Wastewater Treatment Plant:</u></p> <p>Required:</p> <p>_____ Average influent flow (mgd)</p> <p>_____ Average influent biological oxygen demand (BOD₅)</p> <p>_____ Average effluent biological oxygen demand (BOD₅)</p> <p>_____ Plant design flow rate (mgd)</p> <p>_____ Presence of fixed film trickle filtration process – yes or no</p> <p>_____ Presence of nutrient removal process – yes or no</p>
	<p>Water Treatment and Distribution Utility:</p> <p>Required:</p> <p>_____ Average flow (mgd)</p>

APPENDIX B – SEATTLE CITY LIGHT, PORTFOLIO MANAGER CONSUMPTION REQUEST

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City of Seattle: Seattle City Light Portfolio Manager Automated Benchmarking Consumption Request



Instructions

1. Before filling out this form please setup your User Account in Portfolio Manager.
2. Do not setup your Meter information in Portfolio Manager because it will be supplied to you by Seattle City Light.

To be completed by Building Owner or Authorized Property Management Agent:

Portfolio Manager Userid*	*This is the Portfolio Manager ID authorized to request Automated Benchmarking data for the building listed below. Please validate that you have entered the userid accurately.			
Building Name				
Primary Address				Zip
Alternate Address(es) Example: Side or rear entrance with alternate street address.				
Owner/Authorized Management Firm			Tel () - x	
Owner/Authorized Management Firm Mailing Address	City	State	Zip	
Owner/Authorized Management Email				
Authorized Consultant?	N/A <input type="checkbox"/>		Tel () - x	
Authorized Consultant Mailing Address	City	State	Zip	
Authorized Consultant Email				
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Additional Comments List any additional information that will help Seattle City Light fulfill your request.				
Owner/Authorized Agent Print Name		Sign		Date

AUTHORIZATION CREDENTIALS to be completed by Seattle City Light:

Meters included in profile	Please open the excel attachment in the email. Verify that the meters listed in the attachment are accurate. Save a copy for your records. If you do not agree with the meters included or if there wasn't an excel attachment, please immediately contact us via email. scl_portfolio_manager@seattle.gov
Terms and Conditions	Before submitting your request carefully read our Terms and Conditions in the Portfolio Manager.
Authorized Portfolio Manager Userid	Login to Portfolio Manager with this userid and setup your building profile.
Meter Name	Copy the Meter name above and paste into Portfolio Manager as this building's meter name. The consumption information for this building's meters will be included in aggregate under this meter name.
Service Order	Each meter has a unique Service Order. Use this service order for the Building Meter named above.

City of Seattle: Seattle City Light Portfolio Manager Automated Benchmarking Consumption Request



INSTRUCTIONS:

1. Login to **Portfolio Manager** here <http://www.energystar.gov/istar/pmpam>. Be sure to use the userid that is the **Authorized Portfolio Manager Userid** listed above
2. Select **Access My Portfolio**
3. Select **Add Property** to set up your building's profile
4. Verify Utility data is Seattle City
5. Select **Add Meter** for the building. Name the meter after the **Building Meter Name** above
Make the following selections:
Entire Facility, Electricity, Grid Purchase, kWh, Yes (include meter), Yes (active), No (temp values), Save, Do Not Add Meter Entries
6. Go back to **My Portfolio**
7. Choose **Automated Benchmarking Services Console**
8. Scroll down and select **Seattle City Light**
9. Read our **Terms and Conditions** and select Continue if you agree
10. Enter the **Service Order** number listed above

APPENDIX C – PSE BUILDING RELEASE FORM FOR ENERGY STAR® PORTFOLIO MANAGER

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PSE BUILDING RELEASE FORM ENERGY STAR® PORTFOLIO MANAGER

I, _____, _____ of
NAME TITLE (if applicable)

NAME OF RECORD (or attach list if multiple meters) ("Owner") having the following mailing address

MAILING ADDRESS CITY, STATE, ZIP ("Address")

understand that state or local law requires (i) the owner, operator, or agent of certain buildings to disclose benchmarking data and ratings provided by the United States Environmental Protection Agency ("EPA") ENERGY STAR Portfolio Manager to current tenants or to prospective building buyers, lessees, or lenders and (ii) Puget Sound Energy, Inc. ("PSE") to upload energy consumption data for accounts specified by Owner to the ENERGY STAR Portfolio Manager. For more information regarding the EPA's ENERGY STAR Portfolio Manager and the national energy performance benchmarking program, please see the EPA website at http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager.

Authorization to ENERGY STAR Portfolio Manager Application

Owner authorizes:

- (i) PSE to disclose to EPA the energy usage associated with the Building listed below in order to benchmark energy consumption in Owner's building(s); and
- (ii) PSE to electronically transfer such data for the energy usage to the ENERGY STAR Portfolio Manager.

BUILDING NAME (as entered in EPA Portfolio Manager)

This release is requested for at least 12 months of the most recent energy usage data, for the period ending with the date the completed release is processed by PSE. The Owner may receive as much as 15 months of data, to allow for processing the completed request within 60 days and still cover the most recent 12 month period.

Owner shall promptly notify PSE should Owner vacate the Address or rescind Owner's authorization for the release of energy usage information.



Building Owner Release

Owner releases, holds harmless, and indemnifies PSE from any liability, claims, demands, causes of action, damages, or expenses resulting from the disclosure or use of any information obtained pursuant to this release or from the ENERGY STAR Portfolio Manager benchmarking data and rating generated, in whole or part, from information provided pursuant to this release.

TELEPHONE

Executed this _____ day of _____, _____, at _____
DATE MONTH YEAR CITY, STATE, ZIP

CUSTOMER ACCOUNT INFORMATION

CUSTOMER NAME (as it appears on PSE bill)												
LAST 4 DIGITS OF PSE ACCOUNT NO.				BUILDING ID (to be completed by Building Owner)								
MAILING ADDRESS				CITY			STATE		ZIP + 4			
ELECTRIC METER ID NO. 1				GAS METER ID NO. 1								
ELECTRIC METER ID NO. 2				GAS METER ID NO. 2								
ELECTRIC METER ID NO. 3				GAS METER ID NO. 3								
ELECTRIC METER ID NO. 4				GAS METER ID NO. 4								
ELECTRIC METER ID NO. 5				GAS METER ID NO. 5								
ELECTRIC METER ID NO. 6				GAS METER ID NO. 6								
ELECTRIC METER ID NO. 7				GAS METER ID NO. 7								
ELECTRIC METER ID NO. 8				GAS METER ID NO. 8								

** Please include account information in Appendix A for each tenant in the Building and include a signed Tenant Release Form for each tenant listed.

All Customer Release Forms can be faxed or mailed together with the Building Owner Release to PSE at:

MAIL Puget Sound Energy
Automated Benchmarking Services
EST-10E
P.O. Box 97034
Bellevue, WA 98009-9734

FAX 425-462-3418

PSE is not able to process a request for release of data without completed forms.

APPENDIX A - CUSTOMER ACCOUNTS (TENANTS)

CUSTOMER NAME (as it appears on PSE bill)			
LAST 4 DIGITS OF PSE ACCOUNT NO.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/>	BUILDING ID AS IT APPEARS IN PORTFOLIO MANAGER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
MAILING ADDRESS		CITY	STATE ZIP + 4
ELECTRIC METER ID NO. 1		GAS METER ID NO. 1	
ELECTRIC METER ID NO. 2		GAS METER ID NO. 2	
ELECTRIC METER ID NO. 3		GAS METER ID NO. 3	
ELECTRIC METER ID NO. 4		GAS METER ID NO. 4	
ELECTRIC METER ID NO. 5		GAS METER ID NO. 5	
ELECTRIC METER ID NO. 8		GAS METER ID NO. 8	

CUSTOMER NAME (as it appears on PSE bill)			
LAST 4 DIGITS OF PSE ACCOUNT NO.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/>	BUILDING ID AS IT APPEARS IN PORTFOLIO MANAGER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
MAILING ADDRESS		CITY	STATE ZIP + 4
ELECTRIC METER ID NO. 1		GAS METER ID NO. 1	
ELECTRIC METER ID NO. 2		GAS METER ID NO. 2	
ELECTRIC METER ID NO. 3		GAS METER ID NO. 3	
ELECTRIC METER ID NO. 4		GAS METER ID NO. 4	
ELECTRIC METER ID NO. 5		GAS METER ID NO. 5	
ELECTRIC METER ID NO. 8		GAS METER ID NO. 8	

**** If you have more accounts, please make additional copies of this page.**

APPENDIX B - AUTHORIZED AGENTS

Please include the name and contact information for each individual who is authorized to access information related to energy usage for this building.

NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL
NAME	TELEPHONE / E-MAIL

APPENDIX D – SAMPLE STATEMENT OF ENERGY PERFORMANCE

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STATEMENT OF ENERGY PERFORMANCE

Office Sample Facility

Building ID: 1678984

For 12-month Period Ending: May 31, 2009¹

Date SEP becomes ineligible: September 28, 2009

Date SEP Generated: August 27, 2009

Facility

Office Sample Facility
1234 Main Street
Charlotte, NC 28227

Facility Owner

Sample Owner
1500 Test Avenue
Charlotte, NC 28227
555-555-5555

Primary Contact for this Facility

Jane Smith
1500 Test Avenue
Charlotte, NC 28227
555-555-5555
jsmith@jsmith.com

Year Built: 2000

Gross Floor Area (ft²): 53,232Energy Performance Rating² (1-100) 85**Site Energy Use Summary³**

Electricity - Grid Purchase(kBtu)	2,288,770
Natural Gas (kBtu) ⁴	1,162,996
Total Energy (kBtu)	3,451,766

Energy Intensity⁵

Site (kBtu/ft ² /yr)	65
Source (kBtu/ft ² /yr)	166

Emissions (based on site energy use)

Greenhouse Gas Emissions (MtCO ₂ e/year)	409
---	-----

Electric Distribution Utility

Duke Energy Carolinas, LLC

National Average Comparison

National Average Site EUI	102
National Average Source EUI	261
% Difference from National Average Source EUI	-36%
Building Type	Office



Professional Engineer Stamp

Signature: _____

Based on the conditions observed at the time of my visit to this building, I certify that the information contained within this statement is accurate and in accordance with the PE Guide.

Meets Industry Standards⁶ for Indoor Environmental Conditions:

Ventilation for Acceptable Indoor Air Quality	Yes
Acceptable Thermal Environmental Conditions	Yes
Adequate Illumination	Yes

Professional Engineer

License Number: 0000203
State: NC
John Doe
33 Country Lane
Charlotte, NC 28227
555-555-7788

Notes:

1. Application for the ENERGY STAR must be submitted to EPA within 4 months of the Period Ending date. Award of the ENERGY STAR is not final until approval is received from EPA.
2. The EPA Energy Performance Rating is based on total source energy. A rating of 75 is the minimum to be eligible for the ENERGY STAR.
3. Values represent energy consumption, annualized to a 12-month period.
4. Natural Gas values in units of volume (e.g. cubic feet) are converted to kBtu with adjustments made for elevation based on Facility zip code.
5. Values represent energy intensity, annualized to a 12-month period.
6. Based on Meeting ASHRAE Standard 62 for ventilation for acceptable indoor air quality, ASHRAE Standard 55 for thermal comfort, and IESNA Lighting Handbook for lighting quality.

RESERVED FOR APPENDIX D MATERIALS