

## BENCHMARKING GUIDE FOR BUILDING PROPERTY MANAGERS, SUPERINTENDENTS, OWNERS, AND BUILDING SERVICE PERSONNEL

### 1. REVIEW THE LAWS

Legislation and Rules have not been made final and training programs are available. Latest public information available on the city's Plan NYC website:

[http://www.nyc.gov/html/planyc2030/html/plan/buildings\\_plan.shtml](http://www.nyc.gov/html/planyc2030/html/plan/buildings_plan.shtml)

### 2. COLLECT INFORMATION

- a. Per EPA Guidelines for Benchmarking, billing data must completely encompass entire calendar year covering electrical, gas, fuel oil, steam, etc. and water consumption.
- b. Aggregate information from Con Edison via e-mail to [citybenchmarking@coned.com](mailto:citybenchmarking@coned.com) at a cost of \$102.50 per building. Provides spreadsheet summary of meters in building. National grid expected to provide the same information for gas customers.
- c. Information to be solicited from Commercial Tenants as well via solicitation form on Plan NYC Website.
- d. Verify building size from Dept. of Finance records as well as listing on PlanNYC site.

### 3. SET UP ACCOUNT FOR BENCHMARKING

- a. Visit EPA Benchmarking Site: <https://www.energystar.gov/istar/pmpam/>
- b. Create login and ID – can be used for entire portfolio of buildings
- c. Use options to add building and define building information.

[Home](#) > [My Portfolio](#)

Portfolio Averages	
Baseline Rating: N/A Facilities Included: 0	Current Rating: N/A Facilities Included: 0
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): 0% Facilities Included: 2	
Averages are weighted by Total Floor Space. <a href="#">More about Baselines</a> <a href="#">More about Change from Baseline: Adjusted Energy Use</a>	

[Add](#) a Property  
[Import](#) Facility Data Using Templates

#### Work with Facilities

[Update](#) Multiple Meters  
[Share](#) Facilities

#### Reporting and Analysis

**New!** [Generate](#) Reports and Graphs  
[Request](#) Energy Performance Report

#### Apply for Recognition

[Apply](#) for the ENERGY STAR  
[ENERGY STAR Leaders](#)

#### Automated Benchmarking

[Get Started Now](#)

- d. Define type of Property, Hit continue and complete general information on subsequent webpage.

## 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

- e. Then taken to Facility Summary Page listing General Information, Facility Performance Summary, Space Use, Energy Meters, Water Meters (Optional Entry), Renewable Energy Certificates.

[Home](#) > [My Portfolio](#) > [Test Facility](#)

**Facility Summary: Test Facility**  
[View Details](#) | [Add Notes](#)

Building ID: 2484999  
 Level of Access: Building Data Administrator

Electric Distribution Utility: Consolidated Edison Co-NY Inc ([Learn More](#))  
 Regional Power Grid: [NYPCC](#) | [NYC](#) | [Westchester](#)  
 Select my Power Generation Plant to calculate my electric emissions rate  
 Electric Emissions Rate (kgCO<sub>2</sub>e/MWh): 108.7 ([Learn More](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information <a href="#">Add</a>	
Address: 123 Fake Street, New York, NY 10001	
Year Built: 1900	
Property Type: Single Facility	
Baseline Rating: <a href="#">N/A</a>	Current Rating: <a href="#">N/A</a>
<a href="#">View Period Ending Dates</a>	
Water Period Ending Dates Current: N/A Baseline: N/A	Energy Period Ending Dates Current: December 2009 Baseline: December 2009
Eligibility for the ENERGY STAR	
Not Eligible: Rating must be 75 or above	

**Facility Performance** | [Set Baseline Period](#) | [Set Summary Performance Target](#)

Select View: Summary | Energy Use | [View Details](#) | [Add Notes](#)

12 Months Ending	Current Rating (1-100)	Current Site Energy Intensity (kBtu/Sq. Ft.)	Current Source Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline: Energy Use Intensity (kBtu/Sq. Ft.)	Change from Baseline: Adjusted Energy Use Intensity (kBtu/Sq. Ft.)	Energy Use Alerts
December 2009	N/A	20.5	68.4	0.0	0.0	Data > 120 days old
Select Date						
Change						
<a href="#">REFRESH VIEW</a>						

**Space Use** | [Add Space](#)

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
<a href="#">Sample In Test Space</a>	Multifamily Housing	20,000	100	>10% of Total Floor Space	<a href="#">Delete Space</a>
Total		20,000	100		

Because more than 50% of your building is Multifamily Housing, your building is designated as Multifamily Housing within Portfolio Manager. This type of building is not eligible for an energy performance rating and does not have a reference national average. [Click to learn more.](#)

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

**General Facility Administration**  
[View Energy Performance Improvements](#)  
[Delete this Facility from Portfolio Manager](#)  
[Add Notes](#) | [Add](#)

**Sharing Data**  
[Add user to share this Facility](#)  
[Delete user of user](#)  
[Transfer Facility to another user](#)  
[Add write access for the Facility](#)

**Applying for the ENERGY STAR**  
[Apply for the ENERGY STAR](#)  
[View status of ENERGY STAR Applications](#)

**Energy Meters** | [Add Meter](#) | [Update Meters Status](#) | [View All Meter Data in Excel](#)

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	
<a href="#">Electric</a>	Electricity - Grid Purchase (kWh (thousand Watt-hours))	Entire Facility	12/31/2009	Data > 120 days old	<a href="#">Delete Meter</a>

No Metering Configuration has been set for this facility. A metering configuration may be established to indicate whether the whole facility energy consumption or only a portion of that total is represented by these meters. [Set Metering Configuration](#)

**Water Meters** | [Add Meter](#) | [Update Meters Status](#) | [View All Meter Data in Excel](#)

Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts	
<a href="#">Test Water Meter</a>	Gallons	Indoor, Outdoor			<a href="#">Delete Meter</a>

## 4. ENTERING ENERGY USAGE INFORMATION

### a. Define Spaces (Commercial Area, Residential Area, Offices, Garages, Stores, Etc.)

#### Add a Facility Space

This facility must have at least one defined space and all defined space(s) must account for 100% of the facility's floor area combined. Define more than one space if:

- 1) A portion of the facility is unique (e.g., a restaurant within a building predominantly used as an office building). Does not apply to hospitals.
- 2) Usage patterns are unique (e.g., one tenant uses the facility much longer hours than others). Does not apply to hospitals.

Note: If your space is not listed below, please select "Other." You will have an opportunity to further define your "Other" space on the following page. [More information about selecting space types](#)

REQUIRED

Enter a Name for this Space:

\*Select a Space Type:

\*Enter the Effective Date (MM/DD/YYYY) for this Space.  
The Effective Date is used by Portfolio Manager to determine the starting date for including this Space's attributes in the overall calculation of the facility's energy performance rating:

#### Add Multifamily Housing Space: Test

Please provide values for each required attribute below. Values for optional attributes can also be provided, but they will not be used to generate an Energy Performance Rating. 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.

If you wish for Portfolio Manager to provide default values, select the "Use Default Checkbox" for that attribute. Facilities that use default values cannot apply for the ENERGY STAR.

REQUIRED

Space Name:

*Required for Benchmarking				
Space Attribute	Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) <small><a href="#">What is this?</a></small>	Use Default Value	Units	Effective Date (when this Attribute Value was first true) <small><a href="#">What is this?</a></small> (MM/DD/YYYY)
*Gross Floor Area	<input style="width: 80px;" type="text"/> <input type="checkbox"/> For Temporary Use?	N/A	Sq. Ft. ▾	01/01/1900

Optional (not used for Benchmarking)				
Space Attribute	Value	Units	Effective Date (when this Attribute Value was first true) <small><a href="#">What is this?</a></small> (MM/DD/YYYY)	
Total number of occupied and unoccupied apartment units in the building	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Total number of bedrooms in the building	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Maximum number of floors	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Percent of gross floor area that is common space only	<input style="width: 80px;" type="text"/>	%	01/01/1900	
Total number of laundry hookups located in all individual apartment units (not including laundry hookups located in common areas)	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Total number of laundry hookups located in a common area that are either coin-operated or subsidized by the building owner	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Total number of dishwashers in the building	<input style="width: 80px;" type="text"/>	No Units	01/01/1900	
Percent of the gross floor area that is heated	Select ▾	%	01/01/1900	
Percent of the gross floor area that is cooled	Select ▾	%	01/01/1900	
Indicate whether the facility is Affordable Housing (subsidized housing regulated by national, state, or local government), or Market Rate Housing	Select ▾	No Units	01/01/1900	

### b. Define Meters for Spaces

### Add Facility Energy Meter: Test Facility

To add a meter, enter the name and select the appropriate characteristics for the meter.

If you are entering temporary values for energy data, please indicate so by selecting "Yes" and entering the date range the values will be considered as temporary.

**REQUIRED**

**Add Energy Meter**

**\*Enter the Meter Name:**

**\*Apply this meter to the following (check all that apply):**

Entire facility  
 Sample in Test Space  
 Test

**Select the Meter Type:**

**\*Energy Type:**

**\*Units:**

**\*Add this Meter to Total Facility Energy Use?**

Yes, calculate this facility's total energy use by including this meter  
 No, adding this meter to this facility's total energy use will inflate the actual value

**Is this meter currently active?**

Yes  No

**Temporary Energy Data**

**\* Are temporary values being used for energy data? ([what is this?](#))**

Yes  
 No

Temporary values for meter readings used from  to

- Select an Energy Type
- Electricity
  - Natural Gas
  - Fuel Oil (No. 2)
  - District Steam
  - Wood
  - Propane
  - Liquid Propane
  - Other
  - Kerosene
  - Fuel Oil (No. 1)
  - Fuel Oil (No. 4)
  - Fuel Oil (No. 5 and No. 6)
  - Diesel
  - Coal (anthracite)
  - Coal (bituminous)
  - Coke
  - District Hot Water
  - District Chilled Water

- i. Have to specify 12 Month Period covering entire calendar year.–
- ii. Considerations for fuel oil deliveries and full calendar year.

## Enter Energy Use: Electrical

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.

### Meter Information

**Fuel Type:** Electricity, Grid Purchase (kWh (thousand Watt-hours))  
**Space(s):** Entire Facility

Add Energy Use:			
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)
01/01/2010	01/31/2010		\$
02/01/2010	02/28/2010		\$
03/01/2010	03/31/2010		\$
04/01/2010	04/30/2010		\$
05/01/2010	05/31/2010		\$
06/01/2010	06/30/2010		\$
07/01/2010	07/31/2010		\$
08/01/2010	08/31/2010		\$
09/01/2010	09/30/2010		\$
10/01/2010	10/31/2010		\$
11/01/2010	11/30/2010		\$
12/01/2010	12/31/2010		\$

CANCEL

SAVE

## 5. GENERATE ENERGY REPORT

- Visit building summary page (page with meters and energy use summary for particular building).

[Home](#) > [My Portfolio](#) > [Sample Facility](#)

Facility Summary: **Sample Facility**

[How do I use this page?](#)

Building ID: 2336719

Level of Access: Building Data Administrator

Electric Distribution Utility: Consolidated Edison Co-NY Inc ([change](#))

Regional Power Grid: [NPCC NYC/Westchester](#)

[Select my Power Generation Plant](#) to calculate my electric emissions rate

Electric Emissions Rate (kgCO<sub>2</sub>e/MBtu): 108.7 ([what is this?](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information <a href="#">Edit</a>	
Address: 123 Fake Street , New York, NY 10001	
Year Built: 1958	
Property Type: Single Facility	
Baseline Rating: <a href="#">N/A</a>	Current Rating: <a href="#">N/A</a>
<input type="checkbox"/> View Period Ending Dates	
Water Period Ending Dates Current: February 2000 Baseline: N/A	Energy Period Ending Dates Current: March 2010 Baseline: N/A
Eligibility for the ENERGY STAR	
Not Eligible: Rating must be 75 or above	

- Select appropriate period in following webpage along with report contents (Statement of Energy Performance, Data Checklist and Facility Summary).

Indicate the Period Ending Date for which to Generate this Statement

\*Period Ending Date:

Optional Contact Information:

Select the Organization that owns this facility:

Select the Primary Point of Contact for this statement:

Select the Certifying Professional for this statement:

[Add/Edit Contacts and Organizations](#)

Report Options:

\* Select one or more of the following options:

Statement of Energy Performance (for uses other than applying for the ENERGY STAR)

Data Checklist

Facility Summary

Statement for Display Purposes (Only for buildings with ratings - must select valid 12 month rating period)

- c. Save PDF file that is generated and submit to weblink to be provided on Plan NYC website. Weblink may also require custom report to be completed within EPA portfolio manger.
- d. This service can also be obtained from a professional firm, such as RAND Engineering & Architecture, PC.