

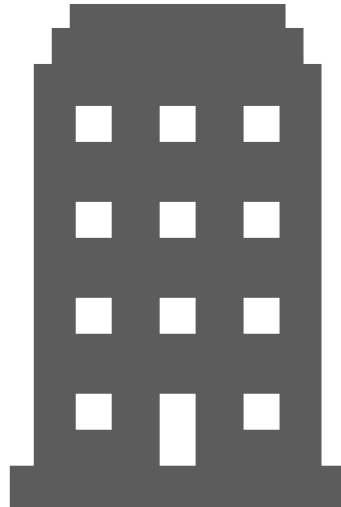
**Building Energy and Water Scoring
*Property Scenarios & How To Benchmark Them***

On my property, I have:

- One Building
- Multiple Buildings, classified as:
 - Education K-12, Multi-Family, Hospital, Hotel, or Senior Care
 - Other Commercial
- Different Scenarios

Scenario

- ✓ 1 building
- ✓ 5,000+ ft²



Next Steps

- Refer to [Portfolio Manager Next Steps](#)

In Portfolio Manager:

- Set up as one property
- Enter building details and use types for the Portfolio Manager property

Multiple Buildings

Scenario

- ✓ More than 1 building
- ✓ Buildings collectively add up to 5,000+ ft²
- ✓ Classified as Education K-12, Multi-Family, Hospital, Hotel, or Senior Care



Next Steps

- Refer to [Portfolio Manager Next Steps](#)

In Portfolio Manager:

- Set up as parent property with child properties
- Enter building details and use types for each child property individually
- The whole property will be scored as a Portfolio Manager 'campus'

Scenario

- ✓ More than 1 building
- ✓ 1 or more buildings are 5,000+ ft²
- ✓ **Not** classified as Education K-12, Multi-Family, Hospital, Hotel, or Senior Care



Next Steps

- Refer to [Portfolio Manager Next Steps](#)

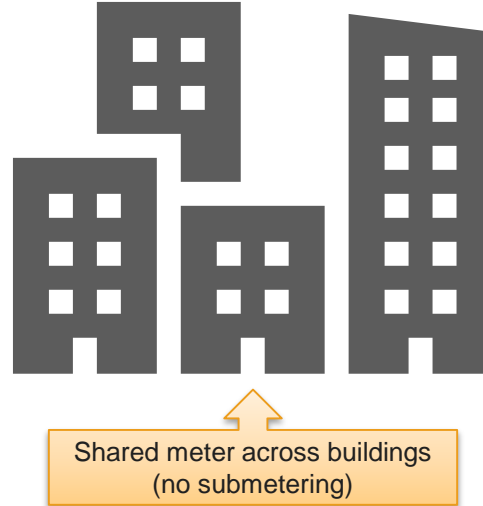
In Portfolio Manager:

- Set up each building as its own property
 - Only applies to individual buildings 5,000+ ft²
- Enter building details and use types for each Portfolio Manager property individually

- My building has / buildings have:
 - A shared meter across buildings (e.g., no submetering)
 - Connected buildings (e.g. are touching and are not separated by an alley, sidewalk, or driveway) and/or Shared functional space (e.g. underground parking, atrium, conference space)
 - A strip mall with some units that could receive an ENERGY STAR score

Scenario

- ✓ More than 1 building
- ✓ Shared energy system that is not sub-metered



Next Steps

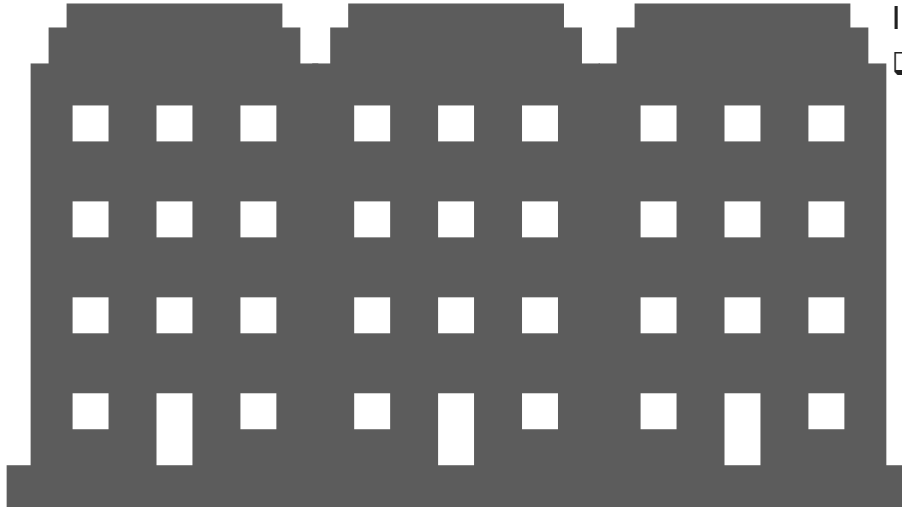
- ❑ Refer to [Portfolio Manager Next Steps](#)

In Portfolio Manager:

- ❑ Education, Multi-Family, Hospital, Hotel, Senior Care
 - ❑ Set up as parent property with children properties, making each building its own child property whenever possible
 - ❑ Combine buildings into one child property as needed due to shared meter
- ❑ Other Commercial
 - ❑ Set up each building as its own property whenever possible
 - ❑ Combine buildings into one property as needed due to shared meter

Scenario

- ✓ More than 1 building
- ✓ Buildings connected by shared spaces



Next Steps

- ❑ Refer to [Portfolio Manager Next Steps](#)

In Portfolio Manager:

- ❑ Buildings will need to be benchmarked as one property if they are not separately metered
 - ❑ If there is functional space that cannot be divided among the buildings (e.g. underground parking, atrium, conference space), then benchmark as one property
 - ❑ If functional space can be divided among the buildings or no functional space is shared, then benchmark separately as individual properties

Scenario

- ✓ More than 1 building
- ✓ Buildings are part of a strip mall



Benchmark Strip Mall as 1 property

Benchmark Grocery Store separately for ENERGY STAR score

Next Steps

- ❑ Refer to [Portfolio Manager Next Steps](#)

In Portfolio Manager:

- ❑ Strip malls are typically benchmarked as one property, unless a driveway divides the strip mall into two separate buildings
 - ❑ An individual retail store may be benchmarked separately if it qualifies for an ENERGY STAR score, *and* is separately metered

- ❑ Create a free [Portfolio Manager](#) account
- ❑ Create a Portfolio Manager property or properties
 - ❑ Refer to the [basic property scenarios](#)
 - ❑ Watch the ENERGY STAR [tutorial video](#)
- ❑ Gather and input building details and use types in Portfolio Manager
 - ❑ Review the Portfolio Manager [use types](#)



- Create your virtual electric meter, natural gas meter, and water meter for each property (Watch the ENERGY STAR [tutorial video](#))
 - Electricity
 - Select the 'purchased from the grid' electric meter option to create one virtual meter
 - Use 'kWh' for the units
 - If you have solar panels or other on-site generation, create a second virtual electric meter for your on-site renewables. (Find out more [here](#).)
 - Natural Gas
 - Select the 'natural gas' meter option to create one virtual meter
 - Use 'therms' for the units (*If you use a transport gas provider, use the units provided on your bill.*)
 - Water
 - Select the Municipally Supplied Potable Water, Indoor meter option to create one virtual meter
 - Use 'gallons' for the units
 - Other
 - If you have other sources of energy at your property (such as co-generation, steam, chillers, or generators), you will want to include those as well.



- Request data from your service providers
- Verify your data through the Portfolio Manager data quality checker
- Report to the City of Fort Collins
- Use Portfolio Manager to track your building performance