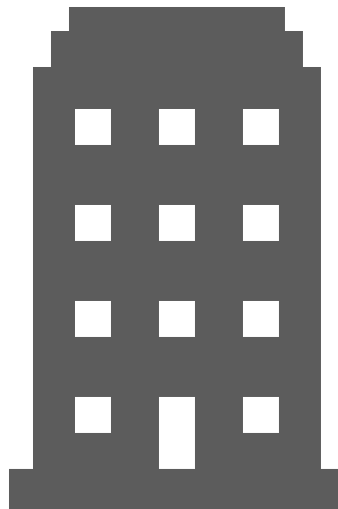Building Energy and Water Scoring
Property Scenarios & How To Benchmark Them

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+ ft^2

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+ ft^2
- ✓ 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'

Education K-12, Multi-Family, Hospital, Hotel, and Senior Care can be considered a 'campus' in Portfolio Manager. Refer to ENERGY STAR Portfolio Manager for information on what constitutes a campus. Find out more about how to benchmark a campus here.

Multiple Buildings

Scenario

- ✓ More than 1 building
- ✓ 1 or more buildings are 5,000+ ft^2
- ✓ **Not** classified as Education K-12, Multi-Family, Hospital, Hotel, or Senior Care

Next Steps
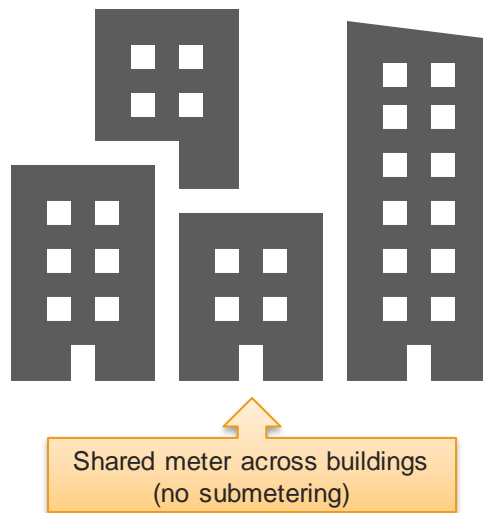
- ❑ Refer to Portfolio Manager Next Steps

In Portfolio Manager:

- ❑ Set up each building as its own property
  - ❑ Only applies to individual buildings 5,000+ ft^2
- ❑ 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

Shared meter across buildings (no submetering)

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
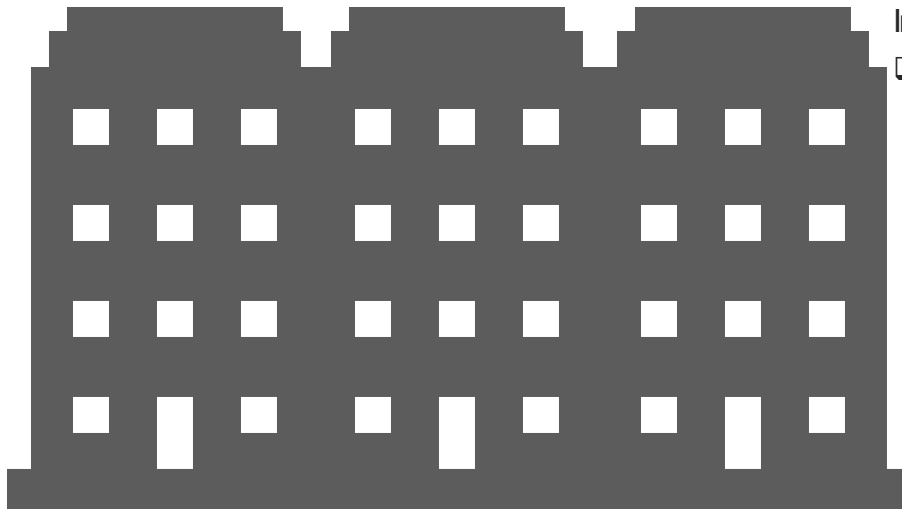
Next Steps

- ❑ 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 'mixed indoor/outdoor' water 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

Have questions about your property scenario or setting up your property in Portfolio Manager?

- Visit us at fcgov.com/bews

- Check out the Energy Star Portfolio Manager FAQ page <u>here</u>

- Attend a help session with Fort Collins Utilities staff: Every first and third Tuesday at Dazbog Coffee (on Cherry Street) form 8:00-10:00am (March-May 2019)