Benchmarking Checklist

Before submitting your benchmarking report, please review the following in ENERGY STAR Portfolio Manager:

☐ **Covered Buildings List**
- Did you check the **Covered Buildings List for Benchmarking Compliance in 2024** to find your property?
- Did you check the second column of the list to see if water reporting is required?

☐ **Energy Usage**
- Is your Energy Use Intensity (EUI) data greater than 5 kBtu/sq ft and less than 1,000 kBtu/sq ft? Check your Basic Meter Information under the 'Energy' tab to ensure the right units are used.
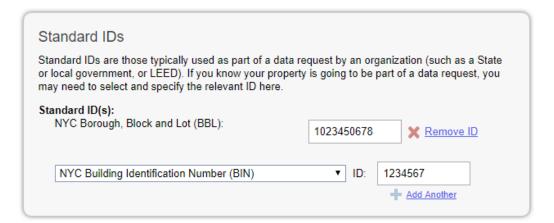
☐ **Property Use Details**
- Check the basic information and property uses in the 'Details' tab for each building of a property. Ensure that the gross floor area of the building is not zero.
- Do the floor areas of all property uses add up to the total gross floor area?

☐ **Default Values**
- Make sure no default values were used.

☐ **BBL and BIN**
- Did you enter your BBL and BIN in the required format in the 'Standard IDs' box under property details?
- If not, click on the 'Details' tab and select 'Edit' under 'Unique Identifiers'

☐ **Campus Property**
- Do you need to benchmark your property as a campus? (If there is more than one building on your tax lot, you probably do. Download **How to Benchmark a Campus** here.
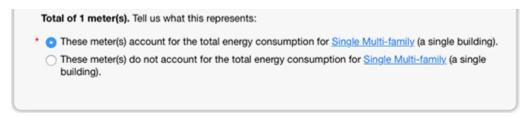
Did you:

- ✓ Create a parent property with the number of buildings?
- ✓ Create a child property for each building?
- ✓ Enter the BBL and BIN of each property separated by a semicolon under the Parent Property?
- ✓ Load data for meters that are shared by two or more buildings into the parent property?
- ✓ Load data for meters that are used by a single building into the appropriate child property?
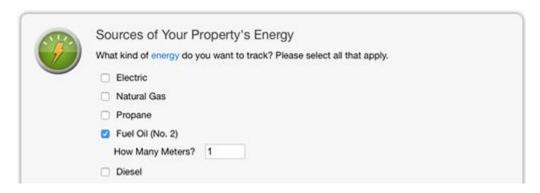
☐ **Metered Areas**

- If your property (tax lot) has only one building, did you indicate that you reported energy use for the whole building?

NOTE: Perform the whole building check for the water metered area if reporting water

☐ **Energy Data**

- Have you shared your property with Con Edison and/or National Grid?
- Have they uploaded all your energy data?
- If your property uses fuel oil or any other energy NOT provided by Con Edison or National Grid, have you collected and entered your usage data?
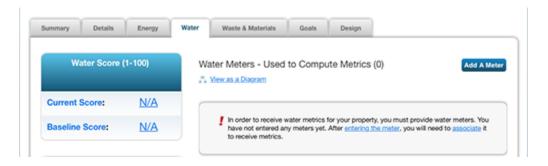

- If your property uses fuel oil did you mark the meter 'Enter as Delivery'?
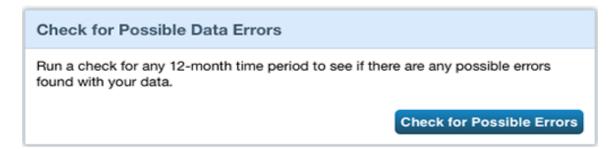
☐ **Water Data**

- If you are required to benchmark water, have you shared your property with DEP?
- Have you received your data upload from DEP?

☐ **Errors**

☐ **Submission to the City**

- Did you retrieve the web-link to current reporting template from the Department's Benchmarking webpage and submit your report to NYC?
- Did you receive the submission confirmation email from Energy Star after sending your report?
- Did you receive an error message(s) from **sustainability@buildings.nyc.gov** following your submission? If yes, make sure to correct the errors as per email(s) sent to you and resubmit the report to the City via the reporting template.