

BENCHMARKING GUIDE FOR 2012 REPORTING PERIOD

If you submitted your benchmarking report for 2011 last year and now need to submit your report for 2012, this document will guide you through all the required steps for this year's benchmarking:

- 1- **ADD 2012 ENERGY DATA**
- 2- **ADD 2012 WATER DATA (IF APPLICABLE)**
- 3- **ADD SECONDARY BUILDING IDENTIFICATION INFO (BBL and BIN numbers)**
- 4- **UPDATE RESIDENTIAL/MULTIFAMILY INFO**
- 5- **SUBMIT REPORT TO CITY**

(NOTE: If you received a violation even though you submitted your 2011 report, you can contest the violation by following the directions **exactly** as outlined on your [violation letter](#) – you will need to include documentation that you submitted your 2011 report).

TO COMPLETE THE 2012 REPORT CORRECTLY, FOLLOW THE STEPS DETAILED BELOW

STEP 1 – ADD 2012 ENERGY DATA

You must have your 2012 data ready to be put into Portfolio Manager, whether you have the actual energy bills, or if you ordered an Aggregated Data Spreadsheet from Con Edison/National Grid, or if you are using the Default Data provided by the City.

- Go to the Portfolio Manager website at www.energystar.gov/benchmark and log into your account via the greyish-blue log-in box on the right-hand side of the page.
- After logging in, from the Home page, click “Access My Portfolio”, then click on the name of your facility to open to the Facility Summary page (which should look like this, below)

Portfolio Manager Login

Username:

Forgot your username?

Password:

Forgot Your Password?

New User? Register

Login

ENERGY STAR PORTFOLIO MANAGER

Home > My Portfolio > SAMPLE OFFICE

Facility Summary: **SAMPLE OFFICE**
[How do I use this page?](#)

Building ID: 2647360
Level of Access: Building Data Administrator

Power Generation Plant: New York University Central Plant ([change](#))
[Select my Electric Distribution Utility](#) to calculate my electric emissions rate
Electric Emissions Rate (kgCO₂e/MBtu): 140.2

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

| General Information Edit | |
|--|---|
| Address: 100 Paper St , New York, NY 10022 | |
| Year Built: 1960 | |
| Property Type: Single Facility | |
| Baseline Rating: 100 | Current Rating: 100 |
| View Period Ending Dates | |
| Water Period Ending Dates Current: December 2012 Baseline: December 2011 | Energy Period Ending Dates Current: December 2012 Baseline: November 2010 |
| Eligibility for the ENERGY STAR | |
| Eligible to Apply for the ENERGY STAR | |

- Then go to your Energy Meters table - scroll down to the 3rd table on this page.
(NOTE: you should have ALL of your building’s energy meters listed here from last year – electricity, along with gas, or oil, or steam, whichever types of energy your building uses).
- To add the 2012 energy data, you will have to open each meter and add the 12 months of data – start by clicking the first meter (in our example it is “Meter 1 - Electricity”):

| Energy Meters Add Meter Update Multiple Meters View All Meter Data in Excel | | | | | | |
|---|---|-----------------|-----------------------------|---|-------------------|------------------------------|
| Meter Name | Energy Type | Space(s) | Last Meter Entry (End Date) | Alerts | Read/Write Access | |
| Meter 1 - Electricity | Electricity - Grid Purchase (kWh (thousand Watt-hours)) | Entire Facility | 12/31/2011 | Data > 120 days old. more | | Delete Meter |
| Meter 2 - Gas meter | Natural Gas (therms) | Entire Facility | 12/31/2011 | Data > 120 days old. more | | Delete Meter |

The energy meters for this facility quantify common area consumption only. This is consumption of all common spaces, and it does not include energy consumption within tenant spaces, which may be metered separately. ([Change Metering Configuration](#))

- This will open up the list of monthly energy data that you entered last year for 2011, and at the top of this list you will see a link that says “Add Meter Entries”:

| Edit Energy Use: | | | |
|--------------------------|-------------------------|-----------------------|--|
| Remove Entry | Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | Energy Use (kWh (thousand Watt-hours)) |
| <input type="checkbox"/> | 12/01/2011 | 12/31/2011 | 68.00 |
| <input type="checkbox"/> | 11/01/2011 | 11/30/2011 | 70.00 |
| <input type="checkbox"/> | 10/01/2011 | 10/31/2011 | 60.00 |
| <input type="checkbox"/> | 09/01/2011 | 09/30/2011 | 50.00 |
| <input type="checkbox"/> | 08/01/2011 | 08/31/2011 | 44.00 |
| <input type="checkbox"/> | 07/01/2011 | 07/31/2011 | 19.00 |
| <input type="checkbox"/> | 06/01/2011 | 06/30/2011 | 50.00 |
| <input type="checkbox"/> | 05/01/2011 | 05/31/2011 | 46.00 |
| <input type="checkbox"/> | 04/01/2011 | 04/30/2011 | 42.00 |
| <input type="checkbox"/> | 03/01/2011 | 03/31/2011 | 57.00 |
| <input type="checkbox"/> | 02/01/2011 | 02/28/2011 | 76.00 |
| <input type="checkbox"/> | 01/01/2011 | 01/31/2011 | 77.00 |
| <input type="checkbox"/> | 12/01/2010 | 12/31/2010 | 73.00 |

After you click “Add Meter Entries”, follow the prompts as indicated:

Add Meter Entries: Meter 1 - Electricity
 Please select the number of meter entries to add, enter the start date for these meter entries, and select Continue. If you do not wish to add meter entries to this meter at this time, select "Do Not Add Meter Entries"

REQUIRED

Select Number of Meter Entries to be added and Start Date for first entry:

| Meter Entries to Add | Start Date (MM/DD/YYYY) | Energy Type | Units |
|----------------------|-------------------------|-------------|---------------------------|
| 12 | 01/01/2012 | Electricity | kWh (thousand Watt-hours) |

DO NOT ADD METER ENTRIES CONTINUE

Choose start date of 01/01/2012

Click continue

Choose 12 months

This will now give you 12 blank cells to fill in your energy usage (cost is optional).
 When done, CLICK SAVE AT THE BOTTOM.

Add Energy Use:

| Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | Energy Use (kWh (thousand Watt-hours)) | Cost - US Dollars (optional) |
|-------------------------|-----------------------|--|------------------------------|
| 01/01/2012 | 01/31/2012 | | \$ |
| 02/01/2012 | 02/29/2012 | | \$ |
| 03/01/2012 | 03/31/2012 | | \$ |
| 04/01/2012 | 04/30/2012 | | \$ |
| 05/01/2012 | 05/31/2012 | | \$ |
| 06/01/2012 | 06/30/2012 | | \$ |
| 07/01/2012 | 07/31/2012 | | \$ |
| 08/01/2012 | 08/31/2012 | | \$ |
| 09/01/2012 | 09/30/2012 | | \$ |
| 10/01/2012 | 10/31/2012 | | \$ |
| 11/01/2012 | 11/30/2012 | | \$ |
| 12/01/2012 | 12/31/2012 | | \$ |

CANCEL SAVE

>>> You must repeat this for EACH of your energy meters. And, if you have multiple buildings, you must do this for all of your other buildings as well.

STEP 2 - ADD 2012 WATER DATA (if applicable)

Starting this year, for covered buildings with automatic water meters (AMRs) installed for all of 2012, benchmarking water usage is mandatory.

- Check to see if your building is on the [2012 AMR Covered Building List](#)

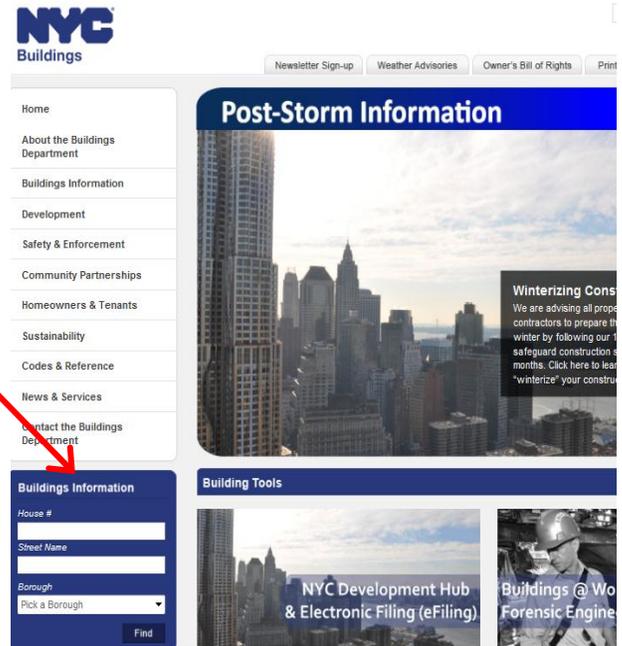
- If your property is listed, follow the step-by-step guidance from the Department of Environmental Protection on how to benchmark your water in Portfolio Manager:
 - a. How to [automatically upload your water consumption](#), or
 - b. How to [manually input your water consumption](#)

- If you still are having trouble with inputting your water data, refer to:
 - a. [Water benchmarking FAQ](#)
 - b. [Automatic water benchmarking error guide](#)
 - c. Email your questions to Waterbenchmarking@dep.nyc.gov

STEP 3 – ADD SECONDARY BUILDING IDENTIFICATION INFO (BIN, BBL numbers)

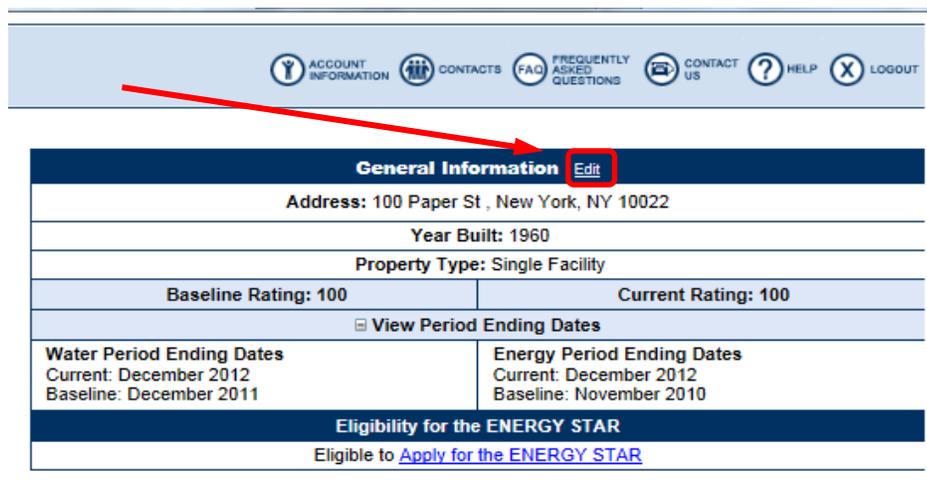
First we'll show you **WHERE TO GET** the BIN and BBL.

- You can find your **BIN** (Building Identification Number) and **BBL** (Borough, Block and Lot) via the Dept. of Buildings. Type www.nyc.gov/buildings into your web browser.
- In the lower-left-hand corner of this screen, find the “*Buildings Information*” lookup box. Enter your street address and borough and click “Find”:
- A new window will then open that contains both your BIN as well as your BBL numbers.



Now you must **ENTER YOUR BIN and BBL** into the **CORRECT LOCATIONS** in Portfolio Manager.

- Back in Portfolio Manager, go to your “Facility Summary” page, and on this facility summary page, in the top right-hand corner find the “General Information” box. Click on the small “Edit” link.



- This will open to the edit page for your building’s general info – scroll down to the bottom of this page, and you’ll find two fields – the first is the “Notes” field, and the second is the “Unique Building Identifier” field:

Notes:

This field is optional and can be used to record any information (up to 1000 characters) pertaining to this facility.

Unique Building Identifier:

The unique building identifier is an optional field you can use to help keep track of your building and/or link it to other databases. Some example uses of the Unique Building Identifier include: a company-specific ID to export for company reports; the EISA 432 "Agency Designated Covered Facility ID" required for matching this building to the covered facility in CTS; or a local jurisdiction Building ID to comply with local laws.

In the **NOTES** field, **your BBL should already be there from last year** – it must also be in the **correct 10-digit format:** (i.e. 1-12345-1234)

- If it is not in the correct 10-digit format, **this may be why you got a violation** even though you submitted your 2011 report. Take this opportunity to fix it now.
- The first digit is the borough number. Borough numbers are as follows: Manhattan=1; Bronx=2; Brooklyn=3; Queens=4; and Staten Island=5.
- The next five digits are the block number. If the block is less than **five** digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845).
- The last four digits are the lot number. If the lot is less than **four** digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027).
- If you have multiple BBL’s for your building, **add them all** separated by a semicolon ;

In the **Unique Building Identifier field**, you must enter your **7-digit BIN**.

- There is no special format for the BIN, just type in the 7-digit number and nothing else.
- If you have multiple BIN’s for your building, add them all separated by a semicolon ;

>>> CLICK SAVE IN THE LOWER RIGHT-HAND CORNER OF THIS PAGE!

STEP 4 – UPDATE RESIDENTIAL/MULTIFAMILY INFO (if applicable)

If you have a Residential buildings (i.e. what Portfolio Manager calls “Multifamily Housing”), you must fill in the data for ALL space attributes, even though they say “optional”.

NOTE: this step is for MULTIFAMILY RESIDENTIAL ONLY (i.e. Apartment buildings).

- This **DOES** include any apartment buildings even if they contain other space types too, such as retail store, grocery store, office space, hotel, etc.
- This **DOES NOT** include spaces such as Senior Care Facility, Dormitories, Colleges, etc.

To complete this step, return to the Facility Summary page for your Multifamily Residential building (i.e. click on the facility name listed on the “My Portfolio” page). Then scroll down to the “Space Use Table”, which is located right above the Energy Meter Table.

In this example we have 3 space types – the Multifamily Housing (i.e. Apartment Bldg.), the Retail (ie. Florist), and the Supermarket/Grocery (i.e. Small Grocery Store). You only need to edit the Multifamily Housing space, not the other spaces in your building.

Click on the Space Name to open it.

| Space Use Add Space | | | | | |
|-------------------------------------|---------------------|----------------------|--------------|--|------------------------------|
| Space Name | Space Type | Floor Area (Sq. Ft.) | % Floor Area | Alerts | |
| Apartment Bldg | Multifamily Housing | 50,000 | 83 | >10% of Total Floor Space more info | Delete Space |
| Florist | Retail | 5,000 | 8 | | Delete Space |
| Small Grocery Store | Supermarket/Grocery | 5,000 | 8 | | Delete Space |
| Total | | 60,000 | 99 | | |

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](#))

This will bring you to the “**Edit Multifamily Housing Space**” page. Those “Space Attribute Values”, circled in red below, are what you must fill in if they are blank. To do this, click the “Edit” button(s).

Home > My Portfolio > Sample NYC Apt Building > Edit Multifamily Housing Space

Edit Multifamily Housing Space: Apartment Bldg

To edit a space attribute, please select the "Edit" link at the far right of each row.

REQUIRED

*Space Name:

| Space Attribute | Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) <small>What is this?</small> | Use Default Value | Units | Effective Date (when this Attribute Value was first true) <small>What is this?</small> (MM/DD/YYYY) | Last Updated | |
|---|---|-------------------|---------|--|-------------------------|----------------------|
| Gross Floor Area (required for benchmarking) | 50000 | N/A | Sq. Ft. | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Total number of units | 50 | | | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Total number of bedrooms | 100 | | | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Maximum number of floors in the tallest building/tower | | | | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Percent of gross floor area that is common space only | | | % | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Total number of laundry hookups located in all individual apartment units (not including laundry hookups located in common areas) | | | | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |
| Total number of laundry hookups located in a common area that are either pay-per-use or shared | | | | 01/01/1985 | 04/11/2012 by DH_LEIFER | Edit |

- On the next page that opens, enter in the required information (if you do not have exact information, give a reasonable estimate).

You must also select the “**Correct**” option, NOT the “Update”, at the top (circled in red).

Use this option if the attribute's value has changed recently.
 Update. This attribute changed recently.

Use this option if you entered an incorrect value by mistake and need to correct it.
 Correct. This attribute was entered in error.

| Space Attribute | Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) <small>What is this?</small> | Units | Effective Date (when this Attribute Value was first true) <small>What is this?</small> (MM/DD/YYYY) |
|---|---|-------|--|
| Percent of gross floor area that is common space only | <input type="text"/> | % | 01/01/1985 |
| <input type="checkbox"/> For Temporary Use? | | | |

>>> Be sure to click SAVE when you are done. Repeat this for ALL the Space Attributes for your building.

STEP 5 – SUBMITTING YOUR REPORT TO THE CITY

Finally, for detailed step-by-step instructions on how to correctly submit your report to the City, read the section “[Submission to the City](#)”.

NOTE: YOU MUST WAIT 24 HOURS after you make ANY changes to your Portfolio Manager account before submitting your report so that your changes upload to the Portfolio Manager system. **DO NOT WAIT UNTIL MAY 1st to submit.**

After submitting your report...

>>>YOU WILL RECEIVE A CONFIRMATION EMAIL FROM [BUILDINGS@ENERGYSTAR.GOV!](mailto:BUILDINGS@ENERGYSTAR.GOV)

This is your proof that you submitted your report; keep this email for your records.