

## Greener, Greater Buildings Plan Digest, Vol. 29 – May 21, 2013

### ANNOUNCEMENTS

- **LL87 – Draft Energy Audit Reporting Form Available**
  - The Department of Buildings has released the draft version of the reporting form for [Energy Audits](#) (the Retro-commissioning reporting form will be integrated in the next version).
  - The [Energy Audit Reporting form](#) is an Excel file. You must enable Macros in order to input data. The draft version will not allow you to save the data, and is provided for informational purposes only at this time.

### REMINDERS

- **LL84 – May 31 Reporting Deadline Approaching**
  - This is a reminder to complete your benchmarking report by next Friday, May 31.
- **LL84 – Portfolio Manager Fully Restored**
  - All users should have been emailed instructions for resetting their passwords. If not, [log into Portfolio Manager](#) with your user name and old password and you will be emailed a link to reset your password. This password reset is REQUIRED for all Portfolio Manager users. If additional assistance is needed, please direct all password reset related questions to the ENERGY STAR Hotline at [hotline@energystar.gov](mailto:hotline@energystar.gov) or 1-888-782-7937.
  - To submit your completed benchmarking report to the City, use the [NYC 2012 Reporting Template](#), after resetting your password.
- **LL84 – Portfolio Manager Upgrade**
  - This summer, Portfolio Manager will transition to a new interface, streamlined functionality, and improved usability, and will not be available for use from June 26 through July 9. The new Portfolio Manager Upgrade will launch on July 10. [Visit the EPA project page](#) for more information, and informational webinars.
- **LL84 – Con Ed Aggregated Data Request Dates**
  - Complete the Aggregated Consumption Request form and email by May 23.
  - Submit payment by May 28.
  - Read more information on the [Con Ed Benchmarking website](#).
- **LL84 – DEP Water Upload Schedule for the Automated Benchmarking Services (ABS)**
  - Weekly uploads will occur from May 6 – May 22.
  - Daily uploads will occur from May 23 – May 29.