

Greener Greater Buildings Plan Weekly Digest, Vol. 3**NEW**

1. **Upcoming Outreach Sessions:** Two free, informational forums for the public about benchmarking, with emphasis on water benchmarking. Register by emailing sustainability@buildings.nyc.gov with “RSVP for Benchmark Session <date>” in subject line. Check nyc.gov/ggbp for updated information. Please pass this along to anyone who you think can benefit from attending.
 - **Session 1 - Monday, April 9th, 1 – 2:30pm, 280 Broadway, 6th Fl. Training Rm**
 - **Session 2 - Tuesday, April 24th, 10 – 11:30am, 280 Broadway, 6th Fl. Training Rm**

REMINDERS

1. **May 1st deadline!** As Local Law 84 states, May 1st is the compliance deadline. Last year’s extensions no longer apply. Please ensure all covered buildings are benchmarked by May 1st to avoid receiving a violation.
2. **In the “Notes” field of Portfolio Manager:**
 - Enter the ten-digit **BBL** number of your property being benchmarked
 - For multiple buildings on multiple lots being benchmarked together, enter each **BBL** number separated by a semi-colon, but without a space.
For example: 3-00845-0027;3-00845-0029;3-00845-0030
 - Do NOT include any other text in the “Notes” field!
3. **In the “Unique Building Identifier” field of Portfolio Manager:**
 - Enter the seven-digit **BIN** of your building
 - For multiple buildings on a lot being benchmarked together, enter each **BIN** number separated by a semi-colon, but without a space.
For example: 1234567;2345678;3456789
 - Do NOT include any other text in the “Unique Building Identifier” field!

Thank you from the Mayor’s Office of Long-Term Planning and Sustainability!
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Greener Greater Buildings Plan Weekly Digest, Vol. 4**Upcoming Deadlines & Events**

- **Wednesday, April 11th: Con Ed deadline to request aggregated energy data**
 - After April 11th, Con Ed does not guarantee that you will receive data by the May 1st compliance deadline
 - [Click to learn how to contact Con Ed for the aggregated energy consumption data](#)
- **Thursday, April 12th: Last AEA Benchmark Training**
 - Register online at www.aeanyc.org
- **Monday, April 16th: Automated Benchmarking Services for water will be available**
 - Check the GGBP website to review tutorials on automatic and manual water benchmarking in Portfolio Manager, www.nyc.gov/ggbp
- **Friday, April 20th: National Grid deadline to request aggregated energy data**
 - After April 20th, National Grid does not guarantee that you will receive data by the May 1st compliance deadline
 - [Click to learn how to contact National Grid to request aggregated energy data](#)
- **Tuesday, April 24th: Free Benchmark Outreach Session**
 - Session 2 - Tuesday, April 24th, 10 – 11:30am, 280 Broadway, 6th Fl. Training Rm
 - Register by emailing sustainability@buildings.nyc.gov with “RSVP for Benchmark Session April 24th” in subject line.
 - [Click here for the presentation](#) given by the Mayor’s Office of Long-Term Planning and Sustainability at Session 1 on Monday, April 9th. Presentations were also given by the DOB, DOF and DEP.
- **April 12th – May 10th: Benchmark Help Center increased live hours:**
 - Mondays & Thursdays, 10am – 5pm and Wednesdays, 10am – 2pm
 - Dial 3-1-1 and ask for help with Portfolio Manager, or direct (212) 788-9704 or (212) 442-7901
 - Last live day is Thursday, May 10th

VIOLATIONS

- **Violations for 2010 Benchmarking Non-Compliance have been issued:**
 - Check the GGBP website to view a sample violation letter issued from DOB www.nyc.gov/ggbp
 - This is a one-time violation for 2010 non-compliance, which will be dismissed with the payment of the \$500 penalty.
 - After paying the penalty fee, the City suggests you focus on benchmarking for 2011 compliance by May 1st, rather than submitting the 2010 data.

REMINDERS

- **May 1st deadline!** As Local Law 84 states, May 1st is the compliance deadline. Last year's extensions no longer apply. Please ensure all covered buildings are benchmarked by May 1st to avoid receiving a violation.

Thank you from the Mayor's Office of Long-Term Planning and Sustainability!

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Greener Greater Buildings Plan Weekly Digest, Vol. 5**1. Automatic Benchmarking of Water Data**

The Department of Environmental Protection has announced that their Automatic Benchmarking Services (ABS) for water upload will be available next week (potentially as early as Monday, April 16th). Given that the Department of Environmental Protection (DEP) will have the capability of importing water data for buildings with Automatic Meter Readers (AMR) next week, any building submitting to the City after ABS is available will be required to include their water data via DEP. We will send a notification once it officially launches.

- Find a revised list of covered buildings with an AMR installed (in .XLS) and a revised tutorial for setting up automated water benchmarking (in .PDF) on the GGBP website, www.nyc.gov/ggbp.

2. Benchmarking Guidance for Data Centers, TV Studios and Trading Floors

Below are instructions from the Mayor's Office of Long-term Planning and Sustainability (OLTPS) on how to identify and benchmark the following space types: data centers, TV studios and trading floors. This methodology is for 2012 only. The City will revisit this guidance in 2013.

Definitions:

- **Data Center** (as defined by the EPA in Portfolio Manager) – spaces specifically designed and equipped to meet the needs of high density computing equipment such as server racks, used for data storage and processing. Typically these facilities require dedicated uninterruptible power supplies and cooling systems. Data Center functions may include traditional enterprise services, on-demand enterprise services, high performance computing, internet facilities, and/or hosting facilities. Often Data Centers are free standing, mission critical computing centers. When a data center is located within a larger building, it will usually have its own power and cooling systems. The Data Center space is intended for sophisticated computing and server functions; it should not be used to represent a server closet or computer training area.
- **TV Studio** – A complex of rooms specifically designed for the origination of live television programs; in addition to the studio room in which the program takes place, usually includes support rooms such as the control room and equipment room.
- **Trading Floor** – Designated floor(s) or group of rooms specifically used for financial trading that exceed 11 computers per 1,000 gross square feet.

How to input:

- All data centers as defined by the EPA shall be entered into Portfolio Manager as the space type "Data Center."
- All TV studios and trading floors as defined above shall be entered into Portfolio Manager as the space type "Other-Other."
- For spaces that are used for financial trading, users may input 1.35 computers for workstations with more than one monitor.

Public Disclosure (In regard to the exception in Section 28-309.8 of [Local Law 84](#))

- If the TV studios and trading floors in a building constitute more than 10% of the gross area, the rating will be listed as N/A, and therefore will automatically not be disclosed by the City this year.
- If a building has TV studios, trading floors, and data centers that constitute more than 10% of the gross area, and a rating is generated, the building may opt out of rating disclosure by contacting OLTPS and providing the required documentation.

Thank you from the Mayor's Office of Long-Term Planning and Sustainability!

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Greener Greater Buildings Plan Weekly Digest, Vol. 6**CORRECTION**

INCLUSION OF WATER DATA FOR 2011 BENCHMARKING WILL NOT BE REQUIRED, due to concern in the industry that complying with this requirement may not always be possible at this late date. This is a change from the direction given in the **GGBP** Weekly Digest #5, dated April 13, 2012.

NOTICE**Automatic Uploading of Water Data is now LIVE, and inclusion of water data is highly encouraged.**

The Department of Environmental Protection (DEP) now has the capability of uploading water data directly into Portfolio Manager for buildings with Automatic Meter Readers (AMR) installed for all of 2011. Any building submitting to the City from this point on is highly encouraged to include their water data via DEP automatic uploading.

- Find a revised list of covered buildings with AMRs installed for all of 2011, and a revised tutorial for setting up automated water benchmarking (both in .PDF) on the Greener, Greater Buildings Plan website, www.nyc.gov/ggbp

Thank you from the Mayor's Office of Long-Term Planning and Sustainability!
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Greener Greater Buildings Plan Weekly Digest, Vol. 7**UPCOMING DEADLINE & EVENTS**

- **Launch of the new website for PlaNYC**
 - We're happy to announce the launch of the first ever green buildings and energy efficiency website for the City of New York, called [PlaNYC Green Buildings & Energy Efficiency](#). Read about the City's past efforts, the Greener, Greater Buildings Plan, other green regulations, new initiatives, financing and incentives, and more.
 - [Click here to go directly to the new Local Law 84: Benchmarking page](#). The old GGBP webpage will still be available through mid-May, [here](#), and will contain identical content, in different format. Note that after mid-May, the shortcut link www.nyc.gov/ggbp will go directly to the new website.
- **Friday, April 20th: National Grid deadline to request aggregated energy data**
 - After April 20th, National Grid does not guarantee that you will receive data by the May 1st compliance deadline.
 - [Click here for more information, found on the new "LL84 - How to Comply" site](#).
- **Tuesday, April 24th: Free Benchmark Outreach Session**
 - Session 2 - Tuesday, April 24th, 10 – 11:30am, 280 Broadway, 6th Fl. Training Rm
 - Register by emailing sustainability@buildings.nyc.gov with "RSVP for Benchmark Session April 24th" in subject line.
 - [Click here to see the new "General GGBP Outreach & Training" page](#). There you can download the presentations given by the Mayor's Office of Long-Term Planning and Sustainability and the Department of Environmental Protection at Session 1 on Monday, April 9th. Presentations were also given by the DOF and DOB.

CORRECTION

- **Updated list of covered buildings for water benchmarking**
 - Upon further review, the Department of Environmental Protection has identified 800 properties that met the eligibility requirement set by the law, but whose water data did not pass DEP's internal quality assurance standards. These properties may be eligible for CY2012 benchmarking.
 - [Click here to find the revised Water Benchmarking Eligibility list](#), in .PDF.

REMINDERS

- **Verify BBL and BIN**

The Department of Buildings reminds you of the importance of inputting the correct Borough, Block and Lot Number (BBL) in the "Notes" field, and the correct Building Identification Number (BIN) in the "Unique Building Identifier" field of Portfolio Manager. Failure to include the exact correct BBL and BINs in the correct fields could result in a violation.

Thank you from the Mayor's Office of Long-Term Planning and Sustainability!

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Greener Greater Buildings Plan Weekly Digest, Vol. 8**REMINDERS**

- **May 1st deadline approaches!**
 - As Local Law 84 states, May 1st is the compliance deadline. Last year's extensions no longer apply. Please ensure all covered buildings are benchmarked by May 1st to avoid receiving a violation.
- **24-hour wait period for Portfolio Manager before submitting your report to the City!**
 - Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. To meet the May 1st reporting deadline, all information required to benchmark your property(ies) must be completely and correctly entered into Portfolio Manager prior to or on April 30th. Once you have completed benchmarking, populate a report(s) for each property you are submitting to the City and click "Release Data" on or prior to 11:59pm on May 1st.
- **Verify BBL and BIN**
 - The Department of Buildings reminds you of the importance of inputting the correct Borough, Block and Lot Number (BBL) in the "Notes" field, and the correct Building Identification Number (BIN) in the "Unique Building Identifier" field of Portfolio Manager. Failure to include the exact correct BBL and BINs in the correct fields could result in a violation.
 - See below for more detailed instructions on how to properly identify your buildings:

BUILDING IDENTIFICATION

IMPORTANT - Must enter both BBL and BIN. Both of these mandatory building identifiers can be found at the top of your buildings' Property Profile Overview screen on the DOB's Building Information System (BIS) at www.nyc.gov/buildings.

In order for the City to credit the benchmarking report for each of building, it is essential that you enter both the 10-digit Borough, Block and Lot (BBL) number in the "Notes" field and all relevant 7-digit Building Identification Numbers (BINs) in the "Unique Building Identifier" (UBI) field in Portfolio Manager.

In the "Notes" field, enter the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit is the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
- Borough numbers are as follows: Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5
- 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).
- 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).

- For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027
- If you are separately benchmarking multiple buildings on a lot, use the same BBL for each building with the word "multiple" following the BBL. (example: 3-00845-0027multiple)
- Please do not enter any other information in the "Notes" field besides the building's BBL in the correct format.

Just below the "Notes" field you will find the "Unique Building Identifier" (UBI) free-text field. This year, it is required that you input your building(s) seven-digit Building Identification Number (BIN) in this field.

- If you are benchmarking multiple buildings on one tax lot together, you must include each building's BIN number in the "UBI" field. Enter each BIN number separated by a semi-colon, but without a space.
For Example: 1234567;2345678
- Please do not enter any other information in the "UBI" field besides the building's BIN in the correct format.

Thank you from the Mayor's Office of Long-Term Planning and Sustainability!

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