

**Greener Greater Buildings Plan Weekly Digest, Vol. 1**

**1. Warning: You must wait 24 hours after inputting data into 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.

**2. The link to submit your report for 2011 data is available, here:** [NYC LL84 Benchmarking 2011 Compliance Report](#). To meet the May 1, 2012 reporting deadline, all information required to benchmark your property(ies) must be completely and correctly entered into Portfolio Manager prior to or on April 30, 2012.

**3. Advisory: You can manually input your 2011 water consumption data, if your building had been outfitted with an Automatic Meter Reader (AMR) from the DEP for the entire calendar year of 2011.**

- Click to check [covered buildings with AMRs](#), and if you're on the list, click to review [manual water benchmarking instructions](#).

**4. Advisory: Deadline to request aggregated utility data is less than 1 month away!**

- Click for [Con Ed data request instructions](#). Requests must be received by Con Ed by April 11<sup>th</sup>.
- Click for [National Grid data request instructions](#). Requests must be received by National Grid by April 20<sup>th</sup>.

**5. Advisory: The Benchmark Help Center is back with live hours.** Call the Help Center by dialing 3-1-1 or directly at 212-442-7901 to receive live assistance with benchmarking your building on Mondays and Thursdays from 10 AM – 5 PM.

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