



The City of New York
 Mayor Michael R. Bloomberg

Local Law 84 of 2009, Benchmarking
Non-residential Tenant Information Collection Form

To: _____

From: _____

Date: _____

New York City law (LL84 of 2009) requires this building to annually benchmark its energy consumption. In order to comply with the law we need to collect the following information from you. Please fill out the information below and return to the location provided at the end of the document (page 6) no later than February 15th.

Thank you for your assistance.

Separately Metered Energy Data

Please enter the monthly energy consumption for your space for the previous calendar year for all energy types that apply in the chart below. Please indicate if the energy units are different than those suggested.

Month	Electricity (kWh)	Gas (therms)	Oil (gallons)	Steam (MLbs)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Applicable Space Use Attributes

Please fill out the information for the space type listed below that represents your leased area. If your space type is not listed fill out the information under "Other."

Bank/Financial Institution:

- _____ Gross floor area (SF)
- _____ Weekly operating hours
- _____ # of workers on main shift
- _____ # of personal computers
- _____ Percent of floor area that is air conditioned (>=50%, <50%, or none)
- _____ Percent of floor area that is heated (>=50%, <50%, or none)

Data Center:

_____ Gross floor area (SF)

_____ IT Energy Configuration – Select one from:

1. Uninterruptible Power Supply (UPS) Meter supports only IT Equipment. (Preferred)
2. UPS Meter includes non-IT load of 10% or less.
3. UPS Meter includes non-IT load greater than 10%. Non-IT load is sub-metered.
4. UPS Meter includes non-IT load greater than 10%. Non-IT load is not sub-metered.
5. Facility has no UPS Meter.
6. IT Energy is not current metered at this facility – Apply Estimates.

_____ IT Energy Data – 12 months of measured energy consumption data is required from either the UPS or PDU Meter, depending on IT Energy Configuration

Meter Type (select 1): UPS Output or PDU Input			
Month	Start Date	End Date	Energy Consumption (kWh)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Optional:

_____ UPS System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)

_____ Cooling System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)

Hospital (acute care and children's):

Required:

_____ Gross floor area (>20,000 SF)

_____ # of licensed beds

_____ Maximum # of floors

_____ Tertiary care facility – yes or no

Optional:

_____ Laboratory on-site – yes or no

_____ Laundry facilities on site – yes or no

_____ # of buildings

_____ Ownership status (drop down of options)

Hotel:

Required:

- _____ Gross floor area (SF)
- _____ # of rooms
- _____ # of workers on main shift
- _____ # of commercial refrigeration/freezer units
- _____ On-site cooking – yes or no
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Optional:

- _____ Hours per day the guests are on-site
- _____ # of guest meals served
- _____ Square footage of full-service spas
- _____ Square footage of gym/fitness center
- _____ Laundry processed at site (drop down of options)
- _____ Annual quantity of laundry processed on-site
- _____ Average Occupancy (%)

House of Worship:

- _____ Gross floor area (SF)
- _____ Maximum seating capacity
- _____ Weekdays of operation
- _____ Hours of operation per week
- _____ # of personal computers
- _____ Presence of cooking facilities - yes or no
- _____ # of commercial refrigeration/freezer units

K-12 School:

Required:

- _____ Gross floor area (SF)
- _____ # of personal computers
- _____ # of walk-in refrigeration/freezer units
- _____ High school - yes or no
- _____ Open weekends – yes or no
- _____ On-site cooking – yes or no
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Optional:

- _____ Months of use
- _____ School District

Medical Office:

- _____ Gross floor area (SF)
- _____ # of workers on main shift
- _____ Weekly operating hours
- _____ Percent of floor area that is **cooled** in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is **heated** in 10% increments (10%, 20%, 30%, etc.)

Multifamily Housing:

- _____ Gross floor area (SF)
- _____ # of occupied and unoccupied apartment units in building
- _____ # of bedrooms in building
- _____ Maximum # of floors
- _____ Percent of gross floor area that is common space only
- _____ # of laundry hookups located in all individual apartment units (not including laundry hookups located in common areas)
- _____ # of laundry hookups located in a common area that are either coin-operated or subsidized by the building owner
- _____ # of dishwashers in building
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of gross floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Affordable housing or market rate housing

Office:

- _____ Gross floor area (SF)
- _____ Weekly operating hours
- _____ # of workers on main shift
- _____ # of personal computers
- _____ Percent of floor area that is air conditioned (>=50%, <50%, or none)
- _____ Percent of floor area that is heated (>=50%, <50%, or none)

Other:*Required:*

- _____ Gross floor area (SF) (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)

Optional:

- _____ # of personal computers
- _____ Weekly operating hours
- _____ # workers on main shift

Parking:

- _____ Gross floor area that is enclosed (SF)
- _____ Gross floor area that is not enclosed with a roof (SF)
- _____ Gross floor area that is open (SF)
- _____ Weekly hours of access

Retail Store:

- _____ Gross floor area (SF)
- _____ Weekly operating hours
- _____ # of workers on main shift
- _____ # of personal computers
- _____ # of cash registers
- _____ # of walk-in refrigeration/freezer units
- _____ # of open & closed refrigeration/freezer cases
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- _____ Exterior entrance to the public – yes or no

Supermarket/Grocery Stores:*Required:*

- _____ Gross floor area (SF)
- _____ Weekly operating hours
- _____ Workers on main shift
- _____ On-site cooking – yes or no
- _____ # of walk-in refrigeration/freezer units
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Optional:

- _____ # of open or closed refrigeration/freezer cases
- _____ # of registers and/or personal computers

Residence Hall/Dormitory:*Required:*

- _____ Gross floor area (SF)
- _____ # of rooms
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Optional:

- _____ Computer lab on-site – yes or no
- _____ Dining Hall on-site– yes or no

Warehouse (Unrefrigerated):*Required:*

- _____ Gross floor area (SF)
- _____ Weekly operating hours
- _____ # of workers on main shift
- _____ # of walk-in refrigerators/freezer units
- _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

Optional:

- _____ Distribution Center – yes or no

Warehouse (Refrigerated):

_____ Gross floor area (SF)
_____ Weekly operating hours
_____ # of workers on main shift

Swimming Pool:

_____ Swimming pool size, choose from:
Olympic (50 meters x 25 meters)
Recreational (20 yards x 15 yards)
Short Course (25 yards x 20 yards)
_____ Indoor or outdoor
Optional:
_____ Months of use

Please return the completed form no later than February 15th to:

For information on the benchmarking law, please visit www.nyc.gov/ggbp.

For questions regarding this form, please contact _____.