



Data Quality Campus Labels (BEAM)

The whole building's energy and water consumption benchmarking data is reviewed by the Department for completeness and accuracy. Buildings that do not meet the Department's standards will receive data quality error label(s) in the BEAM Inventory. The Department recommends running Energy Star Portfolio [Manager's Data Quality Checker](#), available in the property summary tab, to help find potential errors and unusual data within a given year.

Please visit Energy Star [Portfolio Manager FAQs](#) for more information on how to navigate and update the property.

If you need help navigating ESPM Energy Star Portfolio Manager or have questions on how to fix the issue(s) below, please contact NYC Sustainability Help Center at Help@NYCsustainability.org or (212) 566-5584, Monday through Friday from 9:00 am to 5:00 pm.

If you believe that this report data submission is complete even though it is missing one (or more) of the metrics, please contact us at BEAM_LL97@buildings.nyc.gov and complete [ESPM Property Notes](#).

All the possible BEAM labels and ESPM instructions to correct the error are as follows:

Multiple Buildings/Campus Properties

In BEAM, labels are viewable under either the "View by Tax Lot" section or the "View by Property" section.

If reporting for multiple buildings, please setup as a campus in ESPM:

- [How to Benchmark a Campus in Portfolio Manager](#) – EPA
- [Best Practices: Reporting NYC Campus Properties Benchmarking Webinar](#) – NYC Sustainability Help Center

Campus – Incorrect Site EUI (Tax Lot)

For your campus parent property, data is either missing, entered as zero, or in a range indicating confirmation is needed.

- **Column/Metric name in BEAM/ESPM:** Site EUI (kBtu/ft²) and Site Energy Use (kBtu).
 - In ESPM, navigate into your property ID's "Energy" tab
 - Click on each active meter and ensure that the whole building energy consumption data is accurately reported
 - In the "Basic Meter Information" section check the "Date Meter became Active" to ensure that full calendar year of data must be uploaded/entered in the "[Monthly Entries](#)" section and check that there aren't any gaps (missing days), overlaps, or "blank" fields within the 12-month period
 - In ESPM, navigate into your property ID's "Details" tab



- Click each Property Uses and Use Details and confirm that each property use's "Current as of" date is within the 12-month period you are reporting for.
- Please contact the utilities to inquire on the data uploads.
 - Con Edison: citybenchmarking@coned.com
 - National Grid: energyefficiency@nationalgrid.com
 - PSEG Long Island: PSEGLI-BenchmarkingLI@pseg.com
- For other reasons, please provide an explanation in the "[Property Notes](#)" section.\

Campus – Active Meters Excluded (Tax Lot)

For your campus parent property, the "Number of Active Energy Meters – Total" is greater than "Number of Active Energy Meters – Used to Compute Metric names"; "Number of Active Energy Meters - Not Used to Compute Metrics" should be 0.

- **Column/Metric name in ESPM/BEAM:** "Number of Active Energy Meters – Total" and "Number of Active Energy Meters – Used to Compute Metrics"
 - In ESPM, navigate into your property ID's "Energy" tab
 - Under the "Meters – Used to Compute Metric names", click on "Change Meter Selections"
 - All active energy meters must be checked and click "Apply Selections"

All energy must be accounted for in your report. For example, diesel can be reported manually and entered as deliveries by setting up a Fuel Oil meter and selecting "Diesel" as the fuel type.

- **For an active meter with 2024 data listed under "Additional Meters - Not Used in Metrics" on your Energy tab:**
 - To include such meter in your energy Metric names, click the "Change Meter Selections" link located directly above your list of meters
 - Select the active meter to be included and indicate that this meter represents your Total Energy Consumption
 - Apply Selections

Child – Active Meters Excluded (Tax Lot)

For your campus child properties, the "Number of Active Energy Meters – Total" is greater than "Number of Active Energy Meters – Used to Compute Metric names"; "Number of Active Energy Meters Not Used to Compute Metrics" should be 0.

- **Column/Metric name in ESPM/BEAM:** "Number of Active Energy Meters – Total" and "Number of Active Energy Meters – Used to Compute Metrics"
 - In ESPM, navigate into your property ID's "Energy" tab
 - Under the "Meters – Used to Compute Metric names", click on "Change Meter Selections"
 - All active energy meters must be checked and click "Apply Selections"



All energy must be accounted for in your report. For example, diesel can be reported manually and entered as deliveries by setting up a Fuel Oil meter and selecting "Diesel" as the fuel type.

- **For an active meter with 2024 data listed under “Additional Meters - Not Used in Metrics” on your Energy tab:**
 - To include such meter in your energy Metric names, click the “Change Meter Selections” link located directly above your list of meters
 - Select the active meter to be included and indicate that this meter represents your Total Energy Consumption
 - Apply Selections

Child – Incorrect Number of Buildings (Tax Lot)

For your campus child properties, data must be equal to one (1) building.

- **Column name in BEAM:** Building Count (ESPM)
- **Metric name in ESPM:** Number of Buildings
 - In ESPM, navigate into your property ID’s “Details” tab.
 - Under the “Basic Information” box, click on “Edit” to update the “Property Details” question “How many physical buildings do you consider part of your property?”

Campus – Number of Buildings not Aggregated (Tax Lot)

For your campus parent property, the number of buildings on the child level must be equal to the total number of buildings on the parent level.

- **Column name in BEAM:** Building Count (ESPM)
- **Metric name in ESPM:** Number of Buildings
 - Navigate into your child and parent property ID’s “Details” tab.
 - Under the “Basic Information” box, click on “Edit” to update the “Property Details” question “How many physical buildings do you consider part of your property?”

Campus – Child Not Connected to BEAM (Tax Lot)

For your campus parent property, all BBL(s) and BINs listed must be associated with a shared child property.

- Please share all associated child properties and correct any BBL/BIN errors.
- Please adhere to strict formatting for the child property’s BBL and BIN. This key information must align with the LL97 CBL to transfer information from ESPM to BEAM.
- No dashes, slashes, spaces, etc.



Child – Parent Not Connected to BEAM (Property)

For your campus child properties, a parent property must be shared and all BBL(s) and BINs on the parent property must align with the LL97 CBL.

- Please share your campus parent property and correct any BBL/BIN errors.
- Please adhere to strict formatting for the child property's BBL and BIN. This key information must align with the LL97 CBL to transfer information from ESPM to BEAM.
- No dashes, slashes, spaces, etc.

Campus – Property Types are not Aggregated (Tax Lot)

For your campus parent property, the total GFA of each property type on the parent level must match the total GFA of each property type on the child level. Please also ensure that all property types are recorded as whole numbers.

- **Column name in BEAM:** List of All Property Use Types (GFA) (ft²) (ESPM)
- **Metric name in ESPM:** List of All Property Use Types (GFA) (ft²)
 - In ESPM, navigate into your property ID's "Details" tab.
 - Under "Property Uses and Use Details", please follow instructions on Energy Star FAQ page [Can I change a Property Type](#) to remove "Other" Property Use Type.
- Please email Help@NYCsustainability.org if you have trouble matching the building's use to one of the property types listed in Portfolio Manager.

Campus – Energy Use is not Aggregated (Tax Lot)

For your campus parent property, the sum of all energy use on all child properties must equal or be less than the energy use on the parent property.

- **Column/Metric name in ESPM/BEAM:** Site Energy Use (kBtu)
 - In ESPM, navigate into your property ID's "Energy" tab.
 - Review your meters. To include meters, click the "Change Meter Selections".
 - Full calendar-year energy data is required; check that the energy data is accurate and check meters for any gaps or overlaps.

Campus – Active Meters are not Aggregated (Tax Lot)

For your campus parent property, the sum of child active meters must be less than or equal to the total active meters on the parent level.

- **Column/Metric name in ESPM/BEAM:** "Number of Active Energy Meters – Total" and "Number of Active Energy Meters – Used to Compute Metrics"
 - In ESPM, navigate into your property ID's "Energy" tab
 - Under the "Meters – Used to Compute Metric names", click on "Change Meter Selections"
 - All active energy meters must be checked and click "Apply Selections"



All energy must be accounted for in your report. For example, diesel can be reported manually and entered as deliveries by setting up a Fuel Oil meter and selecting "Diesel" as the fuel type.

- **For an active meter with 2024 data listed under “Number of Active Energy Meters – Not Used to Compute Metric names” on your Energy tab:**
 - To include such meter in your energy Metric names, click the “Change Meter Selections” link located directly above your list of meters
 - Select the active meter to be included and indicate that this meter represents your Total Energy Consumption
 - Apply Selections

Campus – Did not report Whole Property Energy Data (Tax Lot) (LL84 Only)

For your campus parent property, the data does not account for the total energy consumption for the whole property.

- **Column/Metric name in BEAM/ESPM: Metered Areas (Energy)**
 - In ESPM, navigate into your property ID’s “Energy” tab
 - Under the “Meters – Used to Compute Metric names”, click on “Change Meter Selections”
 - Review the selected Energy Meters, select “These meter(s) account for the total energy consumption for [property name] (a single building).” and click “Apply Selections”

Child – Did not report Whole Property Energy Data (Tax Lot) (LL84 Only)

For your child parent property, the data does not account for the total energy consumption for the whole property.

- **Column/Metric name in BEAM/ESPM: Metered Areas (Energy)**
 - In ESPM, navigate into your property ID’s “Energy” tab
 - Under the “Meters – Used to Compute Metric names”, click on “Change Meter Selections”
 - Review the selected Energy Meters, select “These meter(s) account for the total energy consumption for [property name] (a single building).” and click “Apply Selections”