



Premium Efficiency Cooling Program

Premium Efficiency. Optimal Performance. Good Sense.

New Commercial Benchmarking Requirement

Beginning April 1, 2010, EPA Commercial Benchmarking is required for equipment incentives provided through the Premium Efficiency Cooling Program. If you own or manage one of the following building types, please log into the ENERGY STAR® Portfolio Manager site to provide information about your facility and authorize SDG&E® to automatically upload your energy data right into your Portfolio Manager account.

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|--------------|-------------------|-----------------------|------------------|
| Offices | Schools | Banks-Financial | Medical Offices |
| Supermarkets | Retail | Hospitals | Dormitories |
| Hotels | Courthouses | Warehouses | Waste Water |
| Motels | Houses of Worship | Computer Data Centers | Treatment Plants |

You may log into the Portfolio Manager at <https://www.energystar.gov/istar/pmpam/>
Click on the "New User? Register" link in the upper right corner to get started. You will need to have your SDG&E Account Number and at least one meter number to begin.

Benchmarking is a simple and easy way to track and monitor your progress toward improving the energy efficiency of your facility. The ENERGY STAR Portfolio Manager software takes about fifteen minutes for a small to medium sized facility to complete. Once you have registered your site, automatic benchmarking uploads will assist you in:

- Identifying under-performing buildings
- Setting energy efficiency priorities
- Verifying improvements
- Receiving EPA recognition through the ENERGY STAR rating.

By participating in Commercial Benchmarking, you will receive an energy benchmark score and a Statement of Energy Performance. The score will determine your eligibility to earn the ENERGY STAR rating and provide you with feedback on how efficient your building is when compared to similar buildings across America. Please print or save your Statement of Energy Performance when you have completed the benchmarking process.

More information about the benefits of commercial benchmarking can be obtained at www.ENERGYSTAR.gov/Benchmark. If you need assistance, you may contact Conservation Services Group at (888) 369-1608 and speak to a customer service representative.

Please submit your Statement of Energy Performance with your final incentive application materials to expedite payment.

The Premium Efficiency Cooling Program is funded by California utility customers and administered by San Diego Gas & Electric Company (SDG&E®) under the auspices of the California Public Utilities Commission, through a contract awarded to Conservation Services Group. California customers who choose to participate in this program are not obligated to purchase any additional services offered by the contractor. The trademarks used herein are the property of their respective owners.

ENERGY STAR® Portfolio Manager Data Collection Worksheet



This worksheet was designed to help building owners and managers collect data to benchmark buildings using EPA ENERGY STAR's Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. **All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.**

Some buildings will also receive an ENERGY STAR rating. The ENERGY STAR rating is a benchmark that indicates how efficiently buildings use energy on a 1-100 scale. A rating of 50 indicates that energy performance is average compared to similar buildings, while a rating of 75 or better indicates top performance, and means your building may be eligible to earn the ENERGY STAR label. To receive an ENERGY STAR rating, the gross floor area of the building must be comprised of 50% or more of one of the following space types: bank/financial institution, courthouse, hospital (acute care and children's), hotel, house of worship, K-12 school, medical office, office, residence hall/dormitory, retail store, supermarket, warehouse (refrigerated and non-refrigerated), and wastewater treatment plan.

Use this worksheet to collect the data for all space types applicable to your facility.

Required Data for ENERGY STAR Benchmarking

- Portfolio Manager username and password.
- The building street address, year built, and contact information.
- The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
- 12 consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, select "Automated Benchmarking Service" and define your utility as your ABS provider on the "My Portfolio" screen.

General Building Information

Facility name _____ Year built _____

Building address _____

City _____ State _____ ZIP _____

Space Use Attributes

Before compiling the information noted in the boxes below, review the following important information:

- Specific definitions and instructions for each of the data fields listed in the boxes below can be viewed by navigating to the [Portfolio Manager Help](#), selecting "Space Type Definitions," choosing the appropriate building type, and selecting "Space Use Information."
- Some buildings may contain multiple space types within a single building (e.g. office, computer data center, and parking OR K-12 school and swimming pool). Complete the fields below for each applicable major space types within the building.
- For buildings with multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space. As this is most common in office buildings, multiple office space fields are provided below to capture data for multiple tenants if necessary.
- Default values supplied by Portfolio Manager can be used for all space use characteristics with the exception of gross floor area. Using default values will result in an approximate energy performance rating which can be a beneficial metric for estimating energy performance. If defaults are used for an initial rating, it is recommended that actual data be added later to more accurately measure a facility's energy performance. Facilities using

default values are not eligible to apply for the ENERGY STAR label. Leave any of the requested information below blank (except gross floor area) to use a default value for the field.

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| <p>General <u>Office 1:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p> | <p><u>Medical Office:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of workers on main shift</p> <p>_____ Weekly operating hours</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> |
| <p>General <u>Office 2:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p> | <p><u>Hospital (acute care and children's):</u></p> <p>Required:</p> <p>_____ Gross floor area (>20,000 SF)</p> <p>_____ # of licensed beds</p> <p>_____ Maximum # of floors</p> <p>_____ Tertiary care facility – yes or no</p> <p>Optional:</p> <p>_____ Laboratory on-site – yes or no</p> <p>_____ Laundry facilities on site – yes or no</p> <p>_____ Number of Buildings</p> <p>_____ Ownership Status (drop down of options)</p> |

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| <p>General <u>Office 3:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p> | <p><u>Bank/Financial Institution:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p> |
| <p><u>Courthouse:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p> | <p><u>K-12 School:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ High school - yes or no</p> <p>_____ Open weekends – yes or no</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Months of use</p> <p>_____ School District</p> |

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| <p><u>Supermarket /Grocery Stores:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ Workers on main shift</p> <p>_____ On-site cooking – yes or no</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ # of open or closed refrigeration/freezer cases</p> <p>_____ # of registers and/or personal computers</p> | <p><u>Hotel:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ # of workers on main shift</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Hours per day the guests are on-site</p> <p>_____ Number of guest meals served</p> <p>_____ Square footage of full-service spas</p> <p>_____ Square footage of gym/fitness center</p> <p>_____ Annual quantity of laundry processed on-site</p> <p>_____ Laundry processed at site (drop down of options)</p> <p>_____ Average Occupancy (%)</p> |
| <p><u>Residence Hall/Dormitory :</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Computer lab on-site – yes or no</p> <p>_____ Dining Hall on-site– yes or no</p> | <p><u>Retail Store:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open & closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Exterior entrance to the public – yes or no</p> |

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| <p><u>House of Worship</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Maximum seating capacity</p> <p>_____ Weekdays of operation</p> <p>_____ Hours of operation per week</p> <p>_____ # of personal computers</p> <p>_____ Presence of cooking facilities - yes or no</p> <p>_____ # of commercial refrigeration/freezer units</p> | <p><u>Computer Data Center:</u></p> <p>Required:</p> <p>_____ 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)</p> <p>_____ Weekly operating hours</p> |
| <p><u>Wastewater Treatment Plant :</u></p> <p>Required:</p> <p>_____ Average influent flow (mgd)</p> <p>_____ Average influent biological oxygen demand (BOD₅)</p> <p>_____ Average effluent biological oxygen demand (BOD₅)</p> <p>_____ Plant design flow rate (mgd)</p> <p>_____ Presence of fixed film trickle filtration process – yes or no</p> <p>_____ Presence of nutrient removal process – yes or no</p> | <p><u>Parking:</u></p> <p>Required:</p> <p>_____ Gross floor area that is enclosed (SF)</p> <p>_____ Gross floor area that is not enclosed with a roof (SF)</p> <p>_____ Gross floor area that is open (SF)</p> <p>_____ Weekly hours of access</p> |

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| <p><u>Warehouse (refrigerated and non-refrigerated):</u></p> <p>Warehouse (Unrefrigerated):</p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of walk-in refrigerators/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Distribution Center – yes or no</p> <p>Warehouse (Refrigerated):</p> <p>_____ Gross floor area</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> | <p><u>Swimming Pool:</u></p> <p>Required:</p> <p>_____ Swimming pool size, choose from:</p> <p style="padding-left: 40px;">Olympic (50 meters x 25 meters)</p> <p style="padding-left: 40px;">Recreational (20 yards x 15 yards)</p> <p style="padding-left: 40px;">Short Course (25 yards x 20 yards)</p> <p>_____ Indoor or outdoor</p> <p>Optional:</p> <p>_____ Months of use</p> |
| <p><u>Multifamily Housing:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>Optional:</p> <p>_____ Number of units</p> <p>_____ Number of bedrooms</p> <p>_____ Number of floors</p> <p>_____ Percent of square footage devoted to individual Units</p> <p>_____ Number of laundry hookups in each unit</p> <p>_____ Number of laundry hookups in common area</p> <p>_____ Number of dishwashers in each unit</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Affordable or market rate</p> | <p><u>Other:</u></p> <p>Required:</p> <p>_____ 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)</p> <p>Optional:</p> <p>_____ # of personal computers</p> <p>_____ Weekly operating hours</p> <p>_____ # workers on main shift</p> |