Application guidance

How to benchmark in ENERGY STAR® Portfolio Manager® when whole-building utility data is unavailable

Overview

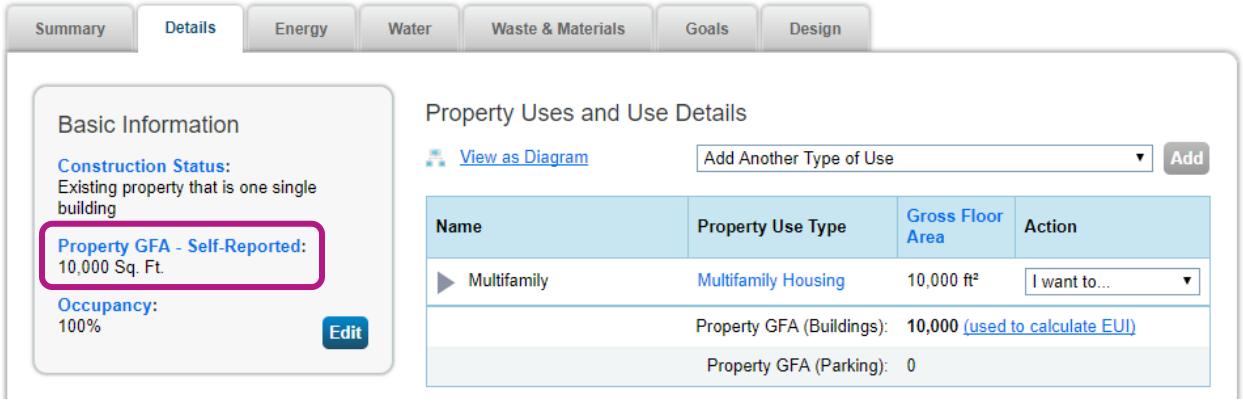
In an ideal scenario, you will be able to input energy data from your entire property into Portfolio Manager, which will result in an accurate ENERGY STAR Score. However, if you are unable to obtain whole-building data from your utility, use the following two-part instructions to correctly benchmark your energy usage using Portfolio Manager.

Important note

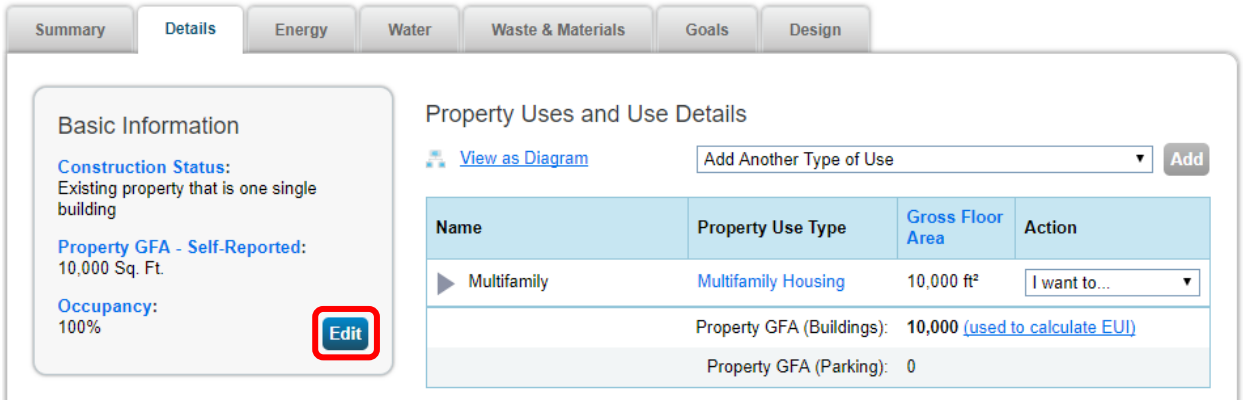
If you are able to obtain whole-building data from your utility, IREM requires that you use whole-building data for benchmarking and measuring overall building performance in order to earn the CSP certification for your property. Visit energystar.gov/utilitydata to determine if you have access to whole-building utility data for your property.

Part 1: Enter whole-building gross floor area (GFA)

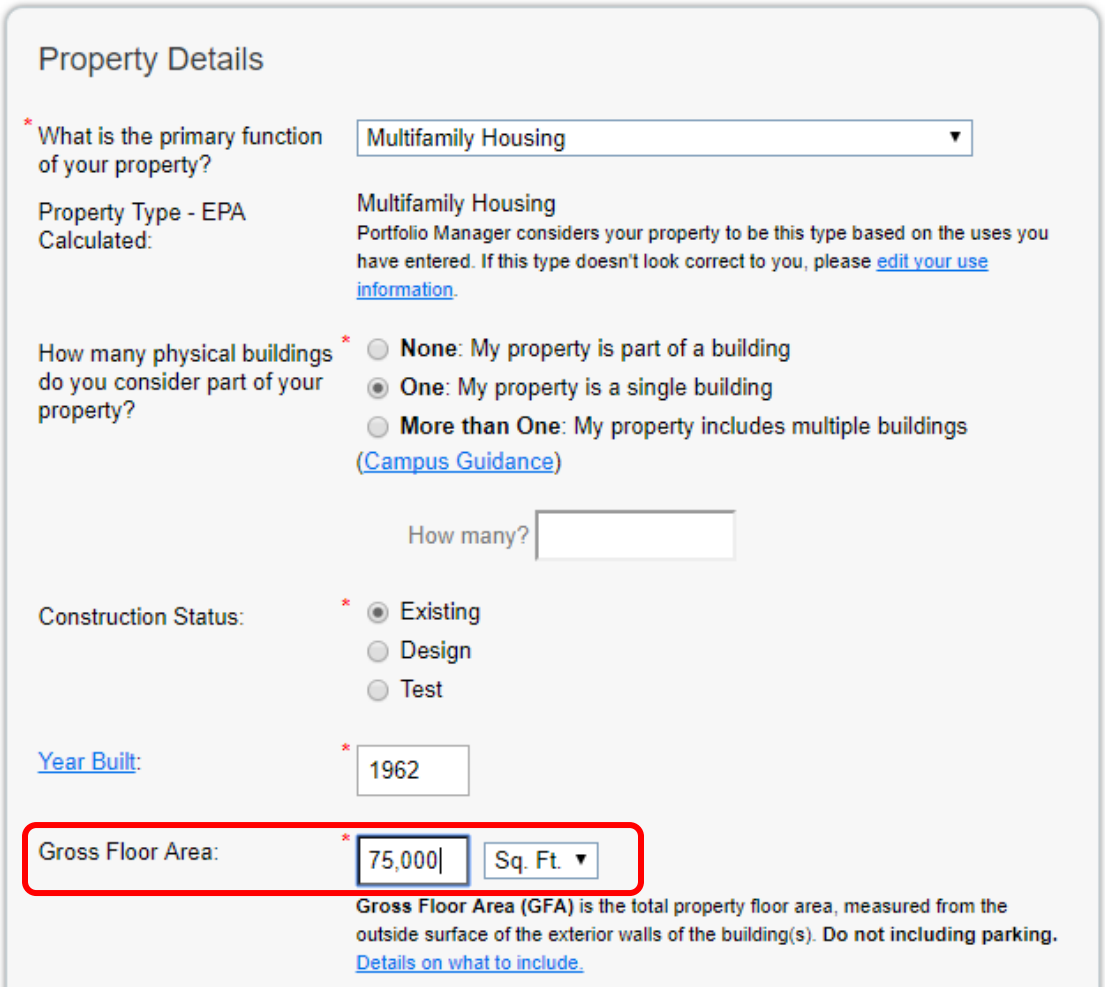
1. Navigate to your property's main page in Portfolio Manager.
2. Choose the "Details" tab.
    a. Locate the square footage that you entered for your property as shown under the "Property GFA – Self-Reported:" heading in the "Basic Information" box.
    b. Does this square footage represent your entire building? If yes, then skip to Part 2 of these instructions.
    c. If the square footage shown does not represent your entire building, then continue to step 3. You will update the GFA in two areas of Portfolio Manager.



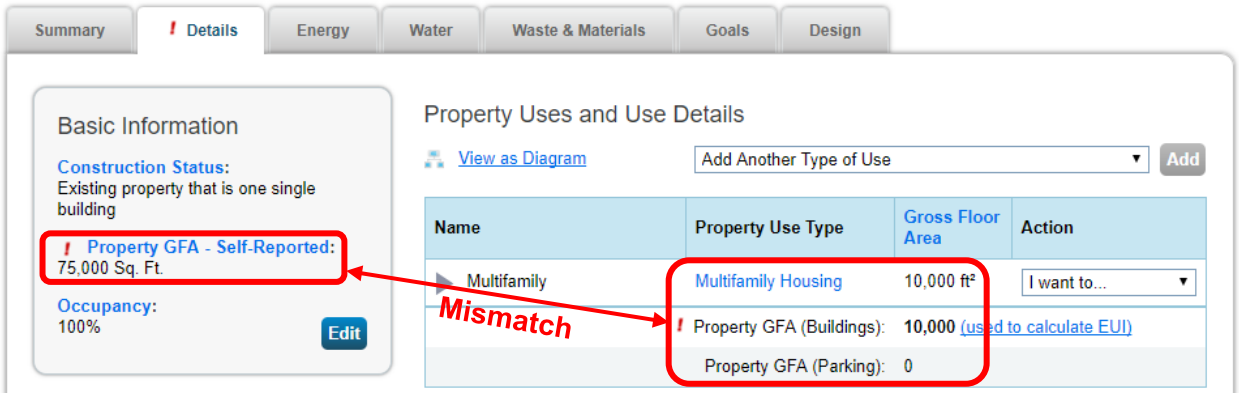
3. To update the GFA, first select the "Edit" button in the "Basic Information" box.



4. Enter the GFA for your entire property and then select the "Update Property" box at the bottom of the page.

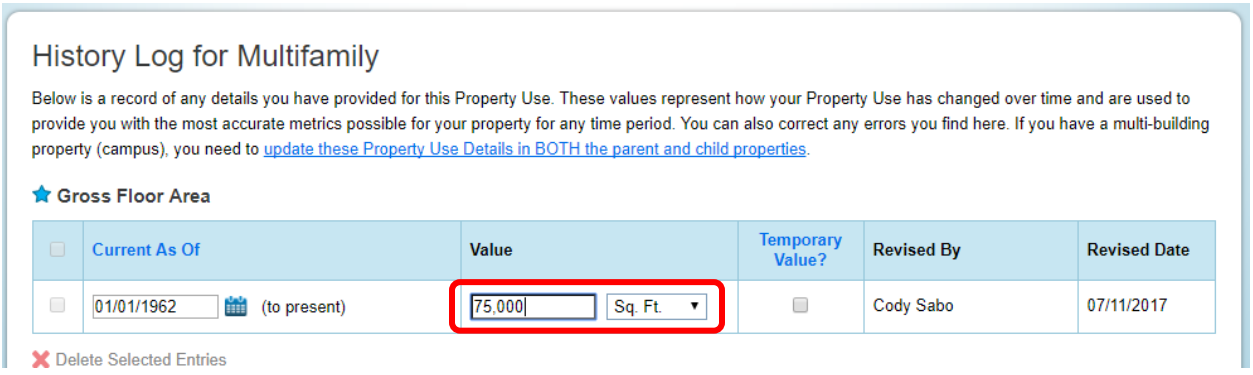


5. You will also need to update the GFA in the "Property Use and Use Details" area of Portfolio Manager. This will correct the mismatch in information and eliminate the error alert in Portfolio Manager.



6. Select the "I want to..." drop-down menu and then choose the "Correct Mistakes" option.

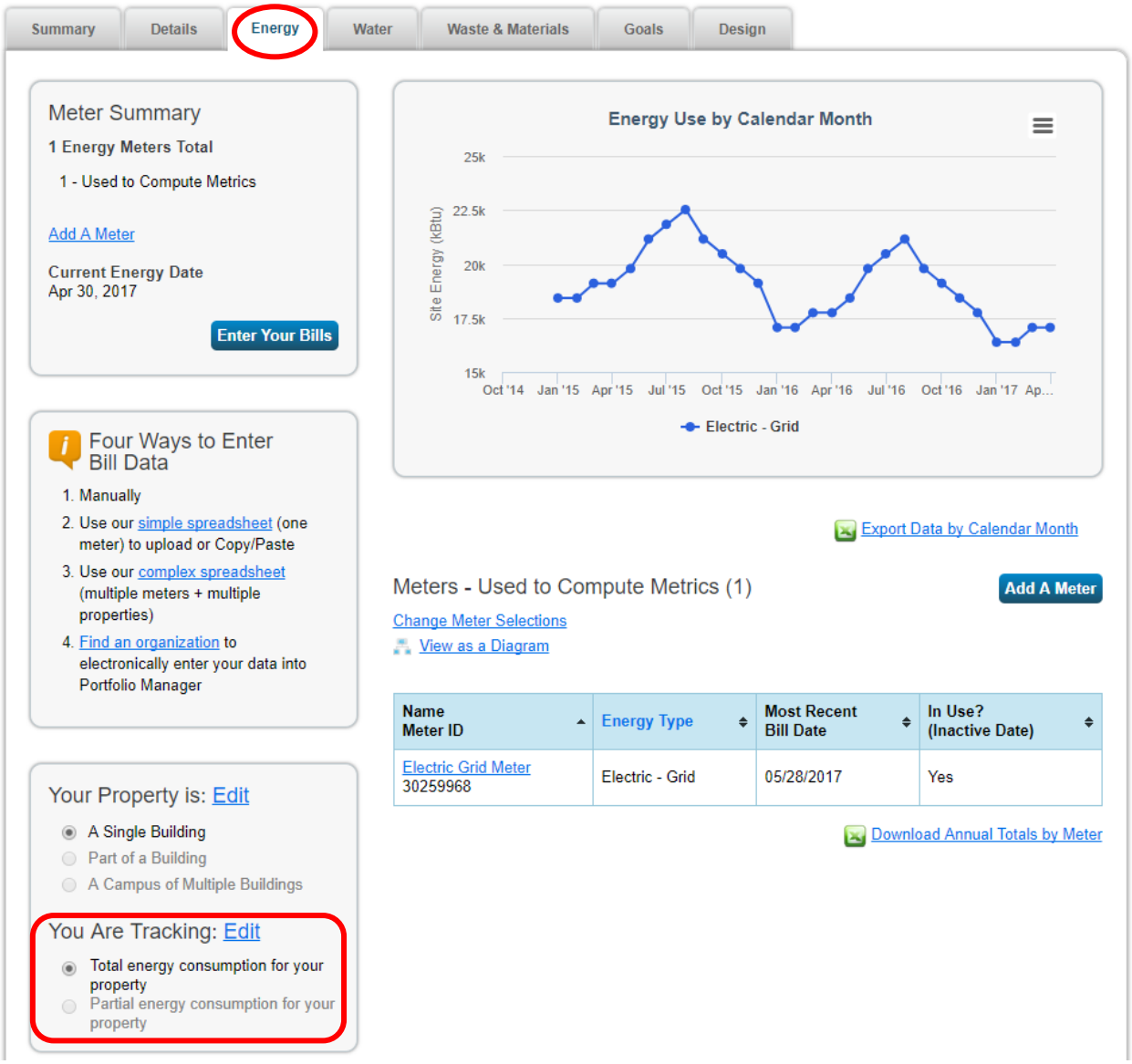
7. Enter the GFA for your entire property and then select the "Save Corrections" box at the bottom of the page. You have now corrected the GFA for the property.



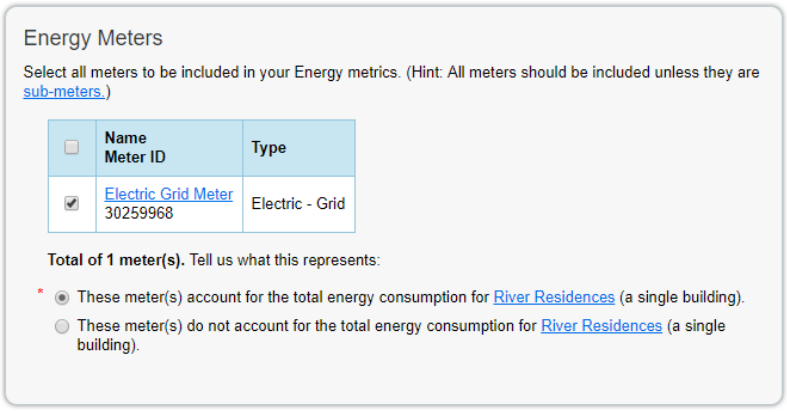
Part 2: Indicate partial energy consumption

1. Navigate to the "Energy" tab from the property's main page.
    a. Locate the "You Are Tracking:" heading.

b. If you chose "Partial energy consumption for your property," you have entered your data correctly, and you can skip to the conclusion section of these instructions.
c. If you chose "Total energy consumption for your property," continue to step 2 below.



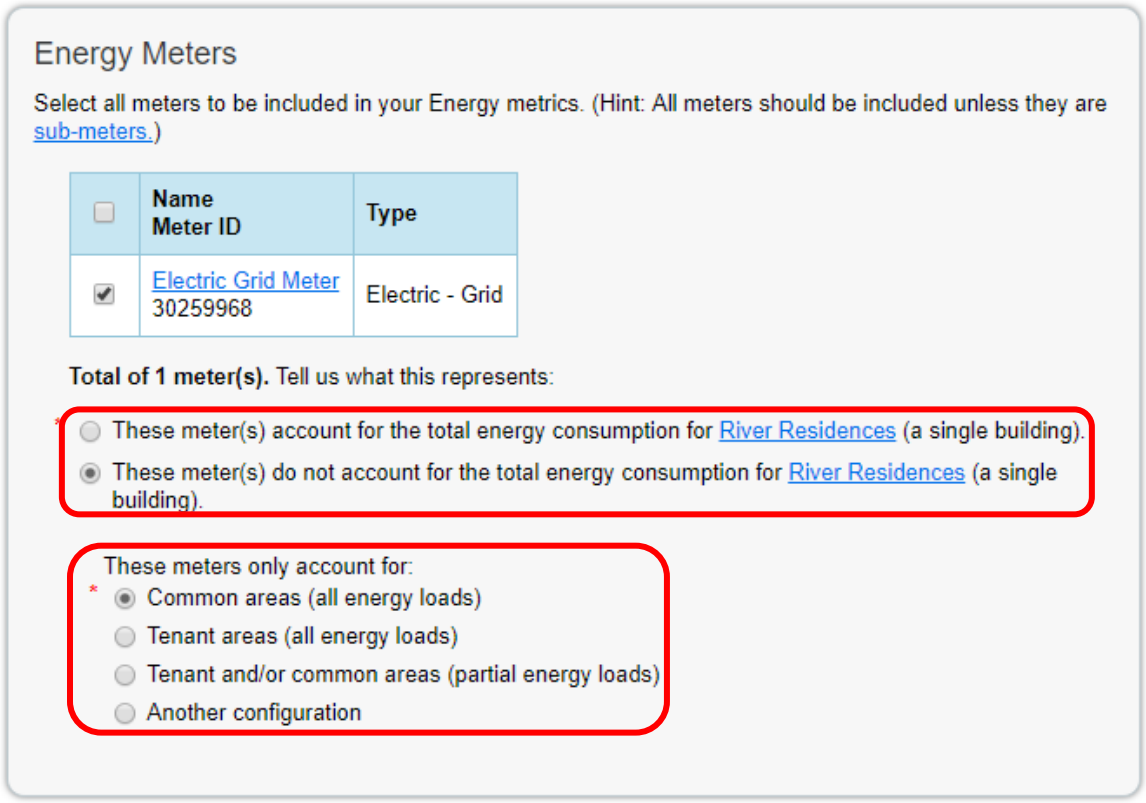
2. Click the "Edit" hyperlink beside the "You Are Tracking:" heading. You will be taken to the Portfolio Manager screen that details the meter entries for the property.



3. Change your selection under "Tell us what these meters represent" to "These meter(s) do not account for the total energy consumption for <PROPERTY NAME>."

4. Select the applicable option below "These meters only account for:" according to what portion of the property your entered meters represent. In most cases, this will be "Common areas (all energy loads)."

   Finally, click the "Apply Selections" button to save your changes. You have now updated Portfolio Manager to the correct configuration for the CSP program.



Conclusion

If you follow these instructions correctly, you will not be able receive an ENERGY STAR Score, so the score will show as "N/A" on your Portfolio Manager pages and energy report. This is because Portfolio Manager relies on

whole-building data to give an accurate ENERGY STAR Score. However, you will still get a common area EUI value that can be useful for benchmarking purposes as you work to increase the efficiency of those areas under management control.

The resulting EUI value that you obtain is valid for the following IREM CSP activities:

- B.7: Benchmark energy use in areas under management control (all property types)
- E.7/E.8 (Multifamily), E.6/E.9/E.10 (Office, Shopping Center): Reduce energy consumption by X% over baseline in areas under management control

Note: The EUI value that you obtain using these methods is not a "true" EUI value because it is calculated using whole-building square footage, but only partial energy data. Therefore, it is not useful to use EUIs calculated in this manner to compare two different properties; however, it *is* useful for comparing a property to itself.

By configuring ENERGY STAR Portfolio Manager in this way, you are also prepared to enter whole-building utility data when it becomes available. Check energystar.gov/utility regularly to see if whole-building data becomes available, and talk to your utility account representative about their plans to provide whole-building data.

Additional resources

- Contact sustainability@irem.org for assistance with these instructions.
- ENERGY STAR Portfolio Manager Training