

Application guidance

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

Overview

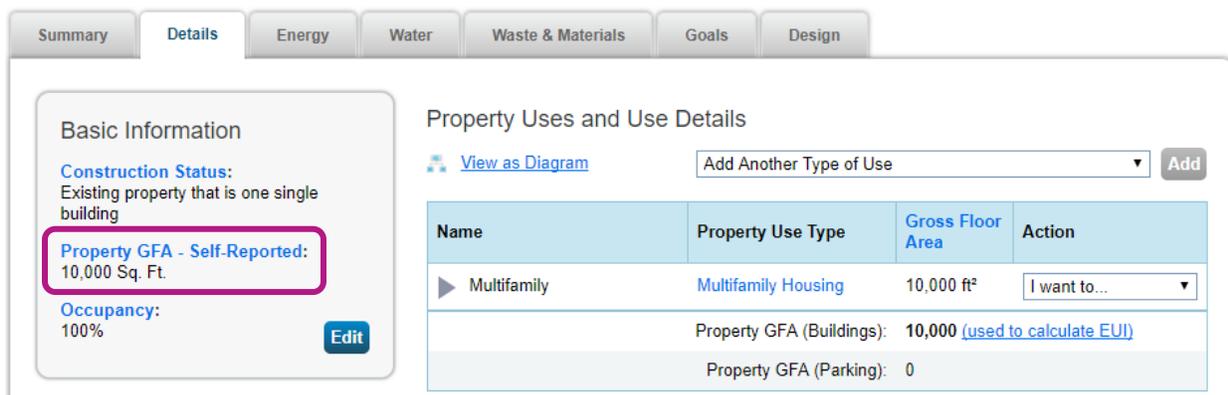
In an ideal scenario, you will be able to input energy data from your entire property into Portfolio Manager, which will result in an accurate ENERGY STAR Score. However, if you are unable to obtain whole-building data from your utility, use the following two-part instructions to correctly benchmark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



The screenshot shows the 'Details' tab in the Portfolio Manager interface. On the left, the 'Basic Information' section displays 'Property GFA - Self-Reported: 10,000 Sq. Ft.' which is highlighted with a red box. Below this, 'Occupancy: 100%' is shown with an 'Edit' button. On the right, the 'Property Uses and Use Details' section features a table with the following data:

Name	Property Use Type	Gross Floor Area	Action
▶ Multifamily	Multifamily Housing	10,000 ft²	I want to...
Property GFA (Buildings):		10,000	(used to calculate EUJ)
Property GFA (Parking):		0	

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

Summary Details Energy Water Waste & Materials Goals Design

Basic Information

Construction Status:
Existing property that is one single building

Property GFA - Self-Reported:
10,000 Sq. Ft.

Occupancy:
100%

Edit

Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use **Add**

Name	Property Use Type	Gross Floor Area	Action
▶ Multifamily	Multifamily Housing	10,000 ft²	I want to...

Property GFA (Buildings): **10,000** ([used to calculate EUJ](#))

Property GFA (Parking): 0

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

Property Details

* What is the primary function of your property?

Property Type - EPA Calculated: Multifamily Housing
Portfolio Manager considers your property to be this type based on the uses you have entered. If this type doesn't look correct to you, please [edit your use information](#).

How many physical buildings do you consider part of your property? *

None: My property is part of a building

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Construction Status: *

Existing

Design

Test

[Year Built:](#) *

Gross Floor Area: * ▼

Gross Floor Area (GFA) is the total property floor area, measured from the outside surface of the exterior walls of the building(s). Do not including parking. [Details on what to include.](#)

- 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.

The screenshot shows the "Details" tab of the Portfolio Manager interface. On the left, under "Basic Information", the "Property GFA - Self-Reported" is 75,000 Sq. Ft. On the right, under "Property Uses and Use Details", a table shows a "Multifamily" use type with a "Gross Floor Area" of 10,000 ft². Below the table, a red box highlights a warning: "Property GFA (Buildings): 10,000 (used to calculate EUI)". A red arrow labeled "Mismatch" points from the self-reported GFA to the calculated GFA.

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

The screenshot shows the "Property Uses and Use Details" section. The "I want to..." dropdown menu is open, and the "Correct Mistakes" option is highlighted with a red box. The table below shows the same "Multifamily" use type with a "Gross Floor Area" of 10,000 ft² and a warning for "Property GFA (Buildings): 10,000 (used to calculate EUI)".

- 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.

The screenshot shows the "History Log for Multifamily" section. It contains a table with the following data:

Current As Of	Value	Temporary Value?	Revised By	Revised Date
01/01/1962 (to present)	75,000 Sq. Ft.	<input type="checkbox"/>	Cody Sabo	07/11/2017

The "75,000" value in the table is highlighted with a red box. Below the table, there is a "Delete Selected Entries" button.

Part 2: Indicate partial energy consumption

- Navigate to the "Energy" tab from the property's main page.
 - 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.

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

Meter Summary

1 Energy Meters Total

1 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Apr 30, 2017

[Enter Your Bills](#)

Four Ways to Enter Bill Data

1. Manually
2. Use our [simple spreadsheet](#) (one meter) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Find an organization](#) to electronically enter your data into Portfolio Manager

Your Property is: [Edit](#)

- A Single Building
- Part of a Building
- A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

- Total energy consumption for your property
- Partial energy consumption for your property

Energy Use by Calendar Month

Electric - Grid

[Export Data by Calendar Month](#)

Meters - Used to Compute Metrics (1) [Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 30259968	Electric - Grid	05/28/2017	Yes

[Download Annual Totals by Meter](#)

- 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.

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters.](#))

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 30259968	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [River Residences](#) (a single building).
- These meter(s) do not account for the total energy consumption for [River Residences](#) (a single building).

- 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>."
 - 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.

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters.](#))

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 30259968	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [River Residences](#) (a single building).
- These meter(s) do not account for the total energy consumption for [River Residences](#) (a single building).

These meters only account for:

- Common areas (all energy loads)
- Tenant areas (all energy loads)
- Tenant and/or common areas (partial energy loads)
- Another configuration

Conclusion

If you follow these instructions correctly, you will not be able to 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