



ENERGY STAR benchmarking

Portfolio
Manager
Training

Emily
Bolger

US EPA R1

What is energy benchmarking?

- **Benchmarking** is the practice of comparing the measured performance of a device, process, facility, or organization to itself, its peers, or established norms, with the goal of informing and motivating performance improvement.
- When applied to building energy use, **benchmarking** serves as a mechanism to measure energy performance of a single building over time, relative to other similar buildings, or internally to its past performance
- *Benchmarking works best when it's done consistently over time!*

Why you should benchmark?

- EPA found that buildings that were benchmarked consistently reduced energy use by an average of 2.4 percent per year, for a total savings of 7 percent. And, buildings that started out as poor performers saved even more.
- Got a low score? Time to do an energy audit and see where you may be wasting energy.
- Got a 75 or higher? Congrats! Apply for ENERGY STAR certification and show the world that your facility is energy-efficient.



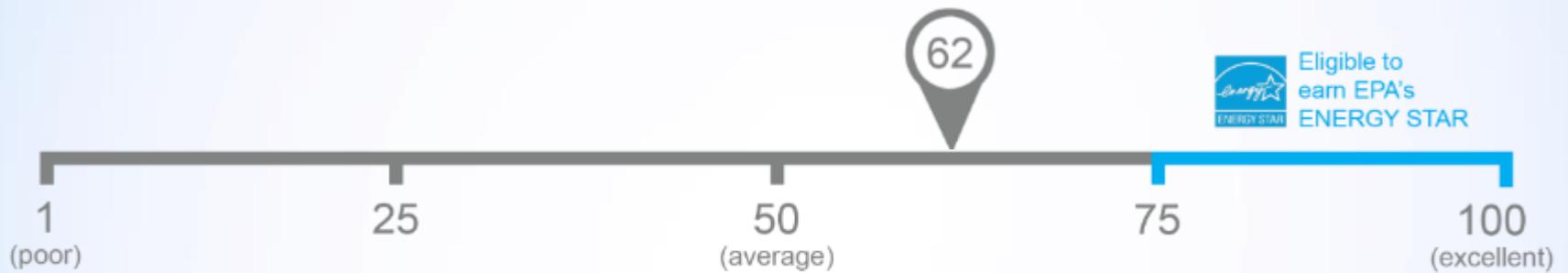
ENERGY STAR® PortfolioManager®



BACKGROUND INFO



The 1-100 ENERGY STAR Score



One simple number
understood by ALL stakeholders.

Property types with 1-100 ENERGY STAR scores (but any building can be benchmarked)

*Not eligible for ENERGY STAR Certification



Bank Branch



Barracks*



Courthouses



Data Centers



Distribution Centers



Financial Offices



Hospitals



Hotels



K-12 Schools



Office Buildings



Medical Offices*



Multifamily Housing



Residence Hall/Dormitory*



Retail Stores



Senior Care Communities



Supermarkets



Warehouses



Wastewater Treatment Plants*



Wholesale club/
Supercenters



Worship Facilities

2012 CBECS (Commercial Buildings Energy Consumption Survey) > August 2018 update to be finalized this summer





ENERGY STAR® PortfolioManager®

Metrics Calculator



Energy consumption
(source, site, weather
normalized)



Greenhouse gas
emissions (indirect, direct,
total, avoided)



Water consumption
(municipally supplied
potable and reclaimed,
alternative)



ENERGY STAR 1-to-100
score (available for many
building types)



- Add a property (enter details about it)
- Add building space types
- Enter energy consumption (meter data)
- Generate reports – standard templates or create your own

All for free!

www.energystar.gov



ENERGY STAR®

PortfolioManager®

HOW TO GUIDE





EPA Environmental Protection Agency
ENERGY STAR is a U.S. Environmental Protection Agency voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency. Learn more about ENERGY STAR.

ENERGY EFFICIENCY

- FOR YOUR HOME
- FOR YOUR BUSINESS



How can we help you?

- Improve your home's comfort and efficiency
- Buy an energy-efficient new home
- Heat your home efficiently
- Learn about Home Performance with ENERGY STAR
- Find ENERGY STAR Most Efficient Products

Seasonal Links

- Home Improvement FAQs
- HVAC Maintenance Tips
- Climate Change
- Water Heaters

LOG IN TO ENERGY STAR

To get started, select the ENERGY STAR application you're trying to access. The appropriate login fields will then appear.



Energystar.gov/portfoliomanager

ABOUT ENERGY STAR PARTNER RESOURCES

The simple choice for energy efficiency.

ENERGY EFFICIENT products ENERGY SAVINGS at home ENERGY EFFICIENT new homes ENERGY STRATEGIES FOR buildings & plants

Home > Buildings & Plants > Owners and managers > Existing buildings > Use Portfolio Manager

Buildings & Plants

about us | press room | help desk | portfolio manager login

Owners and managers Service providers Program administrators Tenants Tools and Resources Training

Existing buildings

- Learn the benefits
- Get started

Use Portfolio Manager

- How Portfolio Manager helps you save
- The benchmarking starter kit
- Identify your property type
- Enter data into Portfolio Manager
- The data quality checker
- How Portfolio Manager calculates metrics
- Interpret your results
- Verify and document your savings
- Share and request data
- Updates to ENERGY STAR accounts with OESIS data
- Get help accessing your utility data
- Track waste and materials

Save energy

Find financing

Earn recognition

Communicate your success

Resources for your property

ENERGY STAR® PortfolioManager®

The most used energy measurement and tracking tool for commercial buildings.

Use Portfolio Manager

You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.

Not sure if Portfolio Manager is for you? It is!

You can use Portfolio Manager to manage the energy and water use of any building. Seriously: Any building, K-12 school? Check. Office building? Check. Stadium? Check. We could keep going. All you need are your energy bills and some basic information about your building to get started.

Are you designing a new commercial building? You can also use Portfolio Manager to set your energy use target and see how your estimated design energy stacks up against similar existing buildings nationwide.

2017 ENERGY STAR TOP CITIES

1. Washington, DC
2. Los Angeles
3. New York

SEE WHO ELSE MADE THE LIST!

ENERGY STAR® PortfolioManager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

[Register now](#)

Log in

USERNAME

password

[Forgot password?](#)

[Forgot username?](#)

LOGIN

PORTFOLIO MANAGER DATA COLLECTION WORKSHEET

Easily see what information is required for your property. Create a free online worksheet to help collect the data.

LEARN MORE

Join the rest of the industry

Create a
username
and
password

Log in

Navigate Portfolio Manager

Portfolio level view





Welcome Account | Notifications 12 | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio
Sharing
Reporting
Recognition

Properties (17)

[Add a Property](#)

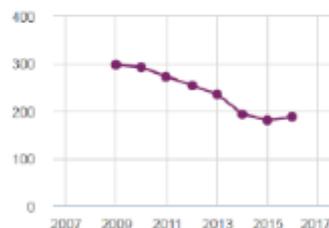
Dashboard (Metrics current as of 04/17/2018 12:39 PM EDT) Search by ID or Name

View All Properties (17) Target View Refresh Metrics

[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

Name	Energy Current Date	Target Site Energy Use (kBtu)	Target ENERGY STAR Score	Energy Baseline Date
Bernal Office Building 1694151	NA	NA	NA	NA
Company HQ 6076506	05/31/2017	8904545.1	80	11/30/2014
Core and Shell Test 6219233	NA	NA	NA	NA
Durango Office Building 4589837	09/30/2015	NA	NA	12/31/2014
Heinlein II Office 6281401	05/31/2017	NA	NA	11/30/2011
Heinlein Office Bldg 4419445	11/30/2017	7057991.5	80	12/31/2016

Source EUI Trend (kBtu/ft²)



Manage Portfolio

- [Transfer ownership](#) of a property that you manage to another Portfolio Manager user.
- [Upload and/or update multiple properties](#) at once using an Excel

Get Data In: Manually

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo. The main title is "ENERGY STAR® PortfolioManager®". Below the title are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "MyPortfolio" tab is active. In the center, there is a box labeled "Properties (14)" with a blue button labeled "Add a Property" circled in red. Below this is a "Source EUI Trend (kBtu/ft²)" chart showing a downward trend from approximately 380 to 320. On the right side, there is a "Notifications (7) View" section with two entries: "Bernal Office Bu" and "Heinlein Office B". At the bottom right, there is a partial view of a "Properties (14) (Cou" section.

Add a Property: Existing Property

ENERGY STAR
PortfolioManager[®]

Welcome [edlatzayko](#)! | [Account Settings](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a **leased space** in a large office building, to a **K-12 school with a pool**, to a **large medical complex** with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Select Property Type

Your Property Type
We'll get into the details later. For now, overall, what main purpose does your property serve?
Select a property type
[Learn more about Property Types](#)

Select number of buildings

Your Property's Buildings
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?

Select construction status

Your Property's Construction Status
Is your property already built or are you entering this property as a construction project that has not yet been completed?
 Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
 Design Project: My property is in the conceptual design phase (pre-construction). I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
 Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip
To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip
Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties
You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this is a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started!

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

Year Built: *

Gross Floor Area: * Temporary Value

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

Irrigated Area:

Occupancy: * %

Include in GFA*:

- Lobbies
- Tenant Areas
- Common Areas
- Meeting Rooms
- Break Rooms
- Atriums (count the base level only)
- Restrooms
- Elevator Shafts
- Stairwells
- Mechanical Equipment Areas
- Basements
- Storage Rooms
- Laundry Rooms

Do not include in GFA**:

- Exterior spaces
- Balconies
- Decks
- Patios
- Exterior Loading Docks
- Driveways
- Covered Walkways
- Outdoor Courts (Tennis, Basketball, etc.)
- The interstitial plenum space between floors (which house pipes and ventilation)
- Crawl Spaces/Attics
- Parking

**Although you do not include these areas in your GFA, you do include the energy use associated with these areas. Our algorithms assume buildings have outdoor usage, too. The GFA refers specifically to interior space. But the energy use evaluated in our algorithms should be all energy required to operate your building, which includes the energy used both inside and out.

Occupancy

Occupancy is the percentage of your property's Gross Floor Area (GFA) that is occupied and operational. For example, if you have a 10-story building, that on average has 9 of its 10 floors fully leased and occupied, the occupancy would be 90%. If you have people working on all floors/areas of your building then you are 100% occupied. You do not need to count empty cubicles for occupanc... (Click to view the full term in the glossary)

Year Built: *

Gross Floor Area: * Sq. Ft. ▼ Temporary Value

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

Irrigated Area: Sq. Ft. ▼

Occupancy: * %

Property Photo (optional):

No file chosen

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- My property has one or more retail stores ([that are eligible for a Retail score](#)).
- My property has one or more restaurants/cafeterias

Back

Continue

[Cancel](#)

Additional info to compare property to other properties like it



Add Another Type of Use ▼ Add

▼ Building Use [Edit Name](#)

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text" value="50,000"/> <input type="text" value="Sq. Ft."/> ▼	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▼ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▼ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1985"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Back

Add Property [Cancel](#)

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= Needed for ES Certification

MyPortfolio | Sharing | Reporting | Recognition

Properties (216)
Add a Property

Refresh to see Source EUI Trend
Change Metric

Manage Portfolio

Portfolio Manager Metric
On August 27, 2018 performance metrics reflect current market data. If a STAR score or other metric has been made, you'll need to click on the Dashboard. For more information, click on the Dashboard.

Dashboard (Metrics current as of 8/27/2018)

Schools (57)
Add/Edit/Delete Groups

Name
Abbot-Downing School 6331629
Bakersville School 1787404
Beech Street School



ENERGY STAR Portfolio Manager | X

energystar.gov/pm/property/6331629?test=1

Edit

Summary | **Details** | Energy | W

Basic Information

Construction Status:
Existing property that is one single building

Property GFA - Self-Reported:
73,446 Sq. Ft.

Occupancy:
100% Edit

Unique Identifiers (IDs)

Portfolio Manager ID:
6331629

Custom IDs: None

Standard IDs: None

? You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems. Edit



Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 6331629

Your Portfolio Manager Property ID

Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name: ID:

Custom ID 2:

Name: ID:

Custom ID 3:

Name: ID:

Custom IDs

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

Standard IDs

The list of standard ID is maintained by EPA. Standard IDs are primarily for state and local governments with benchmarking programs. [This FAQ](#) provides details for each Standard ID.

Building ID will be provided by City of Portland

Save [Cancel](#)

MyPortfolio | Sharing | Reporting | Recognition

Properties (216)
[Add a Property](#)

[Refresh](#) to see [Source EUI](#) Trend
[Change Metric](#)

Manage Portfolio

Portfolio Manager Metric
 On August 27, 2018 performance reflect current market data. STAR score or other metric made, you'll need to click Dashboard. For more info

Dashboard (Metrics current as of)

Schools (57)
[Add/Edit/Delete Groups](#)

Name
Abbot-Downing School 6331629
Bakersville School 1787404
Beech Street School



https://portfoliomanager.energystar.gov/pm/property/6331629#energy

energy and Security Group | Use Portfolio Manager | ENERGY STAR Portfolio Mana...

Abbot-Downing School

152 South Street, Concord, NH 03301 | [Map It](#)
 Portfolio Manager Property ID: 6331629
 Year Built: 1985
[Edit](#)

[Not eligible to apply for ENERGY STAR Certification](#)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary
 4 Energy Meters Total
 4 - Used to Compute Metrics
[Add A Meter](#)
 Current Energy Date
 Mar 31, 2018

Energy Use by Calendar Month (Not W...)



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
 - purchased from the grid
 - How Many Meters?
 - generated onsite with my own solar panels
 - generated onsite with my own wind turbines
- Natural Gas
 - How Many Meters?
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Get Started!

[Cancel](#)

About Your Meters for Test Building

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

2 Energy Meters for Test Building (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	57xxxxxxxxx	Natural Gas		ccf (hundred cubic feet)	1/1/2013	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	51xxxxxxxxx	Electric - Grid		kWh (thousand Watt-hours)	1/1/2013	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[+ Add Another Entry](#)

Use Account # from bill

Check utility bill for units

Still in use?

Create Meters

[Cancel](#)



4 Energy Meter(s) for TEST

▼ Electric Grid Meter

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

✖ [Delete Selected Entries](#)

+ [Add Another Entry](#)

📄 [Learn how to copy/paste](#)

Upload data in bulk for this meter:

i You can use the single-meter spreadsheet to either: "Upload the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#)."

Choose File No file chosen

Upload

Only parts needed for ES certification

▼ Natural Gas

▶ 51xxxxxxxxxx

Continue

Cancel

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for [Test Building](#) so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the **total** energy consumption for [Test Building](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

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"/>	57xxxxxxxxx 25499822	Natural Gas
<input checked="" type="checkbox"/>	51xxxxxxxxx 25499823	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

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

Apply Selections [Cancel](#)

MyPortfolio | Sharing | Reporting | Recognition

Properties (216)
[Add a Property](#)

[Refresh](#) to see [Source EUI Trend](#)
[Change Metric](#)

Manage Portfolio

Portfolio Manager Metric
 On August 27, 2018 performance metrics reflect current market data. If you have not made a STAR score or other metric made, you'll need to click on the Dashboard. For more information, click on the Dashboard.

Dashboard (Metrics current as of 8/27/2018)

Schools (57)
[Add/Edit/Delete Groups](#)

Name
Abbot-Downing School 6331629
Bakersville School 1787404
Beech Street School

Summary | Details | Energy | **Water** | Waste & Materials | Goals | Design

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI: [N/A](#)

Baseline WUI: [N/A](#)

Meter Summary

0 Water Meters Total
 In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.
[Add A Meter](#)

Current Water Date
 Not Available
[Enter Your Bills](#)

Water Meters - Used to Compute Metrics (0)
[View as a Diagram](#)

[Add A Meter](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.



Get Started Setting Up Meters for Abbot-Downing School

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Your Property's Water Usage

What kind of **water** do you want to track? Please select all that apply.

- Municipally Supplied Potable Water
 - Indoor
 - How Many Meters?
 - Outdoor
 - Mixed Indoor/Outdoor
- Municipally Supplied Reclaimed Water
- Well Water
- Other:

Get Started!

[Cancel](#)

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

Water Use

Within Portfolio Manager you can track four water sources:

- **Municipally Supplied Potable Water** – Water that is of sufficient quality for human consumption and that is obtained from public water systems that are classified, permitted, and approved for human consumption.
- **Municipally Supplied Reclaimed Water** – Wastewater treatment plant effluent purchased from a public water system, which has been diverted for beneficial uses, such as irrigation, that substitute the use of an existing freshwater source.
- **Well Water** - Water that is obtained from wells, bore wells, and other groundwater sources, and water from natural freshwater sources that are not municipally supplied (including surface water sources such as lakes or streams)
- **Other Water Sources** – Water that is obtained from:
 - rainwater or stormwater harvested onsite
 - sump pump water harvesting
 - gray water
 - air-cooling condensate
 - reject water from water purification systems
 - water reclaimed onsite
 - water derived from other water reuse strategies
 - any other water source not fitting one of the above categories.

About Your Meters for Abbot-Downing School

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Water Meter for Abbot-Downing School (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name
<input checked="" type="checkbox"/>	Potable Indoor M	Potable Indoor				<input checked="" type="checkbox"/>		

[Delete Selected Entries](#)
[Add Another Entry](#)

Back

Create Meters [Cancel](#)

Have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up](#) later.

Your Meter Entries for Abbot-Downing School

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Water Meter(s) for Abbot-Downing School

▼ Potable Indoor Meter

<input type="checkbox"/>	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<input type="checkbox"/>					<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

i You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

Choose File No file chosen

Upload

Continue [Cancel](#)



ENERGY STAR[®]

PortfolioManager[®]

REPORTING DATA



Click link provided
by *City of Portland*



Complete this form to respond to the "Data Request:Sustainable CT 2019 submission for actions 6.1, 6.2, 6.3" for Lynn Stoddard. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request:

About this Data Request

Data Requested By:

For help, contact:

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

About Your Response

Who is this data being submitted on behalf of?

- myself
- someone else

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Your Response

Select Information to Include:

Timeframe: for:

with period ending

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties:

The data requestor may have asked for one or more **standard IDs** to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Generate Response Preview [Cancel](#)

*This is just
an example*



MyPortfolio | Sharing | Planning | **Reporting** | Recognition

A preview for your response to the data request "Data Request: Data Request - Demonstration" on behalf of ENERGY STAR TRAINING ENERGY STAR TRAINING (ENERGY STAR) is being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.

Charts & Graphs



Weather Normalized Source EUI
How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

My Custom Reports | ENERGY STAR Reports | [Create a New Template](#)

Your new response preview(s) has been generated.

Name	Status	Action
Data Request: Data Request - Demonstration (Request from Andrew Schulte)	Response Preview Generated 6/18/2014 11:32 AM	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response
Energy Performance	Generated: 6/18/2014 11:11 AM	
Performance Highlights	No Report Generated	
Emissions Performance	No Report Generated	



Confirm Response to Data Request from Andrew Schulte (My Organization)

By clicking **Send Data**, you will release data to Andrew Schulte (My Organization). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Andrew Schulte (aschulte@rain
Kevin Fusco (You/bername)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [click](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

2 What format would you like your data in for the email attachment?

- Excel
 XML

3 E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Andrew Schulte with My Organization.

Your username: *

Your password: *

E-Sign Response

Send Data Excel

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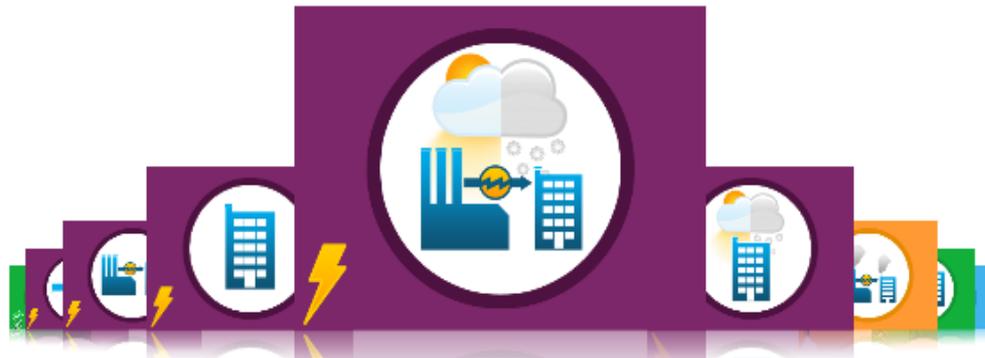
MyPortfolio

Sharing

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Charts & Graphs



Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)**
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

Templates & Reports (33)

Create a New Template

↕ Name	↕ Status	▼ Action
--------	----------	----------



MyPortfolio | Sharing | Reporting | Recognition

Your report has been generated. If you are finished generating reports, you can [return to the previous page](#).

Generate and Download Reports

Portfolio Manager offers several standard reports for properties that can be useful in communicating your property's progress with others. These reports offer detailed information about your property for a single time period and are presented in a PDF format. [You can view sample reports here.](#)

1 Select Report(s) to Download

- Statement of Energy Performance (SEP)
- ENERGY STAR Data Verification Checklist (energy data only)
- ENERGY STAR Scorecard
- Progress and Goals Report
- Statement of Energy Design Intent (SEDI)
- Water Scorecard (Multifamily only)

2 Select Property for Report(s)

Property: *

3 Select Timeframe for Report(s)

Timeframe: * for:

Generate & Download Report(s) [Cancel](#)

i Prefer to design your own report?

If none of these reports look like what you need, consider creating a [spreadsheet template](#) to pull the data you want and design your own report outside of Portfolio Manager.

i Are you applying for recognition?

Although these reports look similar, if you are applying for either [ENERGY STAR certification](#) or [Designed to Earn](#) recognition, you must generate the required documentation by way of the application process.

i Metrics on your Reports

In order to calculate metrics for your property for a given time period, there must be 12 months of complete meter data and property use detail information. If metrics (including the score) cannot be calculated for any reason, they will appear as "N/A" in your report.





ENERGY STAR® Progress & Goals Report

71

ENERGY STAR®
Score¹

Sample Property

Primary Property Function: Office
Gross Floor Area (ft²): 51,000
Built: 1951

For Year Ending: August 31, 2014
Date Generated: October 01, 2014

Property Address:
Sample Property
123 Main St
Boston, Massachusetts 02134

Property ID: 3681885

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

Performance Comparison

	Progress			Performance Goals		
	Year Ending 12/31/2012 (Baseline)	Year Ending 8/31/2014 (Selected)	% Change	Property's Target	National Median	ENERGY STAR Score of 75
ENERGY STAR Score	61	71	14	85	50	75
Energy						
Site EUI (kBtu/ft ²)	59.5	71.9	-17.25	57.8	92.7	68.5
Source EUI (kBtu/ft ²)	188.8	189	10.53	135.8	217.8	161.1
\$	88,999.01	83,409.65	-6.28	67,052.54	107,513.12	79,465.38
\$/ft ²	1.75	1.64	-6.28	1.31	2.11	1.56
Greenhouse Gas Emissions						
Metric Tons CO ₂ e/year	293.5	295.3	0.61	237.4	380.6	281.3
kgCO ₂ e/ ft ² /year	5.8	5.8	0.61	4.7	7.5	5.5
Water						
All Water Consumption (kgal)	300	295	-1.67	-	-	-
Indoor Water Consumption (kgal)	300	295	-1.67	-	-	-
Indoor Water Consumption (kgal/ft ²)	5.88	5.78	-1.67	-	-	-
\$	450	442.51	-1.66	-	-	-

*Setting and managing water targets is not yet available in Portfolio Manager.



Additional Information

US EPA Region 1

Emily Bolger

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Helpful Links:

Portfolio Manager Frequently Asked Questions:

<https://portfoliomanager.zendesk.com/hc/en-us>

ENERGY STAR Webinars:

<https://esbuildings.webex.com/mw3300/mywebex/default.do?siteurl=esbuildings>

How to Respond to a Data Request in Portfolio Manager:

<https://www.youtube.com/watch?v=dqfzoCGIIDc>

How to Benchmark a Campus in Portfolio Manager:

https://www.energystar.gov/sites/default/files/tools/How%20to%20Benchmark%20a%20Campus_May%202019_Final_508.pdf