GET SUPPORT

☐ **How to Guide**
Click on *How to Comply* at seattle.gov/energybenchmarking. *If reported last year, use the Annual Update instructions on the website.*

☐ **Help Desk**
energybenchmarking@seattle.gov OR 206-727-8484.
In person help by appointment.

COMPLIANCE DEADLINE

☐ **Non-residential & Multifamily Buildings 20,000 SF & larger. April 1, 2016 - for 2015** energy use intensity (EUI) required and ENERGY STAR score (if available).

NOTE: *It is the responsibility of the building owner on record to confirm accurate annual compliance. Reports with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy and required to make corrections.*

Compliance Checklist

If benchmarking and reporting a building for the first time, complete all steps to comply with Seattle's benchmarking requirements by April 1, 2016.

STEP 1 Get Started

☐ Confirm the building information provided by City of Seattle, including size, address, year built, and owner or manager. *Email corrections to energybenchmarking@seattle.gov.*

☐ Gather information about the building's use(s) and the energy utilities that serve both the common and tenant spaces.

STEP 2 Set Up Property in Portfolio Manager

☐ Create a free account using EPA's Portfolio Manager benchmarking tool **(www.energystar.gov/benchmark)**. *KEEP A RECORD of the username and password. We recommend using one Portfolio Manager account per building, so buildings can be easily transferred to a new employee, manager or owner.*

☐ **Add a Property** to enter information about the building and its space(s). Actual values for space details (i.e. operating hours, number of bedrooms, etc.) are required.

STEP 3 Obtain Energy Meter Usage Data

☐ Follow the **How to Guide** instructions to obtain summarized energy usage for each energy utility or source serving the building (or enter usage manually from bills) for a full 12 months of the required reporting year (Jan 1 to Dec 31):
- ☐ **Seattle City Light**
- ☐ **Puget Sound Energy**
- ☐ **Enwave (Steam)**
- ☐ **Other: Delivered Fuel Oil, Solar, etc.**

STEP 4 Confirm Energy Use Intensity (EUI)

☐ Under the property **Summary** tab, verify that the building has a **Site EUI** and **ENERGY STAR** score (if available) for **Current (Dec 2015)** reporting year. *Contact Help Desk if missing.*

STEP 5 Add the City of Seattle as a Contact

☐ Add **City of Seattle Annual Reporting** as a contact. (Use contacts link in upper right hand corner.) *When request is accepted, a confirmation email with detailed instructions for Step 6 with be sent to you. Contact Help Desk if not received.*

STEP 6 Share Building with the City of Seattle

☐ **Share the Property**, enter the **City of Seattle Building ID** and select Exchange Data with read only access. This allows the City to download your building's data.