## 

## **CORRECTING DEFAULT DATA**

## Correcting Default Data in Portfolio Manager

Default data is provided within Portfolio Manager to help owners get a quick ENERGY STAR score, when the exact values for your Property Use Details are not yet known. However, benchmarking reports with default data are considered inaccurate annual reporting of accurate building energy performance is required per Seattle Municipal Code, Chapter 22.920.

Follow the steps below to update the default values to actual values, which are required by the City of Seattle for compliance and to apply for ENERGY STAR certification.

- 1. Log into Portfolio Manager
- Log into <u>www.energystar.gov/benchmark</u> with your Portfolio Manager username and password.
- On the My Portfolio Tab, click on the property name to open the summary page.
- Click on the Details tab.



## 2. Correct Property Details

- Under "Property Uses and Use Details" click the triangle next to the use name to show the GFA and other details.
- All "default" or temporary values need updating. (Hover over the blue text for definitions of each detail.)
- Click on the Action drop down menu and choose, "I want to... Edit Use Details."
- This will open the History Log, where you can fill in the correct values and uncheck any temporary values or defaults as shown in the example on the next page. IMPORTANT:
  - DO NOT change the "Current As Of" date(s). If it is empty, use 01/01/year built.
  - When corrected, un-check any places where "Use a default" or temporary values were checked.
  - Scroll down and click Save.

BENCH		G APTS		98104   <u>Map It</u>	Not curr ENERG Certifica	ently eligible for Y STAR Ition		Neather Ne Source EU	ormalized <sub>why</sub> I (kBtu/ft²) see
	Portfolio I Year Built	Manager Prope t: 2000	rty ID: 32891	518			(	Current:	<u>N/A</u>
	/ Edit						E	Baseline:	<u>N/A</u>
Summary	Details	Energy	Water	Waste & Materials	Goals	Design			
Construct Existing public building	nformation tion Status: roperty that is o GFA - Self-Re 1. Ft.		A.	View as Diagram		other Type of Us y Use Type using 40	Gross F Area	Action	v Ad
Occupan 100%	cy:	Edi		$\bigcirc$		Value	C	Current As Of	Temporary Volue?
			*	Gross Floor Area		40000 ft²		01/01/2000	No
Unique	Identifiers	(IDs)	-	Total Number of Residen	tial Living Units	100		01/01/2000	No
2000.0.00000	Manager ID:	(IDs)		<ul> <li>Total Number of Residen</li> <li>Number of Residential Li Low-rise Building (1-4 store)</li> </ul>	ving Units in a	<sup>8</sup> 100 0		01/01/2000	No No
Portfolio	Manager ID:	(IDs)	*	Number of Residential Li	ving Units in a pries) ving Units in a	100			

Property Uses and Use	e Details Add Another Typ	be of Use		▼ Add
Name	Property Use Ty	pe Gross Flo Area	oor Action	
Building Use	Multifamily Housing	40,000 ft <sup>2</sup>	I want to	~
Office Use	Office	20,000 ft²	Edit Use Details Delete use I WATIL LO	×
Custom Use Details (Learn More)			I want to	~
	Property GFA (Bu	uildings): 60,000 <u>(u</u>	sed to calculate El	<u>(IL</u>
	Property GFA (F	Parking): 0		

	Current As Of	Value		Temporary Value?	Revised By	Revised Date	
	01/01/2000 (to present)	100 Use a default		No	John Doe	02/14/2024	
×D	Add a New Row to <b>update</b> with ne Delete Selected Entries				want to correct and ma	ke necessary edits)	
	lumber of Residential Livin	g Units in a High-rise Buik	lding (10 c	Temporary Value?	Nevised By	Revised Date	
_	01/01/2000 (to present)	Use a default	(	No	John Doe	02/14/2024	
<b>X</b> D	Add a New Row to update with ne Delete Selected Entries	ew information (to correct mista	ares cick th	e value above that you t	vanit to correct and ma	to necessary ecity	
× D	Delete Selected Entries		ares click th				
× D	Delete Selected Entries	Value 100	ares click th	Temporary Value?	Revised By John Doe	Revised Date 02/14/2024	
	Delete Selected Entries	Value 100 Use a default		Temporary Value? No	Revised By John Doe	Revised Date 02/14/2024	
	Current As Of 01/01/2000 (to present) 01/01/2000 update with ne	Value 100 Use a default		Temporary Value? No	Revised By John Doe	Revised Date 02/14/2024	

NOTE: IF YOUR BUILDING HAS OTHER USE TYPES LISTED (FOR EXAMPLE, RETAIL OR RESTAURANT) USE THE SAME PROCESS TO CORRECT ANY DEFAULT VALUES. THE DETAILS REQUIRED WILL BE RELEVANT FOR THAT SPACE USE.

