

DEFAULT DATA - MULTIFAMILY

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 on 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.

Portfolio Manager®							
Portfolio	Sharing	Planning	Report	ting P	Recognition		
	partment w Dr. Seattle, W	S A 98104 Map				Not eligible to apply for ENERGY STAR Certification	ENERGY STAR Score (1-100)
Pottolio Manager Property D: 4278430 Year Built 1985							Current Score: 59
/ Edit	\checkmark						Baseline Score: 45
					~		

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... Correct Mistakes." DO NOT choose the other options...
- 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:
 - o DO NOT change the "Current As Of" date(s). If it is empty, use the year built:
 - o For Number of Residential Living Units, update the first value and then also update it relative to the numbers of stories in the building. EPA sets most buildings to 1-4 stories, so update it according to your building. If the building is of different heights, or if you are benchmarking multiple buildings as one, split the total unit number between the two heights.
 - o When corrected, un-check any places where "Use a default" or temporary values were checked.

Summary	Details	Energy	! Water	Goals	Design						_
Basic Information Construction Status: Test property that is one single building Property GFA - Self.Reported: 32,000 Sq. Ft.		1	ty Uses a	nd Use D		er Type of Use			•	Ade	
		Name		_	Property	Use Type	Gross I Area	Floor Action	1)	
Occupancy: 95%		Edit	M	ultifamily Hou	sing Use	Multifamily	Value	32,000	ft ² I wan Current As Of	t to Temporary Value?	1
			😭 Gro	oss Floor Are	3		32000 ft²		01/01/1985	No	
Unique lo	dentifiers	(IDs)	🚖 Tot	al Number of	Residential L	iving Units	38.4 (default	value)	01/01/1985	No	
Portfolio Mar 4278430	nager ID:			mber of Resid v-rise Setting	lential Living ((1-4 stories)	Units in a	38.4 (default	value)	01/01/1985	No	
Custom IDs: None Standard IDs: None				mber of Resid I-rise Setting	lential Living ((5-9 stories)	Jnits in a	0 (default val	ue)	01/01/1985	No	
You can select from Portfolio Manag Standard IDs to provide information					lential Living (10 or more		0 (default value	ue)	01/01/1985	No	- 6
in data reque	s to provide inf sts. Or you car m IDs so that y	n create up to	🖈 Nu	mber of Bedro	oms		44.8 (default	value)	01/01/1985	No	

His	tory Log for Multifamily Hous	sing Use								
used	r is a record of any details you have provided for t to provide you with the most accurate metrics pos building property (campus), you need to <u>update t</u>	ssible for your property for any time pe	riod. You can als	so correct any errors you find						
Gross	s Floor Area									
	Current As Of	Value	Temporary Value?	Revised By	Revised Date					
	01/01/1980 🛗 (to present)	32000 Sq. Ft. 💌		Henry Ballinger	11/12/2014					
X De	X Delete Selected Entries									
Total	Number of Residential Living Units									
	Current As Of	Value	Temporary Value?	Revised By	Revised Date					
	01/01/1980 🛗 (to present)	38.4 Use a default		Henry Ballinger	11/12/2014					
X De	lete Selected Entries									
Number of Residential Living Units in a Low-rise Setting (1-4 stories)										
	Current As Of	Value	Temporary Value?	Revised By	Revised Date					
	01/01/1980 🛗 (to present)	38.4 ✓ Use a default		Henry Ballinger	11/12/2014					
X De	lete Selected Entries									
Number of Residential Living Units in a Mid-rise Setting (5-9 stories)										
	Current As Of	Value	Temporary Value?	Revised By	Revised Date					
	01/01/1980 🛗 (to present)	0 Use a default		Henry Ballinger	11/12/2014					

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.

3. Review Your Building's Score

- When completed, check the ENERGY STAR score (available for buildings with 20+ units).
 - o **Above 75** Congrats! Click the Apply for Energy Star Certification link.
 - o **Below or close to 75?** Contact your utility to take advantage of rebates.Visit: <u>www.seattle.gov/multifamily</u> or call 206-684-3800.