

GET SUPPORT

Help Desk

energybenchmarking@seattle.gov
OR 206-727-8484
In person help by appointment.

How to Guide

Click on *How to Comply* at seattle.gov/energybenchmarking.

COMPLIANCE DEADLINE

Non-residential & Multifamily Buildings 20,000 SF & larger. April 1, 2017 - for 2016 energy use intensity (EUI) required and ENERGY STAR score (if available).

*Actual property use details, such as operating hours for office and number of units & bedrooms for multifamily, are required for compliance. Click on How to Comply at seattle.gov/energybenchmarking and see the **Data Accuracy Requirements** section for more information.*

ACCURACY & REPORTING:

Data Verification Required for 2016

While the City of Seattle has always checked for complete benchmarking reports and analyzed accuracy during its analysis, starting this year, the City is ramping up accuracy checks. Based on prior data analysis, the City is now flagging reports with either extremely low or high (outlier) energy usage. This unusual usage indicates the benchmarking report has errors or inaccuracies and therefore requires additional verification to be considered compliant for 2016 data reporting. Accurate annual reporting is a requirement per Seattle Municipal Code (22.920.120).

If your report is flagged for accuracy, you must contact the Energy Benchmarking Help Desk at 206-727-8484 or energybenchmarking@seattle.gov to review the following:

1. Confirm that all energy sources for your facility have been included.

- The report must include common area *and* tenant meters for heating and cooling, hot water, cooking and electricity that is billed by Seattle City Light, Puget Sound Energy and/or Enwave (Seattle Steam), as well as any delivered fuels like heating oil.
- If corrections are required to energy use data, correct the entries for all of 2016, starting Jan. 1, 2016.

2. Confirm the accuracy of your building's gross floor area and parking floor area.

- Parking floor area should not be included in the total Portfolio Manager GFA.

3. Confirm that all space types are correctly benchmarked.

4. Update all default "space use details" to actual values.

About Outliers & Other Errors

The City is focusing accuracy verifications for sectors with the greatest numbers of buildings. A report may be flagged for verification if its Site Energy Use Intensity (EUI) falls above or below these thresholds:

| Sector | Low Outlier Site EUI (less than or equal to) | High Outlier Site EUI (more than or equal to) |
|------------------------------------|-------------------------------------------------|--------------------------------------------------|
| Office | 27.9 | 211.3 |
| Retail | 17.0 | 212.0 |
| Hotel | 34.2 | 304.3 |
| High-Rise Multifamily (10+ floors) | 28.7 | 125.6 |
| Mid-Rise Multifamily (5-9 floors) | 21.8 | 115.3 |
| Low-Rise Multifamily (1-4 floors) | 20.0 | 97.3 |

Additionally, reports missing utility meters and using "default" data for ENERGY STAR space use details will be required to make corrections. If your building's report is above or below these thresholds, our Technical Assistance Help Desk can help you identify possible errors. Please let us know if your building has any special considerations, such vacant space (approximate the %) or high energy use functions (for example, an office with a TV studio). These must be accurately benchmarked and explained, and you must verify the report in order for the City to accept it for compliance.