

The City of Seattle is now identifying annual benchmarking reports with possible errors and requiring further review. This applies to buildings with outlier energy use (either extremely low or high), buildings that could be missing a fuel or meters, and buildings with potential errors in reporting square footage. **Accurate annual reporting is a requirement per Seattle Municipal Code (22.920.120)**. Reports with possible errors require additional verification to be considered compliant. If your report is flagged for verification, you must complete the following steps, update your Portfolio Manager account where necessary, and submit this document for review to [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov). You may be asked to provide additional supporting documentation in some cases.

## STEP 1 VERIFY ENERGY SOURCES AND METERS

**A.** Identify **ALL** energy sources used in this building. This **must include** energy used in common and tenant spaces throughout the building for heating, cooling, hot water, cooking and electricity.

- Electricity       Steam       Other, specify: \_\_\_\_\_  
 Gas       On-Site PV

**B.** Obtain a comprehensive list of all utility meters serving the building. This can be done by a building walkthrough and/or contacting tenants for meter names, addresses served, and utility providers.

**C.** Confirm the list aligns with the energy meters currently reported in Portfolio Manager. *See below for information on how to obtain a list of meters if you have a "virtual" or "aggregate" meter.*

*Benchmarking reports 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 the report uses an "aggregate" or "virtual" meter from Seattle City Light (SCL) or Puget Sound Energy (PSE), see instructions below on how to obtain meter lists to verify all consumption is accounted for.*

### Automated Data? - Obtaining "Aggregate" or "Virtual" Meter Lists to Verify

Puget Sound Energy (PSE) "Aggregate" Meter List: Login to PSE's MyData website and check that meters listed are for all the addresses at the building and that no meters are missing. Email [mydata@pse.com](mailto:mydata@pse.com) for help.

Seattle City Light (SCL) "Virtual" Meter Lists: Find the name of the SCL "virtual" meter on the Portfolio Manager Energy Meter tab. Email this meter name, the Portfolio Manager username, and the Portfolio Manager Property ID to [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov) and ask for the "list of meters associated with the virtual meter name and a copy of the **Automated Benchmarking Consumption Request form**." Confirm the meters on the list SCL sends are for **all addresses** at the building and that no meters are missing.

*If you've identified **fuels** not reported in Portfolio Manager, then use our [How to Guide](#) to find out how to set up a new fuel.*

*If you've identified **meters** not reported in Portfolio Manager or meters that should be removed, contact PSE or SCL to update your meter lists (or add them in Portfolio Manager if you're not using automated benchmarking).*

**D.** Confirm all meters in Portfolio Manager are shared correctly with the City of Seattle and reported in the energy metrics. *See the How to Guide - Step 6 for information on how to share meters with the City of Seattle.*

\_\_\_\_ I certify that all energy sources and all active (current) energy meters are accurately reported in Portfolio Manager.

## STEP 2 VERIFY GROSS FLOOR AREA AND PARKING ACCURACY

Review the building's Portfolio Manager account to verify the accuracy of the reported Building and Parking gross floor area (GFA).

- Review building documentation to determine overall parking and building gross floor area. Find your building on [King County Assessor records](#) and check property data for gross square footage (not "net" square footage).

*Note: The gross floor area is the total property square footage, as measured between the exterior walls of the building(s). This includes all finished areas inside the building(s) including supporting areas and basement space. GFA is not the same as rentable space.*

- Confirm parking area is accurately reported. See Portfolio Manager's "[How do I enter parking?](#)" for more information on how to enter parking square footage correctly.

\_\_\_\_ I certify that all the total building and parking square footage in the Portfolio Manager account has been reviewed and is accurate.

## STEP 3 VERIFY THAT ALL PROPERTY USE TYPES ARE CORRECTLY BENCHMARKED

Review the building's Portfolio Manager account to verify that all property types and use details are correctly entered and up to date.

- Review all use types in your building and ensure they are accurately entered into Portfolio Manager. Review Portfolio Manager guidance on [use types](#) and '[When to Enter a Separate Property Use](#)'.
- Vacant space that accounts for 10% or more of the buildings GFA must be entered as a separate space only for Office, Medical Office, Banks, Courthouses, and Financial Centers.

\_\_\_\_ I certify that all of the property uses and use details are accurate and up to date.

## STEP 4 UPDATE ALL DEFAULT SPACE USE DETAILS WITH ACTUAL VALUES

If your building has been flagged for default data, review all space use details to ensure no 'default' data is used. See our guides for how to fix default data for commercial or multifamily buildings.

\_\_\_\_ I certify that no default data is used for space use details and all values are up to date.

## STEP 5 SIGN AND SUBMIT THIS FORM TO THE CITY OF SEATTLE

- Initial all statements that begin with "I CERTIFY" to indicate that all steps have been completed.
- Email a signed copy of this form to [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) with your building ID and contact information.

Seattle OSE Building ID \_\_\_\_\_

Portfolio Manager ID \_\_\_\_\_

Relationship to Building \_\_\_\_\_

I understand that inaccurate benchmarking reports are subject to fines per Seattle Municipal Code 22.920.120 and hereby certify that this benchmarking account and report has been reviewed and updated according to this checklist.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: It is the responsibility of the building owner on record to confirm accurate annual compliance. Failure to correct an inaccurate benchmarking report will result in fines that accrue quarterly.