SEATTLE ENERGY BENCHMARKING & REPORTING

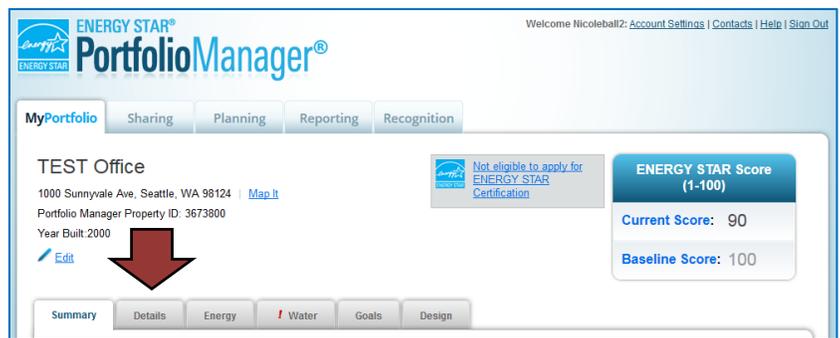# ENERGY STAR: Correcting "Default Values" in Commercial Spaces

Twenty-one commercial property types benchmarked with Portfolio Manager can receive the ENERGY STAR® score (as of March 2016). These include office, hotel, hospital, retail store, k-12 school, non-refrigerated warehouse, and others. This fact sheet shows how 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.
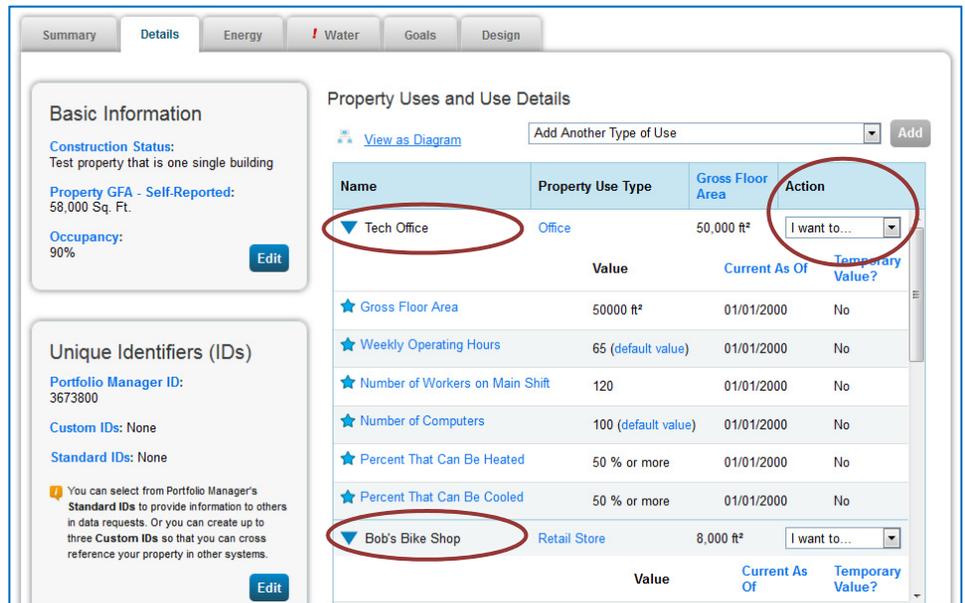
1. Log into Portfolio Manager

- Log into **www.energystar.gov/benchmark** 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… 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:
  - DO NOT change the "Current As Of" date(s). If it is empty, use the year built.
  - When corrected, un-check any places where "Use a default" or temporary values were checked.
  - Scroll down and click **Save Corrections**.
- 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.

Example of the History Log

Note default and temporary values that need correction.

History Log for Tech Office

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to update these Property Use Details in BOTH the parent and child properties.

⭐ **Gross Floor Area**

	Current As Of	Value		Temporary Value?	Revised By	Revised Date
☐	01/01/2000 📅 (to present)	50,000	Sq. Ft. ▾	☐	Nicole L Ballinger	02/10/2015

✖ Delete Selected Entries

⭐ **Weekly Operating Hours**

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 📅 (to present)	65 ☑ Use a default	☐	Nicole L Ballinger	02/10/2015

✖ Delete Selected Entries

⭐ **Number of Workers on Main Shift**

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 📅 (to present)	90	☑	e L Ballinger	02/10/2015

✖ Delete Selected Entries

⭐ **Number of Computers**

	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 📅 (to present)	100 ☑ Use a default	☐	Nicole L Ballinger	02/10/2015

3. Review Your Building's Score

When completed, **check the ENERGY STAR score**:

- **Above 75 – Congrats!** Click the **Apply for Energy Star Certification** link, or visit these links to learn more**:**
  - How to Apply
  - Tips for Low Cost Verification

- **Above 75, but the box to the left still says, "not eligible"?** Click the link to find out why. A common reason is utility data more than 90 days old. Fix this by signing up for automated utility uploads by contacting our helpdesk (see front).

- **Below or close to 75?** Contact Seattle City Light at www.seattle.gov/saveenergy or call 206-684-3800.

- **Other Questions?** Please contact our helpdesk at energybenchmarking@seattle.gov or 206-727-8484 (M-F, 8-5).