Did you know?

The City of Austin requires all commercial buildings that are 10,000 square feet or greater in size located within its city limits and served electricity by Austin Energy to benchmark their energy use and submit that rating annually (Austin City Code, Chapter 6-7). This year’s reporting deadline is June 1, 2018 and energy data from at least Dec 1, 2016 to Jan 31, 2018 should be included. This annual benchmarking requirement will establish a baseline for the energy use of your building that may be beneficial to you, as well as to the City of Austin.

It’s easy

For your convenience, we have attached an optional worksheet to help you get started. It contains all of the data fields you will need to gather about your building characteristics for the ENERGY STAR® Portfolio Manager tool. Please note that the City of Austin also offers a more streamlined Key Code tool to submit your annual rating and be in compliance with ECAD.

» If you are familiar with all of the information about your building listed in this worksheet, simply fill it out in preparation for performing the online benchmark rating using the Portfolio Manager tool.

» If your commercial/industrial/retail space is leased, your tenants will need to complete this Commercial Energy Use Worksheet. Be sure to set a deadline for the return of the worksheet to ensure you have enough time to complete the benchmark rating before the June 1 reporting deadline. If your tenant prefers you receive energy use information directly from Austin Energy, the tenant must give you the signed Release of Information Authorization form supplied on the last page of this worksheet.

For more information, visit us at austinenergy.com/go/ecad, call us at 512-482-5346 or send an email to ECAD@austinenergy.com.
Date ______________

Dear ______________________ (Name of Tenant Facilities Manager).

This building at ______________________ (property address), where you are currently leasing space, is subject to Austin City Code Chapter 6-7 that requires commercial building owners to submit information to the City of Austin annually regarding energy consumption. To comply with the ordinance, I need your help. The information needed for benchmarking pertains to operating hours, number of workers and other data specific to your business. Please complete the attached worksheet and return it to me by ______________ (date).

I appreciate your attention to this matter. If I can be of any help in assisting you to complete this request, please don’t hesitate to contact me. You can email this form back to me at: ______________________ (email), or return it to: ______________________

(business, street address, city, state, zip).

Sincerely,

____________________________________ (Property Owner)
____________________________________ (Title)

Attachment: Commercial Energy Use Worksheet

Note:

The ordinance, City of Austin Code, Chapter 6-7 (Energy Conservation Audit and Disclosure – ECAD Ordinance) was approved by Austin City Council and assigned to Austin Energy, the City of Austin’s electric utility, to administer. More information about it can be found on www.austinenergy.com.
Please enter the monthly energy use for the space for which you directly pay the energy bills. Enter the information for all energy types that apply in the chart below, for the period that includes at least 12 full consecutive months of energy data from Jan 1, 2017 to Dec 31, 2017. Please indicate if the energy use measurement units are different from those indicated on the table below.

<table>
<thead>
<tr>
<th>Month</th>
<th>Electricity (kWh)</th>
<th>Gas (ccf)</th>
<th>Chilled Water (ton hours)</th>
<th>Steam (MLbs)</th>
<th>Water (thousand gallons) (optional)</th>
</tr>
</thead>
</table>
Space Use Attributes
Please fill out all that apply.

Property Address ____________________________

Please fill out the information listed below for the space type or types that represent your commercial space. If your type of building is not listed, fill out the information under the ‘Other’ category. If more than one category describes your commercial use, please fill out all that apply.

Adult Education
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Ambulatory Surgical Center
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Aquarium
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Automobile Dealership
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Bank Branch
- Gross Floor Area
- Weekly Operating Hours
- # of Computers
- # of Workers on Main Shift
- Percent That Can Be Heated
- Percent That Can Be Cooled

Bar/Nightclub
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Barracks
- Gross Floor Area
- Computer Lab
- Dining Hall
- # of Rooms
- Percent That Can Be Heated
- Percent That Can Be Cooled

Bowling Alley
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Casino
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

College/University
- Gross Floor Area
- Weekly Operating Hours
- Enrollment
- # of Full Time (FTE) Workers
- # of Computers
- Grant Dollars

Convenience Store with Gas Station
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Convenience Store without Gas Station
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Convention Center
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

Courthouse
- Gross Floor Area
- Weekly Operating Hours
- # of Computers
- # of Workers on Main Shift
- Percent That Can Be Heated
- Percent That Can Be Cooled
Space Use Attributes (Cont.)

Please fill out all that apply.

Property Address ______________________________________

Data Center
______ Gross Floor Area
______ IT Energy Configuration
______ UPS System Redundancy
______ Cooling Equipment Redundancy

IT Energy Data – 12 months of measured energy consumption data is required from either the UPS or PDU Meter, depending on IT Energy Configuration.

<table>
<thead>
<tr>
<th>Meter Type (select one):</th>
<th>UPS Output</th>
<th>PDU Input</th>
<th>Energy Consumption (kWh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Start Date</td>
<td>End Date</td>
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</tbody>
</table>

Distribution Center
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Walk-in Refrigeration/Freezer Units
______ Percent That Can Be Heated
______ Percent That Can Be Cooled

Drinking Water Treatment & Distribution
______ Gross Floor Area

Enclosed Mall
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Energy/Power Station
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Fast Food Restaurant
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Financial Office
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Computers
______ # of Workers on Main Shift
______ Percent That Can Be Heated
______ Percent That Can Be Cooled

Fire Station
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Fitness Center/Health Club/Gym
______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers
Space Use Attributes (Cont.)

Please fill out all that apply.

Property Address ____________________________________________

Food Sales

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Food Service

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Hospital (General Medical & Surgical)

______ Gross Floor Area
______ Laboratory
______ # of Full Time Equivalent (FTE) Workers
______ Maximum Number of Floors
______ # of Staffed Beds
______ # of MRI Machines
______ On-Site Laundry Facility
______ Tertiary Care
______ Owned By

Hotel

______ Gross Floor Area
______ Hours Per Day Guests On-Site
______ Average Occupancy
______ # of Workers on Main Shift
______ # of Rooms
______ # of Guest Meals Served Per Year
______ Cooking Facilities
______ # of Commercial Refrigeration/Freezer Units
______ Percent That Can Be Heated
______ Percent That Can Be Cooled
______ Type of Laundry Facility
______ Amount of Laundry Processed On-Site Annually
______ Full-Service Spa Floor Area
______ Gym/Fitness Center Floor Area

Ice/Curling Rink

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Indoor Arena

______ Gross Floor Area
______ Enclosed Floor Area
______ # of Computers
______ # of Sporting Events per Year
______ # of Concert/Show Events per Year
______ # of Special/Other Events per Year
______ Ice Events
______ # of Walk-in Refrigeration/Freezer Units
______ Percent That Can Be Heated
______ Percent That Can Be Cooled
______ Size of Electronic Score Boards

K-12 School

______ Gross Floor Area
______ Gymnasium Floor Area
______ High School
______ # of Workers on Main Shift
______ Student Seating Capacity
______ Months in Use
______ Weekend Operation
______ # of Computers
______ Cooking Facilities
______ # of Walk-in Refrigeration/Freezer Units
______ Percent That Can Be Heated
______ Percent That Can Be Cooled
______ School District

Laboratory

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Library

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Lifestyle Center

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers

Mailing Center/Post Office

______ Gross Floor Area
______ Weekly Operating Hours
______ # of Workers on Main Shift
______ # of Computers
## Space Use Attributes (Cont.)

Please fill out all that apply.

| Property Address | 
|-------------------|---|

### Manufacturing/Industrial Plant
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Medical Office
- Gross Floor Area
- Surgery Center Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Surgical Operating Beds
- # of MRI Machines
- Percent That Can Be Heated
- Percent That Can Be Cooled

### Movie Theater
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Multifamily Housing
- Gross Floor Area
- Percent of Gross Floor Area that is Common Space Only
- Government Subsidized Housing
- Resident Population Type
- # of Residential Living Units
- Maximum # of Floors
- # of Bedrooms
- # of Laundry Hookups in All Units
- # of Laundry Hookups in Common Area(s)
- # of Dishwasher Hookups
- Primary Hot Water Fuel Type (for units)
- Percent That Can Be Heated
- Percent That Can Be Cooled

### Museum
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Non-Refrigerated Warehouse
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Walk-in Refrigeration/Freezer Units
- Percent That Can Be Heated
- Percent That Can Be Cooled

### Office
- Gross Floor Area
- Weekly Operating Hours
- # of Computers
- # of Workers on Main Shift
- Percent That Can Be Heated
- Percent That Can Be Cooled

### Other
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Education
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Entertainment/Public Assembly
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Lodging and Residential
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Mall
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Public Services
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

### Other – Recreation
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers
Space Use Attributes (Cont.)
Please fill out all that apply.

Property Address

<table>
<thead>
<tr>
<th>Category</th>
<th>Gross Floor Area</th>
<th>Weekly Operating Hours</th>
<th># of Workers on Main Shift</th>
<th># of Computers</th>
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<tbody>
<tr>
<td><strong>Other – Restaurant/Bar</strong></td>
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<td><strong>Other – Services</strong></td>
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<td><strong>Other – Stadium</strong></td>
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<td><strong>Other – Technology/Science</strong></td>
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<td><strong>Other – Utility</strong></td>
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<td><strong>Other – Specialty Hospital</strong></td>
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<tr>
<td><strong>Outpatient Rehabilitation/Physical Therapy</strong></td>
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</tbody>
</table>
Space Use Attributes (Cont.)

Please fill out all that apply.

Property Address ________________________________

Repair Services (Vehicle, Shoe, Locksmith, etc)
- _______ Gross Floor Area
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers

Residence Hall/Dormitory
- _______ Gross Floor Area
- _______ Computer Lab
- _______ Dining Hall
- _______ # of Rooms
- _______ Percent That Can Be Heated
- _______ Percent That Can Be Cooled

Restaurant
- _______ Gross Floor Area
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers

Retail Store
- _______ Gross Floor Area
- _______ Single Store
- _______ Exterior Entrance to the Public
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers
- _______ # of Cash Registers
- _______ # of Open or Closed Refrigeration/Freezer Units
- _______ # of Walk-in Refrigeration/Freezer Units
- _______ Percent That Can Be Heated
- _______ Percent That Can Be Cooled

Roller Rink
- _______ Gross Floor Area
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers

Self Storage Facility
- _______ Gross Floor Area
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers

Senior Care Community
- _______ Gross Floor Area
- _______ Maximum Resident Capacity
- _______ Average # of Residents
- _______ # of Residential Living Units
- _______ # of Workers on Main Shift
- _______ # of Computers
- _______ # of Residential Washing Machines
- _______ # of Commercial Washing Machines
- _______ # of Residential Electronic Lift Systems
- _______ # of Commercial Refrigeration/Freezer Units
- _______ Percent That Can Be Heated
- _______ Percent That Can Be Cooled
- _______ Percent That Can Be Cooled

Single Family Home
- _______ Gross Floor Area
- _______ # of People
- _______ # of Bedrooms

Social/Meeting Hall
- _______ Gross Floor Area
- _______ Weekly Operating Hours
- _______ # of Workers on Main Shift
- _______ # of Computers

Stadium (Closed)
- _______ Gross Floor Area
- _______ Enclosed Floor Area
- _______ # of Computers
- _______ # of Sporting Events per Year
- _______ # of Concert/Show Events per Year
- _______ # of Special/Other Events per Year
- _______ # of Ice Events
- _______ # of Walk-in Refrigeration/Freezer Units
- _______ Percent That Can Be Heated
- _______ Percent That Can Be Cooled
- _______ Percent That Can Be Cooled
- _______ Size of Electronic Score Boards

Stadium (Open)
- _______ Gross Floor Area
- _______ Enclosed Floor Area
- _______ # of Computers
- _______ # of Sporting Events per Year
- _______ # of Concert/Show Events per Year
- _______ # of Special/Other Events per Year
- _______ # of Ice Events
- _______ # of Walk-in Refrigeration/Freezer Units
- _______ Percent That Can Be Heated
- _______ Percent That Can Be Cooled
- _______ Percent That Can Be Cooled
- _______ Size of Electronic Score Boards
Space Use Attributes (Cont.)
Please fill out all that apply.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>____________________________</th>
</tr>
</thead>
</table>

**Strip Mall**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

**Supermarket/Grocery Store**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers
- # of Cash Registers
- Cooking Facilities
- # of Open or Closed Refrigeration/Freezer Units
- # of Walk-in Refrigeration/Freezer Units
- Percent That Can Be Heated
- Percent That Can Be Cooled

**Swimming Pool**
- Approximate Pool Size
- Location of Pool
- Months in Use

**Transportation Terminal/Station**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

**Urgent Care/Clinic/Other Outpatient**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

**Veterinary Office**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

**Vocational School**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers

**Wastewater Treatment Plant**
- Gross Floor Area
- Plant Design Flow Rate
- Average Influent Biological Oxygen Demand (BOD5)
- Average Effluent Biological Oxygen Demand (BOD5)
- Fixed Film Trickle Filtration Process
- Nutrient Removal

**Wholesale Club/Supercenter**
- Gross Floor Area
- Exterior Entrance to the Public
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers
- # of Cash Registers
- # of Open or Closed Refrigeration/Freezer Units
- # of Walk-in Refrigeration/Freezer Units
- Percent That Can Be Heated
- Percent That Can Be Cooled

**Worship Facility**
- Gross Floor Area
- Weekly Operating Hours
- # of Weekdays Open
- Seating Capacity
- # of Computers
- Cooking Facilities
- # of Commercial Refrigeration/Freezer Units

**Zoo**
- Gross Floor Area
- Weekly Operating Hours
- # of Workers on Main Shift
- # of Computers