

Commercial Energy Use Worksheet for ENERGY STAR® Portfolio Manager



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 austinenenergy.com/go/ecad, call us at **512-482-5346** or send an email to ECAD@austinenenergy.com.

LETTER TO LEASEE OF RENTAL SPACE

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.

Commercial Energy Use Worksheet



For use by Owner Tenant

Property Address _____

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.

Month (Fill in the dates on your bills)	Electricity (kWh)	Gas (ccf)	Chilled Water (ton hours)	Steam (MLbs)	Water (thousand gallons) (optional)

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

Please fill out all that apply.



- _____ Gross Floor Area
- _____ IT Energy Configuration
- _____ UPS System Redundancy
- _____ Cooling Equipment Redundancy

[illegible]

_____ 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

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

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

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

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

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

_____ 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 _____

Other – Restaurant/Bar

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

Other – Services

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

Other – Stadium

_____ 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

Other – Technology/Science

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

Other – Utility

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

Other – Specialty Hospital

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

Outpatient Rehabilitation/Physical Therapy

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

Parking

_____ Open Parking Lot Size
_____ Partially Enclosed Parking Garage Size
_____ Completely Enclosed Parking Garage Size
_____ Supplemental Heating

Performing Arts

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

Personal Services (Health/Beauty, Dry Cleaning, etc)

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

Police Station

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

Preschool/Day Care

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

Prison/Incarceration

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

Race Track

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

Refrigerated Warehouse

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

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

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
_____ Ice Events
_____ # of Walk-in Refrigeration/Freezer Units
_____ Percent That Can Be Heated
_____ 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
_____ Ice Events
_____ # of Walk-in Refrigeration/Freezer Units
_____ Percent That Can Be Heated
_____ Percent That Can Be Cooled
_____ Size of Electronic Score Boards

Space Use Attributes (Cont.)

Please fill out all that apply.



Property Address _____

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