

Pre-Enrollment Data Verification Worksheet

The [Clean Energy DC Omnibus Act of 2018](#), Title III, introduces a new third-party verification benchmarking requirement for all buildings currently covered by the District's benchmarking law. Under CEDC, property owners are required to obtain third-party verification of their benchmarking data every 3 years. Given this is a new requirement, for this reporting year only, DCSEU and DOEE are offering no-cost verification to covered buildings. This is a one-time offering by the DCSEU and DOEE. Property owners will be responsible for obtaining third-party verification in accordance with DOEE's requirements for future data verification cycles.

DOEE is developing an online portal in which you will submit your formal verification application. This worksheet serves as a means for you to begin collecting the data now, so that once the portal is available, DOEE can ensure an easier and more efficient data verification process. You do not need to send this worksheet back to DOEE but will need to use the information to complete the application within the online portal, once it is available.

This form is meant to be filled out for each unique property.

Questions?

Please email the Benchmarking Help Center at info.benchmark@dc.gov. A representative will reply in a timely manner.

Section 1: Applicant Contact Information

First Name: _____

Last Name: _____

Title: _____

Company: _____

Relationship to Building

Building Engineer

Energy manager

Facilities Manager

Building Owner

Other: _____

Email: _____

Phone: _____

Section 2: Property Owner Contact Information

Are you submitting this application on behalf of the building owner?

Yes

No, I am the building owner

IF YES:

Building Owner First Name: _____

Building Owner Last Name: _____

Building Owner Email: _____

Building Owner Phone: _____

Section 3: Building Information

Portfolio Manager ID: _____

District of Columbia Real Property Unique ID(s): _____

Please list all DC Real Property Unique IDs associated with this property, separated by a semi-colon. The Real Property identification number assigned by the District of Columbia. DOEE published a list of these identification numbers for those buildings recorded as having a floor area of over 50,000 sq. ft. by the District of Columbia Office of Tax and Revenue, at <http://doee.dc.gov/page/am-i-required-benchmark>.

Building Address (to be verified): _____

Building Name: _____

Building Ownership (Company or Portfolio): _____

Building Management (Company or Portfolio): _____

Are there are any other addresses associated with this building? If so, please specify address below.

Is the property owned or managed by a nonprofit (501(c)3) organization, faith-based organization, community center, educational provider, owner of affordable housing or another tax-exempt entity?

Yes

No

What is the primary property use for this building?

If "other", please specify the primary property use: _____

*** For a definition of each property function, refer [to this list of property types eligible to receive a 1-100 ENERGY STAR score](#). For all other property use types, please refer [to the Energy Star "Identify Your Property Type" page](#).***

Below are some of the most common property uses and data verification requirements specific to the property use. Click on the appropriate use type and refer to the requirements. For property uses not listed, please refer to the “other property uses” section below.

- A. [Office / financial office](#)
- B. [Multifamily housing](#)
- C. [K-12 School](#)
- D. [Worship Facility](#)
- E. [Hotel](#)
- F. [Retail Store](#)
- G. [Data Center](#)
- H. [College/University](#)
- I. [Senior Care Community](#)
- J. [Other Property Uses](#): Even if you do not see your property type listed, please note we may ask additional property use detail questions in the actual application. Please refer to the [Portfolio Manager Data Collection Worksheet](#) for more information on which metrics factor into your Portfolio Manager score.
- K. [Secondary Property Uses](#): fill out this section if your property has parking area or a swimming pool

Once you have completed the property use questions for your property type, please continue to Section 4 on page 13.

A. OFFICE / FINANCIAL OFFICE

How was gross floor area for this property calculated?

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

How were the weekly operating hours calculated?

The total number of operating hours per week reflect those where the majority of workers are present.

How was the number of workers on main shift calculated?

The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift. This is not a total count of workers, but rather a count of workers who are present at the same time.

How was the number of computers calculated?

The Number of Computers is the total number of desktop computers, laptops, Chromebooks/netbooks, and data servers at the property. This number should not include tablet computers, such as iPads, or any other types of office equipment.

How was the percent of floor area that is air conditioned and/or heated calculated?

B. MULTIFAMILY HOUSING

How was gross floor area for this property calculated?

*Gross Floor Area should include all fully-enclosed space within the outside surfaces of the exterior walls of the building(s) including living space in each unit (including occupied and unoccupied units), interior common areas (e.g. lobbies, offices, community rooms, common kitchens, fitness rooms, indoor pools), hallways, stairwells, elevator shafts, connecting corridors between buildings, storage areas, and mechanical space such as a boiler room. Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should **not** be included in the GFA.*

How was occupancy rate for this property calculated?

Occupancy is the percentage of your property's Gross Floor Area (GFA) that is occupied and operational.

How was the number of residential living units calculated?

Total living units equals the count of all individual private apartments/ condominiums (both occupied and unoccupied) located in individual buildings

How was the residential living unit setting determined (low-, mid-, high-rise)?

Portfolio Manager defines low-rise as 1-4 stories, mid-rise as 4-9 stories, and high-rise as 10+ stories.

How was the number of bedrooms calculated?

*The Number of Bedrooms should reflect the total number of bedrooms located in each individual apartment unit at the property. **Note: efficiency and studio apartments count as one (1) bedroom.***

How was irrigated area calculated?

Irrigated area is the amount of outdoor vegetated area that is supplied water regularly, measured in square feet, square meters, or acres. Typically, this includes landscaped areas that are irrigated with or without an in-ground/automatic irrigation system along with areas regularly watered by hand.

C. K-12 SCHOOL

How was gross floor area for this property calculated?

Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, laboratory classrooms, portable classrooms, greenhouses, stairways, atriums, elevator shafts, small landscaping sheds, and storage areas.

How was the number of workers on main shift calculated?

*The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift. **This is not a total count of workers, but rather a count of workers who are present at the same time.***

How were the operating hours calculated? Did this include weekend hours?

How was percent of property that can be heated or cooled calculated?

D. WORSHIP FACILITY

How was gross floor area for this property calculated?

Gross Floor Area should include all areas inside the building that includes the primary worship area, including food preparation, community rooms, classrooms, and supporting areas such as restrooms, storage areas, hallways, and elevator shafts.

How were the weekly operating hours counted?

The Weekly Operating Hours should reflect hours when the facility is typically open for operation, which may include worship services, choir practice, administrative use, committee meetings, classes, or other activities.

How was the seating capacity determined?

Seating Capacity is the maximum total seating capacity of the main worship area(s) in a Worship Facility.

How was gross floor area used for food preparation determined?

The Gross Floor Area Used for Food Preparation is the total size of all large/commercial kitchen areas used for the storage and preparation of food. This will be a subset of Gross Floor Area for the property. It should not include small kitchens, employee break rooms/pantries, concession stands, or service and seating areas.

How was percent of property that can be heated or cooled calculated?

E. HOTEL

How was gross floor area for this property calculated?

Gross Floor Area should include all interior space within the building(s), including guestrooms, halls, lobbies, atriums food preparation and restaurant space, conference and banquet space, fitness centers/spas, indoor pool areas, laundry facilities, elevator shafts, stairways, mechanical rooms, storage areas, employee break rooms, and back-of-house offices.

How was the number of rooms calculated?

The Number of Rooms is the total number of rooms at the property, including occupied rooms, non-occupied rooms, rooms in the process of being renovated and rooms for permanent house/administrative use. This number will often be included in promotional and marketing materials.

How was the number of workers on main shift calculated?

The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift.

This is not a total count of workers, but rather a count of workers who are present at the same time.

How was the number of commercial refrigeration/freezer units calculated?

How was the percent of property that can be heated or cooled calculated?

F. RETAIL STORE

How was gross floor area for this property calculated?

Gross Floor Area should include all space within the building(s), including sales areas, storage areas, offices staff break rooms, elevators, and stairwells.

How were the weekly operating hours calculated?

The Weekly Operating Hours should be the hours that the facility is open to the public.

How was the number of workers on main shift calculated?

The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift.

This is not a total count of workers, but rather a count of workers who are present at the same time.

How was the number of open or closed refrigeration/freezer units calculated?

How was the number of walk-in refrigeration/freezer units calculated?

How was the percent of property that can be heated or cooled calculated?

G. DATA CENTER

How was gross floor area for this property calculated?

Gross Floor Area should include all space within the building(s) including raised floor computing space, server rack aisles, storage silos, control console areas, battery rooms, mechanical rooms for cooling equipment, administrative office areas, elevator shafts, stairways, break rooms and restrooms. When a data center is located within a larger building, include only the spaces that are uniquely associated with the data center in the gross floor area.

How was occupancy rate for this property calculated?

Occupancy is the percentage of your property's Gross Floor Area (GFA) that is occupied and operational.

How was IT Energy Configuration determined?:

IT Energy is defined as the total amount of energy required by the server racks, storage silos, and other IT equipment in the data center space. This data is entered in kWh. It should not include supplemental loads like HVAC equipment, lighting, or security equipment, nor should it include energy used by the UPS itself – IT energy should be captured downstream of the UPS (i.e., at the UPS output).

H. COLLEGE/UNIVERSITY

Note: College/University refers to buildings used for the purpose of higher education. This includes public and private colleges and universities. University campuses should be benchmarked as one property with "More than One" building.

How was gross floor area for this property calculated?

Gross Floor Area should include all space within the building(s), including classrooms, laboratories, offices, cafeterias, maintenance facilities, arts facilities, athletic facilities, residential areas, storage rooms, restrooms, elevator shafts, and stairways.

I. RESIDENCE HALL/DORMITORY

Residence Hall/Dormitory refers to buildings associated with educational institutions or military facilities which offer multiple accommodations for long-term residents.

How was gross floor area for this property calculated?

Gross Floor Area should include all space within the building(s), including bedrooms, common areas, food service facilities, laundry facilities, meeting spaces, exercise rooms, health club/spas, lobbies, elevator shafts, storage areas, and stairways.

How was the number of residence hall/dormitory rooms calculated?

The Number of Rooms is the total number of rooms at the property, including occupied rooms, non-occupied rooms, rooms in the process of being renovated and rooms for permanent house/administrative use. This count reflects individual rooms, which may be occupied by more than one student.

How was occupancy rate for this property calculated?

Occupancy is the percentage of your property's Gross Floor Area (GFA) that is occupied and operational.

How was the percentage of the dorms/residence space that can be heated/cooled calculated?

J. SENIOR CARE COMMUNITY

How was gross floor area for this property calculated?

Gross Floor Area should include all fully-enclosed space within the exterior walls of the building(s) including individual rooms or units, wellness centers, exam rooms, community rooms, small shops or service areas for residents and visitors (e.g. hair salons, convenience stores), staff offices, lobbies, atriums, cafeterias, kitchens, storage areas, hallways, basements, stairways, corridors between buildings, and elevator shafts. Open air

stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the gross floor area.

How was maximum resident capacity calculated?

The Maximum Resident Capacity is the licensed capacity for the total number of residents that the property was designed to house.

How was the average number of residents calculated?

The Average Number of Residents is the average number of residents that occupied the property for the previous 12 months. Residents should only include those who live at the property and should not include any employees or any visitors.

How was the total number of residential living units calculated?

For communities where residents have individual rooms that open onto central corridors, each room is considered a single unit, even if there are two or more beds per room. For communities with apartment-type living units each apartment is considered a single unit. Do not count individual rooms within apartments or townhouses.

How was the number of workers on main shift calculated?

*The Number of Workers on Main Shift should reflect the total number of workers present during the primary shift. **This is not a total count of workers, but rather a count of workers who are present at the same time.***

How was the number of computers (excluding residents' computers) calculated?

The count should reflect computers used in administrative areas, computers in common areas available for residents and visitors, and wall-mounted computers in resident units for medical purposes. This count should not include any computers owned by residents that may be present in individual apartments or rooms. This is a count of computers only and should not include other electronic or medical equipment.

How was the number of residential and/or commercial washing machine calculated?

How was the number of residential electronic lift systems calculated?

How was the number of commercial refrigeration/freezer units calculated?

How was percent of property that can be heated or cooled calculated?

K. OTHER PROPERTY USES

It is best practice to include all of a property’s floor area when benchmarking. All commercial property uses that do not qualify as one of the types eligible to earn an ENERGY STAR score can be benchmarked as a subtype of the category “Other.” To find out which property uses are eligible for an Energy Star score, please refer to: <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/identify-your-property-type-0>.

How was the “Other” property use type determined?

How was gross floor area for this property use calculated?

This value is the total floor area for the property use, measured between the outside surface of the exterior walls of the building. The sum of the Gross Floor Area for each individual property use should equal the property Gross Floor Area listed on the first page of the application.

Was this property use type included in a benchmarking report?

NOTE ON "OTHER" PROPERTY USES: Even if you do not see your property type listed, please note we may ask additional property use detail questions in the actual application; please refer to the [Portfolio Manager Data Collection Worksheet](#).

****IF THERE IS MORE THAN 1 "OTHER" PROPERTY USE TYPE, PLEASE REFER TO APPENDIX A TO FILL OUT INFORMATION ON THE OTHER PROPERTY USES****

L. SECONDARY SPACES

The following secondary property use types should be included if their energy use contributes to the energy use of the building.

Note that parking floor area does not count towards the threshold for the District benchmarking reporting requirements. More information on accounting for parking can be found at: <https://portfoliomanager.zendesk.com/hc/en-us/sections/202232837-Parking>.

PARKING

How was the "open" parking lot size calculated?

How was the "partially enclosed" parking garage size (sq. ft.) calculated?

How was the "complete enclosed" parking garage size (sq. ft.) calculated?

Does the parking space require supplemental heating and if so, was this metered and benchmarked?

SWIMMING POOL

What is the swimming pool size?

- Olympic (50 meters x 25 meters)
- Partially Enclosed Parking Garage Size (sq. ft.)
- Complete Enclosed Parking Garage Size (sq. ft.)

Is the pool located indoors or outdoors? _____

Does the pool require supplemental heating? Was this supplemental heating benchmarked?

Section 4: Utility Bills and Statements

***** Collect and prepare copies of the following bills and statements. During the data verification process you will be asked to upload these documents but you are not required to upload or send these documents at this time.*****

Who pays for the **electricity** use at this property?

- Property owner (building is master-metered)
- Individual tenants (building is sub-metered)

IF PROPERTY OWNER:

Please find and prepare a copy of December 2019 Electricity Bill(s) to upload later.

IF INDIVIDUAL TENANTS:

Number of electric meters associated with this property (please include both common space and meters tied to individual residential units): _____

Are you receiving aggregated electricity data from Pepco/Schneider Electric?

- Yes
- No
- Not Applicable (building is master-metered)

IF YES:

Please provide the excel spreadsheet sent to Pepco with all electric meter numbers listed, see example below.

Meter Numbers (or Pepco Account Numbers)	
EX123456789	EX123456789
EX123456789	EX123456790
EX123456789	EX123456791
EX123456789	EX123456792
EX123456789	EX123456793
EX123456790	EX123456794
EX123456791	EX123456795
EX123456792	EX123456796
EX123456793	EX123456797
EX123456794	EX123456798
EX123456795	EX123456799
EX123456796	EX123456800
EX123456797	EX123456801

IF NO:

If there are 5+ electricity meters, Pepco will provide aggregated data for the property. This aggregated information can be obtained directly from Pepco, please follow instructions on their webpages, [Pepco Resource Advisor](#) or use the contact information below. Once you have submitted a request to Pepco for aggregated data, you will be asked to provide a copy of the list of electric meters being aggregated to the verifier

- E-mail aggregate and individual data requests to kast-south@pepco.com
- Fax aggregate and individual data requests to (202) 872-3225

Who pays for the **natural gas** use at this property?

- Property owner (building is master-metered)
- Individual tenants (building is sub-metered)
- This property does not use natural gas

IF PROPERTY OWNER:

Collect and prepare copies of December 2019 Natural Gas Bill(s). During the data verification process you will be asked to upload these documents.

IF INDIVIDUAL TENANTS:

Number of natural gas meters associated with this property (please include both common space and meters tied to individual residential units): _____


Are you receiving aggregated natural gas data from Washington Gas?


- Yes
- No
- Not Applicable (building is master-metered)


IF YES:


Please prepare a screenshot of Utiliti summary page that shows Energy Star Property ID and number of meters being aggregated, see example below to send later.





 WGL Energy Benchmarking

 Dashboard


 **My Properties**

 My Groups

 **6801 Industrial Road, Springfield, VA, 22151**

 WGL Washington Gas University




Energy Star Score: N/A

 Refresh

[Why is my score not calculated?](#)

Status: Updated On 28 Mar 2019 16:45:41 (EST)

Latest Consumption: n/a
Of Meters: 0
Energy Star Property ID: 6773677

IF NO:

If there are 5+ electricity meters, Washington Gas will provide aggregated data for the property and this aggregated information can be obtained directly the Washington Gas Utili page. During the data verification process, you will be asked to provide a screenshot of this information. For more information follow [the instructions for Washington Gas Utili](#) and/or use the contact information below:

- E-mail aggregate data requests to aggregateddata@washgas.com
- E-mail single meter usage requests to customersupport@washgas.com
- Fax aggregate and individual data requests to 703-750-4441

Section 5: Authorized Building Representative Signature

Let the authorized building representative know in advance that they will need to sign the data verification form to attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form.

Appendix A: Additional “Other Property” Use Forms

OTHER PROPERTY USES

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How was the “Other” property use type determined?

How was gross floor area for this property use calculated?

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Was this property use type included in a benchmarking report?

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