

DO NOT SUBMIT– THIS FORM IS FOR DATA COLLECTION PURPOSES ONLY

The City of Seattle is now identifying annual benchmarking reports with possible errors and requiring further review. This applies to buildings with extremely low or high energy use (outliers), buildings that could be missing required data, and buildings with potential errors in their data. **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 do the following:**

1. **Review** the following instructions to understand the required steps to verify the accuracy of your building’s ENERGY STAR® Portfolio Manager account.
2. **Collect** required information for data verification ; **review** your Portfolio Manager account for errors; and update or **make corrections** where necessary. Account review requires research outside of Portfolio Manager and coordination with utilities if signed up for automated data exchange. **The review process can take up to two weeks to complete the research and allow time for back and forth with utilities and/or building tenants.** *Tip: Watch the [Energy Benchmarking Data Verification online training](#), and use this worksheet to collect the required information that will be necessary to submit online to fulfill your data verification requirement.*
3. **Complete** and **submit** the Energy Benchmarking Data Verification online form.

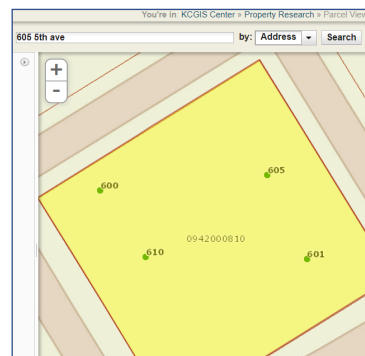
## STEP 1 CONTACT AND BUILDING INFORMATION

You will need the following information when reviewing your Portfolio Manager account and submitting the online verification form to the City of Seattle. Note: if you do not have access to the Portfolio Manager account associated with the building requiring verification, please see the [Energy Benchmarking FAQ](#) on steps to gain access to account.

- Seattle OSE Building ID (1-5 digits) \_\_\_\_\_
- Building Name \_\_\_\_\_
- Building Address- Primary \_\_\_\_\_
- Building Address- Additional\* \_\_\_\_\_
- EPA Portfolio Manager ID (7 digits) \_\_\_\_\_
- Name & Contact Information \_\_\_\_\_
- Relationship to Building \_\_\_\_\_
- Number of buildings included in benchmarking report \_\_\_\_\_

**Need Help finding your Seattle OSE Building ID? Visit [www.seattle.gov/energybenchmarkingmap](http://www.seattle.gov/energybenchmarkingmap) and search by address or zoom into the building. Click on the building and you’ll see an OSE Building ID between 1-5 digits.**

*\*Tip: It is important to use [King County Assessor’s Parcel Viewer Map](#) to identify **additional addresses** associated with the building as utility meters are often linked to these addresses. You can search by address or parcel number.*



## STEP 2 VERIFY GROSS FLOOR AREA AND PARKING ACCURACY

The next step in the verification process requires review of your building's Portfolio Manager account to verify the accuracy of the reported building and parking gross floor area. A majority of buildings that are flagged for verification have square footage or parking errors which generates incorrect energy metrics such as ENERGY STAR score or EUI.

Below are helpful tips and resources for verifying building and parking square footage. **Please note: you are required to look at multiple resources to ensure the square footage is correct.**

- Review building documentation (leases, building plans, BOMA SF analysis) to calculate overall parking and building gross floor area (GFA)\*.
- Find your building on [King County Assessor Records](#) and check property data for gross square footage. Note: this is not "net" square footage).

BUILDING							
Building Number	1	Click the camera to see more pictures.					
Building Description	Office Bldg	Picture of Building 1					
Number Of Buildings Aggregated	1						
Predominant Use	GOVERNMENT BUILDING (327)						
Shape	Rect or Slight Irreg						
Construction Class	STRUCTURAL STEEL						
Building Quality	GOOD						
Stories	8						
Building Gross Sq Ft	199,530						
Building Net Sq Ft	153,502						
Year Built	2003						
Eff. Year	2003						
Percentage Complete	100						
Heating System	COMPLETE HVAC						
Sprinklers	Yes						
Elevators	Yes						
1 2							
Sections) Of Building Number: 1							
Section Number	Section Use	Description	Stories	Height	Floor Number	Gross Sq Ft	Net Sq Ft
1	OFFICE BUILDING (344)		8	12	0	168,870	153,502
2	UNDERGROUND PARKING STRUCTURE (388)		2	15	0	30,660	0

*Tip: 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.*

The online verification form requires answers to the following questions. You can use the space below to take notes. Note: if you find discrepancies you will be required to update the Portfolio Manager account. [Instructions how to correct GFA here.](#)

### BUILDING GROSS FLOOR AREA (GFA)

Please list the building GFA in King County (not including parking): \_\_\_\_\_

Please list the building GFA from additional building documentation, if any: \_\_\_\_\_

Please list the building GFA in Portfolio Manager: \_\_\_\_\_

Did you make any changes to GFA in Portfolio Manager? \_\_\_\_\_

### PARKING AREA

Confirm parking area is accurately reported. Tip: The most common error is including parking SF in overall building GFA. If parking is jointly metered it does have to be included, but as a separate space use. See Portfolio Manager's ["How do I enter parking?"](#) or watch the [Property Data Collection video](#) for more information on how to enter parking square footage correctly.

Please list the parking GFA in King County: \_\_\_\_\_

Please list the parking GFA from additional building documentation, if any: \_\_\_\_\_

Please list the parking GFA in Portfolio Manager: \_\_\_\_\_

Did you make any changes to the parking GFA in Portfolio Manager? \_\_\_\_\_

**STEP 3 VERIFY THAT ALL PROPERTY USE TYPES AND PROPERTY USE DETAILS ARE CORRECTLY BENCHMARKED**

The next step in the verification process requires you to collect information on all use types of your building (i.e. office, retail, restaurant, bank, school, etc). Incorrect or missing space uses is a common error in energy benchmarking and can result in incorrect energy metrics.

The online verification form requires answers to the following questions. You can use the space below to take notes. **Note: this research should be done outside of Portfolio Manager, and utilize different resources, such as building management or King County Assessor Records data.**

Tip: View the [City of Seattle- Data Collection Property Use Data](#) video for guidance on how to collect data for property use types

Tip: View the [Portfolio Manager Data Collection Worksheet](#) for guidance on property types and data collection.

*If your building only has one space use, you will just use the primary space use fields*

Primary Space Use Type: \_\_\_\_\_

Primary Space Use GFA: \_\_\_\_\_

Secondary Space Use Type: \_\_\_\_\_

Secondary Space Use GFA : \_\_\_\_\_

Additional Space Use Type: \_\_\_\_\_

Additional Space Use Type GFA: \_\_\_\_\_

Additional Space Use Type: \_\_\_\_\_

Additional Space Use Type GFA: \_\_\_\_\_

Does your building have vacant space? Yes/No : \_\_\_\_\_

**Once you have gathered data on building space use types, you will review the Portfolio Manager account to verify that all property types and use details are correctly entered and up to date.**

Tip: Review Portfolio Manager guidance on [use types](#) and '[When to Enter a Separate Property Use](#)'.

Tip: Secondary space uses are required to be entered if the total of that aggregated use type is greater than 5,000 SF (i.e. if you have three retail tenants that are 2,000 SF each, you would create one retail space use and enter 6,000 SF).

**\*\*Please note, the City of Seattle requires the following to be entered regardless of size:**

- Data Centers
- Laboratories
- Restaurants, including full service and fast food

Tip: See EPA guidance on [How to Enter Data Centers in Portfolio Manager](#). If the data center is not independently metered, you will be required to set-up the data center space use in Portfolio Manager to allow for energy estimates.

The online verification form requires answers to the following questions. You can use the space below to take notes.

Does the Portfolio Manager property accurately reflect the buildings use types? \_\_\_\_\_

Did you make changes to any property uses (add/remove/update type/update size)? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Did you make any adjustments for vacancy? \_\_\_\_\_

*Note: 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. [See EPA guidance on how to enter vacant space.](#)*

Does the building have default data or temporary values in the space use details? \_\_\_\_\_

*Note: Default Data or temporary values are not permitted as it created inaccurate energy metrics. [See guidance on how to correct default data or temporary values.](#)*

#### STEP 4 VERIFY ENERGY SOURCES AND METERS

**NOTE- THIS IS A MULTIPLE-STEP PROCESS**

**The next step in the verification process requires you to collect information on all fuel sources used in your building, and verify all fuels and meters are included in Portfolio Manager account and entered correctly.**

First, 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.

*Tip: In Seattle, every building has electricity through Seattle City Light. Additionally, many but not all buildings have natural gas. One good indicator that your building has gas service is if there is a restaurant or other ground floor uses present. A significant portion of multifamily buildings also have gas service for fireplaces, cooking, or heating. Additional research can be done through leasing advertisements or looking up building's heating source on King County Assessor.*

The online verification form requires answers to the following questions. You can use the space below to take notes.

Please check all that apply:

Electric:

Gas:

Steam:

Fuel Oil:

On-Site Solar PV:

Other-Specify: \_\_\_\_\_

**Once you have verified all fuel sources serving the building, the next step in the verification process is to obtain a comprehensive list of all utility meters serving the building.**

*Tip: This can be done by a building walkthrough to take inventory of all utility meters; referencing utility bills; or contacting tenants for meter numbers, addresses served, and utility providers. If the building has natural gas, you can also [create a Energy CAP account with PSE](#) (or use existing) and submit all building addresses for a comprehensive meter list.*

The online verification form requires answers to the following questions. You can use the space below to take notes.

Please describe how you obtained meter lists: \_\_\_\_\_

How many meters serve the building? (Clarify electric, gas, steam, etc) \_\_\_\_\_

**Once you have obtained a comprehensive meter list, the next step in the verification process is to confirm the meter list aligns with the energy meters currently reported in Portfolio Manager.**

**Note: 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 CenTrio (Enwave/Seattle Steam), as well as any delivered fuels like heating oil.**

Please check all that apply:

I manually enter the building's energy data into Portfolio Manager:

I am enrolled in utility automated data exchange:

I use a combination of manual entry and utility automated data exchange:

**Note: If you enter energy data manually, you must verify all bills entered into Portfolio Manager are representative of all the building's meters. If the building is enrolled in utility data exchange and has an "aggregate" or "virtual" meter from Seattle City Light (SCL) or Puget Sound Energy (PSE), you must coordinate directly with the utilities to retrieve meter lists you can cross reference with the meter lists you obtained in the previous step. For example, if you are a 30-unit multifamily building and tenants are individually metered, you should verify the utilities are providing a minimum of 30 tenant meters plus common area meters.**

**See below for information on how to obtain a list of meters if you have a "virtual" or "aggregate" meter to verify all consumption is accounted for.**

**Tip- Obtaining "Aggregate" or "Virtual" Meter Lists to Verify Puget Sound Energy (PSE) "Aggregate" Meter List (for buildings with gas):** Login to PSE Energy CAP [website](#) and check that meters listed are for all the addresses at the building and that no meters are missing. If you have not completed the data migration from PSE MyData to Energy CAP email [energycap@pse.com](mailto:energycap@pse.com) for help.

**Tip- Obtaining Seattle City Light (SCL) "Virtual" Meter Lists:** Find the name of the SCL "virtual" meter on the Portfolio Manager Energy 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. You must upload a copy of SCL's meter list when submitting data online so please retain a copy.

**SCL Virtual Meter Name- Example**

**SCL Aggregated Meter List -Example**

Export Data by Calendar Month

Meters - Used to Compute Metrics (1) Add A Meter

[Change Meter Selections](#)  
[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
41_dravus_st_41dravusapts_10302018ppi56 45805252 50577533	Electric - Grid	09/30/2018	Yes

Download Annual Totals by Meter

	A	B	C	D	E	F	G	H
1	Filtered by Premise ID 3744506912				SAMPLE METER LIST			
2								
3	Premise	Meter	Status	Service Address				
4	40153643	446055	ACTIVE	1234 5TH AVE NE APT 101, SEATTLE, WA, 98105-6454				
5	7.1E+08	446022	ACTIVE	1234 5TH AVE NE APT 102, SEATTLE, WA, 98105-6454				
6	8.01E+08	445991	ACTIVE	1234 5TH AVE NE APT 103, SEATTLE, WA, 98105-6454				
7	1.39E+09	446058	ACTIVE	1234 5TH AVE NE APT 104, SEATTLE, WA, 98105-6454				
8	2.92E+09	446015	ACTIVE	1234 5TH AVE NE APT 105, SEATTLE, WA, 98105-6454				
9								

The online verification form requires answers to the following questions. You can use the space below to take notes.

Please list the date you requested meter list from Utilities, if multiple utilities please specify. \_\_\_\_\_

Did you identify fuels not reported in Portfolio Manager? Yes/No \_\_\_\_\_

If you've identified fuels not reported in Portfolio Manager, then use our [How to Guide](#) (Step 3) to find out how to set up a new fuel.

Did you identify meters missing from aggregated meter lists in Portfolio Manager? Yes/No \_\_\_\_\_

If you've identified meters not reported in Portfolio Manager or meters that should be removed, please see below for instructions to update virtual meter lists if you have automated benchmarking. If you're not using automated benchmarking, you must manually add missing meters to Portfolio Manager).

**For Seattle City Light (electric):**

Fill out the [SCL Consumption Request Form](#) again but this time, select the "Add/Remove Meters" option. Indicate in the notes section which address(es)/meter(s) you wish to add/delete from the aggregated meter list. Send the SCL Consumption form back to [scl\\_portfolio\\_manager@seattle](mailto:scl_portfolio_manager@seattle). Once you receive confirmation from SCL that meters have been added/deleted from the calculation, you will need to once again [set up a new SCL meter](#) to see the retroactive change in the historical consumption data. Remember to remove your old SCL meter from the Energy tab and give Read Only access to "City of Seattle Annual Reporting" for your new SCL meter.

**For Puget Sound Energy (natural gas):**

Email PSE at [energycap@pse.com](mailto:energycap@pse.com) and request address(es)/meter(s) to be added/deleted from your aggregated PSE EnergyCAP Meter. PSE will make necessary updates in their system to make changes in your existing Energy CAP meter, so you will not need to set up a new meter in Portfolio Manager account. The only thing to keep in mind is if you are removing unwanted meters, you might be asked to collect PSE Data Release Forms from account holders depending on how many accounts are now associated with the property. NOTE: [PSE Data Release Forms](#) are required if there are less than 5 PSE account holders from the property.

The online verification form requires answers to the following questions. You can use the space below to take notes.

Did you make any changes to energy meters in Portfolio Manager? Yes/No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

**The final step in verifying energy sources and meters is to confirm all meters in Portfolio Manager are shared correctly with the City of Seattle and reported in the energy metrics.**



Tip: See the [How to Guide](#) - Step 6 for information on how to share meters with the City of Seattle.



## STEP 5 COMPLETE AND SUBMIT ONLINE DATA VERIFICATION FORM

The final step in the verification process is to submit the [online data verification form](#). (← Click link)

**DO NOT START THE ONLINE FORM UNTIL YOU HAVE COMPLETED ALL REQUIRED STEPS ON THIS WORKSHEET.**

**Please note:** the online form is a sperate form used for submission only, which cannot be completed until the work has been done to verify the account. The online submission will also require you to upload copies of the meter lists you obtained from the utilities during the data verification process. Once the City receives the data verification submission ,the Energy Benchmarking program will complete compliance review in two weeks and contact you if verification is approved or further corrections are required.

**The City of Seattle may reject incomplete submissions (submissions that demonstrate the verification work has not been completed per the requirements will be rejected) and suspend compliance review until the verification work has been completed and re-submitted.**

*\*\*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.*

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