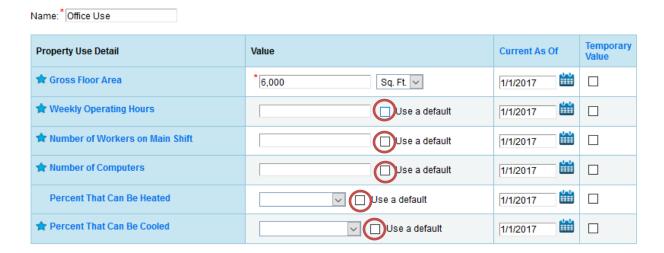
Appendix D

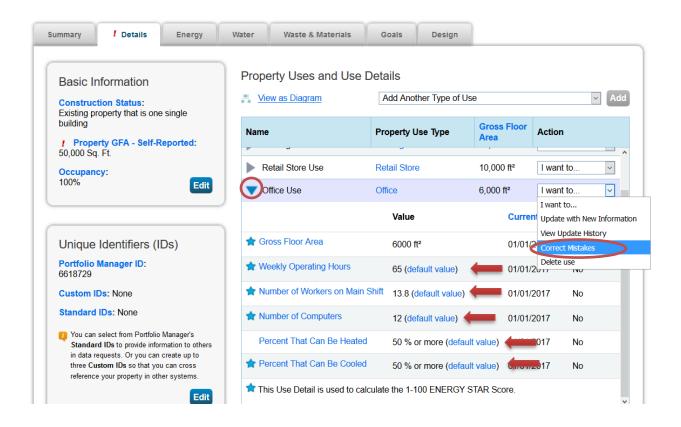
Entering Building Details and Common Portfolio Manager Errors

Default Values

Once new property types are added under the Details tab, you are asked to enter their use details. Portfolio Manager will give an option for you to check the "Use a default" value box as shown below. Use of these default values are flagged as errors by the City of Seattle and is <u>not allowed</u>. If your property has even a single default value box checked, it will be considered non compliant. Please enter actual values when you report your data to the City of Seattle to meet all compliance requirements. And DO NOT change your "Current As Of" Dates or check the Temporary Value boxes to the right. These will also be flagged as errors.



If you have accidentally checked these "Use a default" value boxes, please correct all values to actual values. To make the correction, go to your property's Details tab. Under Property Uses and Use Details section, select "I want to...Correct Mistakes" from the Action column to the far right for all use types that are using default values. To check if specific use types are using default values, you can click on the triangle icon to the left and expand your view for a snap shot as shown below.



Once you have selected "I want to...Correct Mistakes" option from the drop down under the Action column, next page will open up for you to make these corrections. Make sure to **uncheck** every single "Use a default" value boxes circled below in red.

History Log for Office Use							
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 <u>update these Property Use Details in BOTH the parent and child properties</u> .							
★ Gross Floor Area							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	6,000 Sq. Ft. 🔍		City of Seattle	12/20/2018			
X Delete Selected Entries							
★ Weekly Operating Hours							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	65 Use a default		City of Seattle	12/20/2018			
X Delete Selected Entries							
★ Number of Workers on Main Shift							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	13.8 Use a default		City of Seattle	12/20/2018			
X Delete Selected Entries							
Number of Computers							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	Use a default		City of Seattle	12/20/2018			
X Delete Selected Entries							
Percent That Can Be Heated							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	50 % or more Use a default		City of Seattle	12/20/2018			
X Delete Selected Entries							
★ Percent That Can Be Cooled							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	50 % or more Use a default		City of Seattle	12/20/2018			

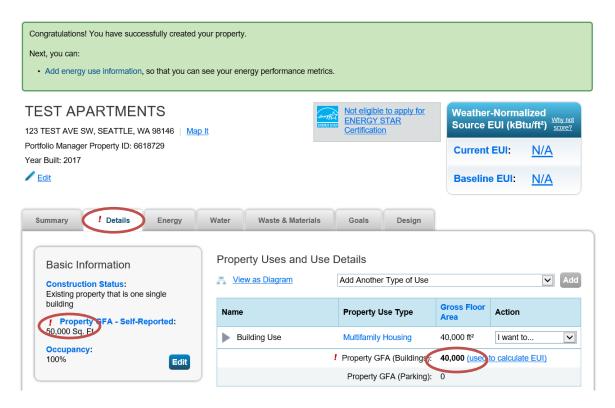
Once default value boxes are unchecked, replace these values with actual values. If you do not have the exact value, enter in your best estimate. Save all changes.

History Log for Office Use							
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			
01/01/2017 (to present)	6,000 Sq. Ft.		City of Seattle	12/20/2018			
X Delete Selected Entries							
★ Weekly Operating Hours							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	65		City of Seattle	12/20/2018			
★ Delete Selected Entries							
number of Workers on Main Shift							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	12		City of Seattle	12/20/2018			
★ Delete Selected Entries							
Number of Computers							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	12		City of Seattle	12/20/2018			
★ Delete Selected Entries							
Percent That Can Be Heated							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	50 % or more		City of Seattle	12/20/2018			
★ Delete Selected Entries							
rercent That Can Be Cooled							
Current As Of	Value	Temporary Value?	Revised By	Revised Date			
01/01/2017 (to present)	50 % or more 🔍 👍		City of Seattle	12/20/2018			

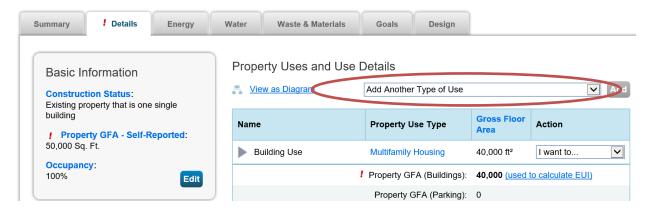
Errors with GFA/Adding Additional Space Uses:

The Gross Floor Area (GFA) that you entered when setting up your property will automatically populate into the Property Use and Use Details section. If your property has multiple uses, you would be required to adjust this number based on the actual GFA for the primary type of use. If you need to add more space uses (i.e. retail, office, restaurant), do so but make sure they all total up to the same value you entered under the Basic Information section.

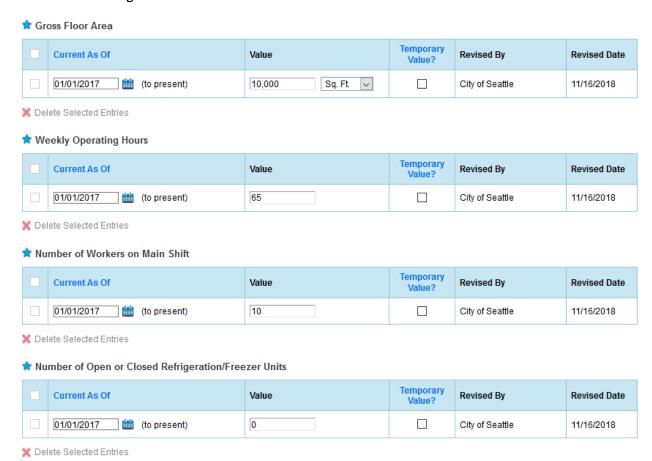
Once your new property is created, double check your Details tab for alerts. GFA values under the Basic Information and Property Uses and Use Details sections must be the same. If these values do not match up, you will see a red exclamation mark indicating an error as shown below.



Let's say that this property is missing its Retail space. To add new use types, go to the drop down menu, "Add Another Type of Use" and select the appropriate property type. In this example, we have selected, "Retail".

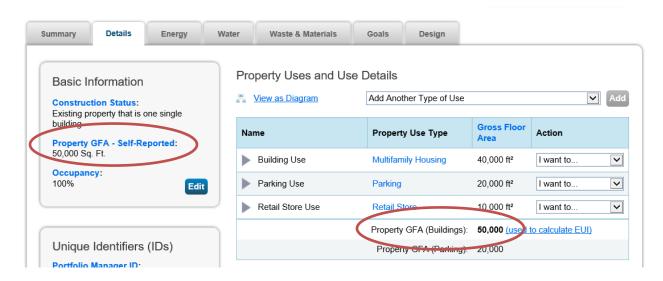


Once the selection is made and the property use is added, a new page will open. You will be asked to enter in your use values here. Again, remember to avoid using default values and temporary values here when you are prompted to enter in space use values. And DO NOT change the "Current As Of" Dates to the left. Save Changes.



You will notice that with the new space type, the Property GFA total has been updated from 40,000 SQFT to 50,000 SQFT matching the value to the left under the Basic Information section. The red exclamation has disappeared indicating that GFA error has been corrected.

Please note that although parking is entered as 20,000 SQFT, it is not counted towards the total building GFA. This is because Energy Star assesses the building and not its parking area. Please refer to Energy Star's "How do I enter parking" section on details on how to enter your parking information.



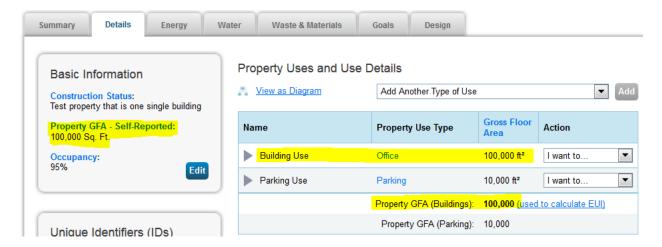
Parking

How do I enter parking?

You have two options to receive an ENERGY STAR score for a property with a parking:

- 1. Sub-meter your parking and exclude its energy and Gross Floor Area (GFA). (*Recommended*)
 - a. Do not enter a parking Property Use
 - b. Do not enter the energy for your parking
 - c. If your parking garage *is physically connected* with your building and part of a single structure, then the parking (Fully or Partially Enclosed) cannot be more than 75% of the total Property GFA. For example, a property that is 100,000 square foot, with 80,000 sq ft Parking and 20,000 sq ft Office is considered a Parking Garage by EPA and is not permitted to earn ENERGY STAR certification. This limit does not apply to Open Parking Lots.
 - d. If your parking garage *is not physically connected* to your building, but rather is a separate structure then there is no limit as to its size.
- Benchmark your parking with your building and include its energy and GFA.
 - a. Do not include Parking GFA in your Self-reported Property GFA
 - b. Include your Parking GFA in a separate "Parking" Property Use
 - Report the GFA of each type of parking (Fully Enclosed, Partially Enclosed, and Open)

- c. Include all parking energy in your energy meters.
- d. Regardless of physical connection, the GFA of your Parking (Fully Enclosed and Partially Enclosed) cannot account be more than 50% of your total Property GFA.



Why? The ENERGY STAR score provides an assessment of the building, not its parking area. If it is not possible to sub-meter your parking area, then Portfolio Manager will estimate the amount of energy parking uses and subtract that out before calculating your metrics.

Learn more in our technical reference for parking: http://www.energystar.gov/buildings/tools-and-resources/energy-star-score-parking.

Resource: Energy Star FAQ

https://portfoliomanager.zendesk.com/hc/en-us/articles/211696747-How-do-I-enter-parking-