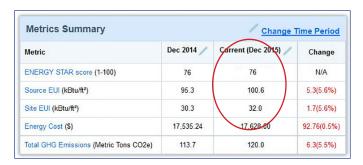
STEP 4 Confirm Energy Use Intensity (EUI)

A Site EUI ending December 31 for the required year must be available to report to the City. The EUI indicates the energy use per square foot per year (kBtu/sq. ft.) and can be used to compare the building's energy use to other similar building types.

- Accurate Reporting:
 Buildings with unusually
 low or high (outlier) EUIs
 or other errors will be
 flagged for accuracy and
 may be issued a warning
 letter to make corrections.
- Under the property **Summary** tab, verify that the building has a **Site EUI** and **ENERGY STAR** score (if available) for Current (Dec 20xx) reporting year. *Contact Help Desk if missing.*
- ☐ The **ENERGY STAR score** must also be listed (if eligible) for your property type, such as Office, Multifamily (20+ units), Retail, Warehouse. See Appendix A.



PRINT STATEMENT OF ENERGY PERFORMANCE

- ☐ Go to the **Reporting** tab and choose **Statement of Energy Performance**.
- ☐ Select the property name.
- ☐ Select **Timeframe: Single Year** ending **Dec of the required year**.
- ☐ Select contacts (optional).
- ☐ Click **Generate & Download Report(s)** and a PDF of the report should appear. (If your web browser has pop-up blockers, disable them if the report does not appear.)
- ☐ Confirm that the **Statement of Energy Performance** lists a **Site EUI** for **Year Ending: December 31, [required year]**. (See next page for an example.)
- ☐ **Save** and print a copy for your records.

NOTE If the building *does not* have 12 months of utility data ending in that December, Portfolio Manager will generate an error message like this:



If you get an error, and are sure that all the energy meters have a full year of data ending December 31st, contact the Help Desk for assistance.

About the Statement Energy Performance

The **Statement of Energy Performance** is a quick reference for sharing your building's energy use as indicated by the **Site EUI**—required by Seattle law of building owners if requested by current and future tenants, buyers or lenders. Although not required by Seattle, the document is also used to show ENERGY STAR-certified buildings when verified by a professional engineer.

