



STEP 4

Confirm Your Energy Use Intensity (EUI)

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Confirm your building has a current Site EUI. An ENERGY STAR score will also be listed for <u>eligible</u> property types.

The Energy Use Intensity (EUI) result indicates the energy use per square foot per year (kBtu/SF). This number is useful for comparing the building's energy use over time and with similar building types.

In Portfolio Manager, on the **Property Summary** tab, verify that the building has a **Site EUI** in the current column. Contact the Help Desk at energybenchmarking@seattle.gov if missing.

If your primary property type is eligible, you should see an **ENERGY STAR** score in the column with the most recent year-end month.



A Site EUI ending December 31 for the required year must be available to report to the City.



Buildings with unusually low or high EUIs or other errors will be flagged for accuracy and may be issued a warning letter to make corrections.

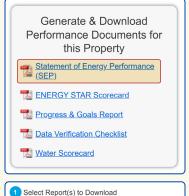
1

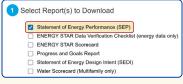
next

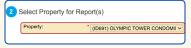


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3 Select Timeframe for Report(s)



Steps to generate a Statement of Energy Performance.



Error message for incomplete utility data.

Generate a Statement of Energy Performance

Under the **Reporting** tab, choose **Statement of Energy Performance**.

Select the property name.

Select **Timeframe: Single Year** ending December of the reporting year. For example, select December 2024 for all 12 months of 2024 data.

Select **Contacts** (optional).

Select **Generate & Download Report(s)** and a PDF of the report should appear. If it doesn't, disable popup blockers in your web browser and try again.

Confirm that the Statement of Energy Performance shows Dec. 31 of the required reporting year adjacent to **For Year Ending:** and lists a **Site EUI**. (See next page for an example.)

Save and print a copy for your records.



For detailed instructions watch Confirm Energy Use Intensity (EUI) and Report Your Data.

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If you receive an error and are certain that all the energy meters have a full year of data ending Dec 31, navigate to your energy meters and confirm no data gaps or overlaps.

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ENERGY PERFORMANCE STATEMENT

The Statement of Energy Performance is a quick reference for sharing your building's energy use if requested by current and future tenants, buyers or lenders. When verified by a professional engineer, the document can also be used to apply to become an ENERGY STAR certified building.

Specific building types are eligible for this 1–100 score that compares the building's energy efficiency to similar buildings nationwide. A higher score indicates a more efficient building. A 75 or higher may be eligible to apply for ENERGY STAR certification.

> Buildings benchmarked correctly should have a Site EUI, which shows the building's energy use per square foot per year. A smaller number indicates a more efficient building.

