



Benchmarking and Data Collection



ENERGY STAR®
PortfolioManager®



What is benchmarking and Why is it important?

- By benchmarking, a property can track their energy and water use, as well as solid waste. This allows your team to plan, manage, and track improvement projects.
- ***“You can’t manage what you don’t measure.”***
- Learn more and create an account at www.energystar.gov/benchmark
- Live and recorded training webinars, short videos, fact sheets, FAQs, glossary and “send us your question” at www.energystar.gov/buildings/training



What is Portfolio Manager?

- ENERGY STAR Portfolio Manager[®] is an online tool you can use to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.
- Portfolio Manager will help you:
 - Assess your property's energy and water consumption, as well as solid waste
 - Track changes in energy, water, greenhouse gas emissions, solid waste, and cost over time
 - Track green power purchases
 - Share/report data with others
 - Create custom reports
 - Apply for ENERGY STAR certification
 - Receive a score from 1 – 100 which allows you to compare the energy performance of your facility to others nationally

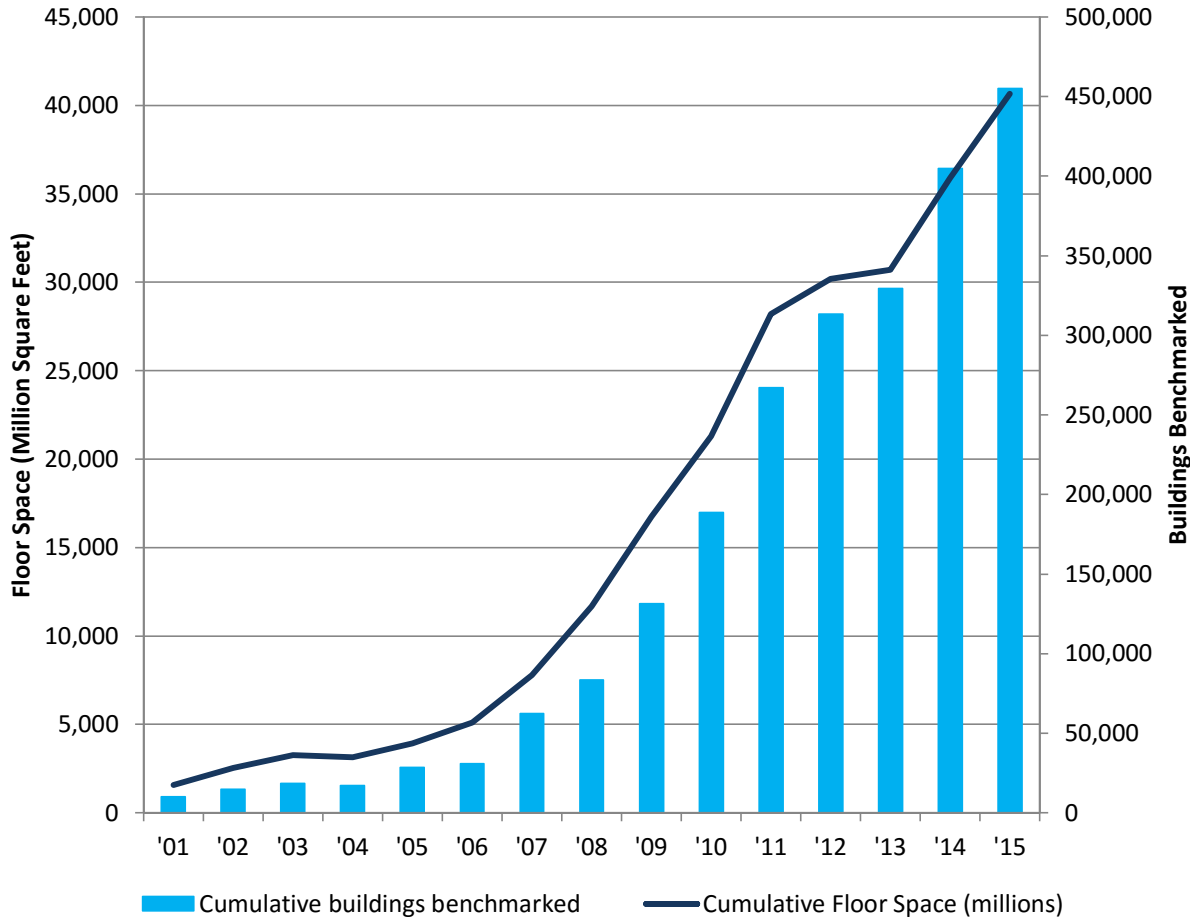


What is measured?

- Metric Calculator – Provides key performance metrics to integrate into a strategic management plan
 - Energy consumption (source, site, weather-normalized)
 - Water consumption (indoor, outdoor)
 - Greenhouse gas emissions (indirect, direct, total, avoided)
 - ENERGY STAR 1-to-100 score (available for many building types)



ENERGY STAR is the national standard



More than 450,000 facilities benchmarked in Portfolio Manager.

That's **40%** of U.S. commercial building space



Benchmarking your property

Before sitting down to create your account in Portfolio Manager, come prepared with the following information:

- 1) The year your property was built
- 2) The square footage of your property
- 3) The number of buildings/meters at your property
- 4) Your property's operating hours/employees
- 5) Secondary Building Uses - schools, daycare centers, Soup Kitchens, etc.
- 6) Number of computers
- 7) Kitchen facilities
- 8) And last but not least.....



Utility data

- You will need to upload your two most current years of electricity, gas/oil (heating fuel), and water (optional) data.
- This tends to be the most challenging part for new users who:
 - Might not make a habit of collecting their utility bills each month.
 - Might not know exactly what to do with their bills if they do have them.

Or

- Might just be intimidated by the process altogether.

Here are a few tips when collecting your utility data.....



Collecting utility data

Check with your local utility to see what kind of data services they provide:

- **Electronic Billing** - An ebill is a great storage method for utility data, and gives the user the ability to have all of their data automatically stored in an email, or obtained through an account on their website.
- **Benchmarking Data** - Some utilities will even send you your data in an Portfolio Manager-ready format, so that all the user needs to do is upload it to the site.
- **Aggregated Data** - Some utilities offer aggregated data upon request. This service is typically limited to larger facilities.



1 Utility bill can provide valuable information

- Some utility statements offer a usage history chart that displays 12-13 consecutive months of energy use.
- This is an excellent method to use if all you have are hard copies.

Meter and Usage	
Current Billing Days: 33	
Billable Usage	
<i>Schedule GS-1</i>	01/15-02/17
Total kWh	879
Measured Usage	
<i>Meter: 0034528016</i>	01/15-02/17
Current Reading	37168
Previous Reading	36289
Total kWh	879

Usage History		
Mo	Yr	kWh
Feb	13	388
Mar	13	250
Apr	13	540
May	13	366
Jun	13	981
Jul	13	2521
Aug	13	1677
Sep	13	1798
Oct	13	812
Nov	13	546
Dec	13	823
Jan	14	733
Feb	14	879



ENERGY STAR Data Collection Worksheet

- ENERGY STAR created an online data collection worksheet to walk users through the process of collecting data.
- Available at:

<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>



Resources for more information

Join ENERGY STAR at no cost or obligation at www.energystar.gov/JoinBuildings

Send us your questions via energystar.gov/BuildingsHelp

Portfolio Manager fact sheets, recorded and live training at www.energystar.gov/Buildings/Training

Action Workbook and more resources at www.energystar.gov/Congregations