

STEP 1 Get Started

Tip Watch [Data Collection \(Part A\): Property Use Data and Data Collection \(Part B\): Energy Meter Data](#) for more detailed instructions and resources for collecting required data.

- Confirm the accuracy of the information provided about the building on the notification and/or warning letter sent by the City of Seattle. This includes:
 1. Building size
 2. Building address
 3. Year built
 4. Building owner or property manager

To correct errors, please contact the Benchmarking Help Desk at energybenchmarking@seattle.gov or (206) 727-8484.

- Obtain the following details about the building's use:
 1. The primary use of the building. For example: multifamily, office, warehouse, etc.
 2. The gross floor area of the building, not including parking area.
 3. The floor area of parking that is metered with other building uses. For example: a garage with lights and ventilation that is connected to the "house" meter, which may also serve common areas in the building.
 4. The floor area of any other uses of the building. For example: a multifamily building might have ground floor retail shop(s).
 5. For buildings eligible for an ENERGY STAR score, other details like operating hours, number of workers, etc. are required for benchmarking. Use the **Property Use Details Worksheet for ENERGY STAR Eligible Buildings** in the Appendix of this guide.
 6. Information about what energy utilities are used for **both** the common area and tenant spaces. For example, does the ground floor restaurant have gas service from PSE in addition to City Light electric? **You will need to conduct a meter audit and building walkthrough to obtain a comprehensive list of all utility meters serving the building, as these are needed when confirming meters for utility automated data exchange. Buildings that are reporting incomplete energy consumption will be flagged as inaccurate, and will not be considered compliant until complete energy consumption is verified and reported.**
- **Already benchmarking?** If you currently benchmark your building using Portfolio Manager, simply skip to Step 4 to confirm buildings' **Energy Use Intensity** and then complete steps 5 and 6.

Need help?

For free help, e-mail energybenchmarking@seattle.gov or phone (206) 727-8484 (M-F, 8-4).

Visit the website to learn about in-person help and free workshops.

Missing your letter?

Contact the Help Desk for a copy or to find your building's ID number.

Prefer to use an outside service provider?

Visit www.buildingpotential.org for a list of benchmarking vendors.