

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.

Metrics Summary		Change Time Period	
Metric	Dec 2014	Current (Dec 2015)	Change
ENERGY STAR score (1-100)	76	76	N/A
Source EUI (kBtu/ft ²)	95.3	100.6	5.3(5.6%)
Site EUI (kBtu/ft ²)	30.3	32.0	1.7(5.6%)
Energy Cost (\$)	17,535.24	17,628.00	92.76(0.5%)
Total GHG Emissions (Metric Tons CO ₂ e)	113.7	120.0	6.3(5.5%)

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:

Select Timeframe for Report(s)

You have selected a year ending date that does not have 12 months of data. Please select another date.

Timeframe: * Single Year Ending Dec 2012

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.

ENERGY STAR® Statement of Energy Performance

LEARN MORE AT energystar.gov

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ENERGY STAR® Score¹

Sample Property

Primary Property Function: Office
Gross Floor Area (ft²): 50,419
Built: 1951

For Year Ending: July 31, 2014
Date Generated: October 01, 2014

Make sure the date is December 31 for the required reporting year.

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

Some types of buildings 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.

Primary Contact
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Energy Consumption and Energy Use Intensity (EUI)

Site EUI	Annual Energy by Fuel	National Median Comparison
75.7 kBtu/ft ²	Electric - Grid (kBtu) 2,453,824 (64%)	National Median Site EUI (kBtu/ft ²) 103.5
	Natural Gas (kBtu) 1,273,766 (33%)	National Median Source EUI (kBtu/ft ²) 247.6
	Propane (kBtu) 91,000 (2%)	% Diff from National Median Source EUI -27%
Source EUI 181.2 kBtu/ft ²		Annual Emissions CO ₂ Emissions (Metric Tons) 311

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