

# Worksheet #2: Energy Amounts Used and Dollars Spent (*Buildings*)

**Commercial Buildings Energy Consumption Survey**  
Sponsored by the U.S. Energy Information Administration  
Conducted by Westat

### Instructions

For electricity and natural gas, if used in this building, provide the following:

• **Account number:** If energy source is not used, write NA in box.

• **Month:** In column **A**, specify the months that electricity and/or natural gas were used for 2012. Ideally this will be January, 2012 through December, 2012. Otherwise provide the most recent 12 months available.

• **Amount of energy used:** In column **B**, specify the amount of energy used in each month, across all of the building's accounts, for 2012.

• **Cost of energy per month:** In column **C**, specify the dollar amount billed, across all of the building's accounts for the 2012 twelve months/billing cycle. **Include** state and local taxes, fuel adjustment charges, system charges, distribution charges, and demand charges. **Exclude** merchandise, repair charges, and service charges (hookup or disconnect fees, late payment charges).

• **Total:** In line **D**, provide totals for columns **B** and **C**, across all of the building's accounts, for the twelve months. Some buildings have several accounts/tenants for each energy source—include all of them in the energy total.

### Box 1. Electricity

Account Number

Square footage covered under this electricity account:

Specify amount of additional or excluded square footage:

<input type="checkbox"/>	This entire building only
<input type="checkbox"/>	This building plus other building(s)
<input type="checkbox"/>	Only part of this building

**A. Month**  
(and year if not 2012)

**B. Amount of electricity used per month**  
(Kilowatthours)

**C. Amount billed/dollars spent per month**  
(Dollars)

**D. Total**

Go to Box 2

### Box 2. Natural Gas

Account Number

Square footage covered under this natural gas account:

Specify amount of additional or excluded square footage:

<input type="checkbox"/>	This entire building only
<input type="checkbox"/>	This building plus other building(s)
<input type="checkbox"/>	Only part of this building

**A. Month**  
(and year if not 2012)

**B. Amount of natural gas used per month**—Check the units used:

<input type="checkbox"/>	Cubic feet (cf)	<input type="checkbox"/>	Dekatherms
<input type="checkbox"/>	100 cu. ft. (Ccf)	<input type="checkbox"/>	Therms
<input type="checkbox"/>	1,000 cu. ft. (Mcf)	<input type="checkbox"/>	

**C. Amount billed/dollars spent per month**  
(Dollars)

**D. Total**

Go to Box 3

**Instructions:** For totals, include all accounts for each energy source for which you are responsible, for year 2012. For amount billed, include state and local taxes, but exclude merchandise, repair charges, and service charges (hookup or disconnect fees, late payment fees).

<b>Box 3. Fuel Oil/ Diesel/ Kerosene</b>	Account Number	<b>Box 4. District Steam</b>	Account Number	<b>Box 5. District Hot Water</b>	Account Number																		
Square footage covered under this fuel oil/diesel/kerosene account: <input type="checkbox"/> This entire building only <input type="checkbox"/> This building plus other building(s) <input type="checkbox"/> Only part of this building	Specify amount of additional or excluded square footage: <input type="text"/>	Square footage covered under this district steam account: <input type="checkbox"/> This entire building only <input type="checkbox"/> This building plus other building(s) <input type="checkbox"/> Only part of this building	Specify amount of additional or excluded square footage: <input type="text"/>	Square footage covered under this district hot water account: <input type="checkbox"/> This entire building only <input type="checkbox"/> This building plus other building(s) <input type="checkbox"/> Only part of this building	Specify amount of additional or excluded square footage: <input type="text"/>																		
<b>Total fuel oil/diesel/kerosene purchased:</b> across all accounts for 2012 <input type="text"/> Gallons If measured or metered, what is the amount of fuel oil/diesel/kerosene actually consumed in calendar year 2012? <input type="text"/> Gallons		<b>Total district steam used:</b> across all accounts for 2012 <input type="text"/> <b>Check the units used:</b> <input type="checkbox"/> Thousand pounds <input type="checkbox"/> Pounds <input type="checkbox"/> Million Btu		<b>Total district hot water used:</b> across all accounts for 2012 <input type="text"/> Million Btu																			
<b>Total amount billed/dollars spent:</b> across all accounts for 2012: <input type="text"/> \$		<b>Total amount billed/dollars spent:</b> across all accounts for 2012: <input type="text"/> \$		<b>Total amount billed/dollars spent:</b> across all accounts for 2012: <input type="text"/> \$																			
<b>Beginning and ending dates:</b> If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">/ /</td> <td style="width:33%; text-align: center;"><b>to</b></td> <td style="width:33%; text-align: center;">/ /</td> </tr> <tr> <td style="text-align: center;">month/day/year</td> <td></td> <td style="text-align: center;">month/day/year</td> </tr> </table>		/ /	<b>to</b>	/ /	month/day/year		month/day/year	<b>Beginning and ending dates:</b> If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">/ /</td> <td style="width:33%; text-align: center;"><b>to</b></td> <td style="width:33%; text-align: center;">/ /</td> </tr> <tr> <td style="text-align: center;">month/day/year</td> <td></td> <td style="text-align: center;">month/day/year</td> </tr> </table>		/ /	<b>to</b>	/ /	month/day/year		month/day/year	<b>Beginning and ending dates:</b> If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">/ /</td> <td style="width:33%; text-align: center;"><b>to</b></td> <td style="width:33%; text-align: center;">/ /</td> </tr> <tr> <td style="text-align: center;">month/day/year</td> <td></td> <td style="text-align: center;">month/day/year</td> </tr> </table>		/ /	<b>to</b>	/ /	month/day/year		month/day/year
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<b>Go to Box 4</b>		<b>Go to Box 5</b>		<b>Go to Box 6</b>																			

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### Water Use in Commercial Buildings

Why are there water questions in an energy survey? Water use and energy are connected in many ways. Energy is used to extract, purify, and pump water for domestic and other uses. In addition, energy is used to treat and dispose of wastewater.

With the following questions we want to determine how much water was used in this building. Domestic water is generally supplied to commercial buildings by a municipal water system that collects, purifies, transports, and distributes water via a pipeline system. In some cases, the building may have a private or on-site source, such as a water well that may be either the sole source of water or a supplement to the municipal supply.

If water is supplied from multiple sources, provide the total from all sources, including municipally supplied potable, municipally supplied reclaimed and other sources of freshwater, including wells.

### Box 6. Domestic Water Supply

**Total water used:** across all accounts (municipal and other), for calendar year 2012

**Check the units used:**

<input type="checkbox"/>	Gallons	<input type="checkbox"/>	Cubic feet (cf)
<input type="checkbox"/>	Thousand	<input type="checkbox"/>	Hundred cubic feet (HCF)
<input type="checkbox"/>	Million gallons	<input type="checkbox"/>	Thousand cubic feet (Mcf)
<input type="checkbox"/>		<input type="checkbox"/>	Other

How much of this water was used outside the building (in same units)?

**Method of measurement of water use:**

- Metered     Both metered and estimated  
 Estimated     Other

#### Cooling Tower

If the building has a cooling tower and it is metered, what is the amount of water used by the cooling tower (in same units as above):

**Total amount billed/dollars spent:** across all accounts for 2012

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**Beginning and ending dates:** If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account.

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month/day/year		month/day/year

**Thank you!**

**The interviewer will collect this worksheet.**