Worksheet #2: Energy Amounts Used and Dollars Spent (Establishments) 2012 Commercial Buildings Energy Consumption Survey Sponsored by the U.S. Energy Information Administration Conducted by Westat Instructions **Box 1. Electricity Box 2. Natural Gas** Account Number Account Number For electricity and natural gas, if used in this establishment, provide the following: Square footage covered under this Specify amount of additional Square footage covered under this Specify amount of additional electricity account: or excluded square footage: natural gas account: or excluded square footage: • Account number: If energy This entire establishment only This entire establishment only source is not used, write NA in box. This establishment plus This establishment plus other establishment(s) other establishment(s) • **Month:** In column **A**, specify the Only part of this establishment Only part of this establishment months that electricity and/or natural B. Amount of electricity used B. Amount of natural gas used gas were used for 2012. Ideally this A. Month C. Amount A. Month C. Amount will be January 2012 through (and vear if per month billed/dollars (and vear if **per month**—Check the units used: billed/dollars not 2012) not 2012) spent per December 2012. Otherwise provide (Kilowatthours) spent per Dekatherms Cubic feet (cf) month month the most recent 12 months available. (Dollars) (Dollars) 100 cu. ft. (Ccf) Therms Amount of energy used: 1,000 cu. ft. (Mcf) In column **B**, specify the amount of energy used in each month, across all of the establishment's accounts, for 2012. Cost of energy per month: In column **C**, specify the dollar amount billed, across all of the establishment'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 D. Total D. Total establishment's accounts, for the twelve months. Some establishments have several accounts for each Go to Box 2 Go to Box 3 energy source—include all of them in the energy total.

Instructions: For to	each energy source u	ich you are responsib			
billed, include state and local taxes, but exclude merchandise, repair charges, and service charges (nookup or disconnect fees, late payment rees).					

Box 3. Fuel Oil/ Ad Diesel/ Kerosene	ccount Number	Box 4. District Steam	Acco	unt Number	Box 5. Dis Ho Wa		count Number
Square footage covered under this fuel oil/diesel/ kerosene account: This entire establishment only This establishment plus other establishment(s) Only part of this establishment	Specify amount of additional or excluded square footage:	Square footage covere district steam account This entire establishment establishment(s) Only part of this es	thment only	Specify amount of additional or excluded square footage:	this district h This entin This estal establish	ge covered under not water account: re establishment only blishment plus other ment(s) t of this establishmer	footage:
Gallons If measured or metered, what is the a oil/diesel/kerosene actually consume 2012?	mount of fuel	Chec Thousand pounds Pounds Million Btu	k the units u	·	Total district 2012):	t hot water used Million Bt	(across all accounts for
Gallons Total amount billed/dollars spe for 2012): \$	nt (across all accounts	Total amount billed/ for 2012):	dollars spen	t (across all accounts	Total amou accounts for 2	nt billed/dollars s 2012):	pent (across all
Beginning and ending dates (If multiple accounts with different begindates, provide the dates for the larges to month/day/year	nning and ending	Beginning and ending multiple accounts with provide the dates for the month/day/year	different begini	ning and ending dates,	multiple acco	unts with different be the dates for the lar	(If the establishment had eginning and ending gest account.): // / month/day/year
Go to Box 4 Go to Box 5				Go to Box	6		

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).

Matar I las in Commonsial Establishments	Box 6. Total Water					
Water Use in Commercial Establishments						
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.	Total water used (across all accounts, municipal and other, for calendar year 2012):	Beginning and ending dates (If the establishment had multiple accounts with different beginning and ending dates, provide the dates for the largest account.): / / to / /				
With the following questions we want to determine	Check the units used:	month/day/year month/day/year				
how much water was used in this establishment for	Gallons Cubic feet (cf)					
everyday use, such as for restrooms, kitchens, laundries, showers, building heating and cooling, and	Thousand Hundred cubic feet (Ccf, HCF)					
landscape irrigation.	Million gallons Thousand cubic feet (Mcf)					
Domestic water is generally supplied to commercial	Other					
establishments by a municipal water system that collects, purifies, transports, and distributes water via a						
pipeline system. In some cases, the building may have a	Method of measurement of water use:	Thank you!				
private or on-site source, such as a water well that may be either the sole source of water or a supplement to the	Metered Both metered and estimated	,				
municipal supply.	Estimated Other					
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.		The interviewer will collect this worksheet.				

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