## Worksheet #2: Energy Amounts Used and Dollars Spent (Buildings) 2012 Commercial Buildings Energy Consumption Survey Sponsored by the U.S. Energy Information Administration Conducted by Westat **Box 1. Electricity** Instructions **Box 2. Natural Gas** Account Number Account Number For electricity and natural gas, if used in this building, provide the following: Square footage covered under Specify amount of additional or Specify amount of additional or Square footage covered under this electricity account: excluded square footage: this natural gas account: excluded square footage: This entire building only Account number: If energy This entire building only source is not used, write NA in box. This building plus other This building plus other building(s) building(s) • **Month:** In column **A**, specify the Only part of this building Only part of this building 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 year 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 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 D. Total D. Total months. Some buildings have several accounts/tenants for each energy source—include all of them Go to Box 2 Go to Box 3 in the energy total.

Instructions: For tot	rals, include all accounts for each energy source use	d in the building for which vou are responsible, for year 2012. For amount billed.
include state and loca	lise, repair charges, an	disconnect fees, late pa

Box 3. Fuel Oil/	Account Number	Box 4. District	Account Number	Box 5. District	Account Number
Diesel/		Steam		Hot	
Kerosene				Water	
Square footage covered under this fuel oil/diesel/kerosene account:  This entire building	Specify amount of additional or excluded square footage:	Square footage covered under this district steam account:  This entire building	Specify amount of additional or excluded square footage:	Square footage covered under this district hot water account:  This entire building only	Specify amount of additional or excluded square footage:
This building plus building(s) Only part of this		This building plus other building(s) Only part of this		This building plus other building(s) Only part of this building	
Total fuel oil/diesel/kerosene purchased (across all accounts for 2012):		Total district steam used (across all accounts for 2012):		Total district hot water used (across all accounts for 2012):	
Gallons  If measured or metered, what is the amount of fuel oil/diesel/kerosene actually consumed in calendar year 2012?  Gallons		Check the units used:  Thousand pounds  Pounds  Million Btu		Million Btu	
Total amount billed/dollars spent (across all accounts for 2012):  \$				Total amount billed/dollars spent (across all accounts for 2012):  \$	
Beginning and ending dates (If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account.):		<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.):		Beginning and ending dates (If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account.):	
/ / to month/day/year	month/day/year	/ / to month/day/year	/ / month/day/year	/ / to month/day/year	/ / 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).

## **Box 6. Total Water Water Use in Commercial Buildings** Why are there water questions in an energy survey? Total water used (across all accounts, municipal and Beginning and ending dates (If the building had Water use and energy are connected in many ways. multiple accounts with different beginning and ending other, for calendar year 2012): Energy is used to extract, purify, and pump water for dates, provide the dates for the largest account.): domestic and other uses. In addition, energy is used to treat and dispose of wastewater. to Check the units used: month/day/year month/day/year With the following questions we want to determine Gallons Cubic feet (cf) how much water was used in this building for everyday use, such as for restrooms, kitchens, laundries, showers, Thousand gallons Hundred cubic feet (Ccf, HCF) building heating and cooling, and landscape irrigation. Million gallons Thousand cubic feet (Mcf) Other Domestic water is generally supplied to commercial buildings by a municipal water system that collects, purifies, transports, and distributes water via a pipeline How much of the total water was used outside the building if system. In some cases, the building may have a private separately metered (in same units)? Thank you! 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 Method of measurement of water use: total from all sources, including municipally supplied potable, municipally supplied reclaimed and other The interviewer will collect this Both metered and estimated Metered sources of freshwater, including wells. worksheet. Other Estimated **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)?

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