



**Instructions:** For totals, include all accounts for each energy source used in the building for which you are responsible, for year 2012. For amount billed, include state and local taxes, service charges, maintenance, repair charges, and other charges, disconnect fees, late payment charges, and other fees.

Box 3. Fuel Oil/ Diesel/ Kerosene		Account Number	Box 4. District Steam		Account Number	Box 5. District Hot Water		Account Number
<b>Square footage covered under this fuel oil/diesel/kerosene account:</b> <input type="checkbox"/> This entire building <input type="checkbox"/> This building plus building(s) <input type="checkbox"/> Only part of this	<b>Specify amount of additional or excluded square footage:</b> <input type="text"/>		<b>Square footage covered under this district steam account:</b> <input type="checkbox"/> This entire building <input type="checkbox"/> This building plus other building(s) <input type="checkbox"/> Only part of this	<b>Specify amount of additional or excluded square footage:</b> <input type="text"/>		<b>Square footage covered under this district hot water account:</b> <input type="checkbox"/> This entire building only <input type="checkbox"/> This building plus other building(s) <input type="checkbox"/> Only part of this building	<b>Specify amount of additional or excluded square footage:</b> <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.): <input type="text"/> / / 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.): <input type="text"/> / / 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.): <input type="text"/> / / month/day/year		
<b>to</b>			<b>to</b>			<b>to</b>		
<input type="text"/> / / month/day/year			<input type="text"/> / / month/day/year			<input type="text"/> / / month/day/year		
<b>Go to Box 4</b>			<b>Go to Box 5</b>			<b>Go to Box 6</b>		

**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).

### 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 for everyday use, such as for restrooms, kitchens, laundries, showers, building heating and cooling, and landscape irrigation.

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. Total Water

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

**Check the units used:**

- Gallons
- Thousand gallons
- Million gallons
- Cubic feet (cf)
- Hundred cubic feet (Ccf, HCF)
- Thousand cubic feet (Mcf)
- Other

How much of the total water was used outside the building if separately metered (in same units)?

**Method of measurement of water use:**

- Metered
- Estimated
- Both metered and 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)?

**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

**Thank you!**

**The interviewer will collect this worksheet.**