## ENERGY STAR® Data Checklist for Commercial Buildings

In order for a building to qualify for the ENERGY STAR, a Professional Engineer (PE) must validate the accuracy of the data underlying the building's energy performance rating. This checklist is designed to provide an at-a-glance summary of a property's physical and operating characteristics, as well as its total energy consumption, to assist the PE in double-checking the information that the building owner or operator has entered into Portfolio Manager.

Please complete and sign this checklist and include it with the stamped, signed Statement of Energy Performance. NOTE: You must check each box to indicate that each value is correct, OR include a note.

CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	~
Building Name	Office Sample Facility	Is this the official building name to be displayed in the ENERGY STAR Registry of Labeled Buildings?		
Туре	Office	Is this an accurate description of the space in question?		
Location	1234 Main Street, Charlotte, NC 28227	Is this address accurate and complete? Correct weather normalization requires an accurate zip code.		
Annual Occupancy Rate	95 %	Has the property maintained an average occupancy of 75% or higher across the 12 month period being assessed?		
Single Structure	Single Facility	Does this SEP represent a single structure? SEPs cannot be submitted for multiple-building campuses (with the exception of acute care or children's hospitals) nor can they be submitted as representing only a portion of a building		
Office Space (Office)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	~
Gross Floor Area	52,452 Sq. Ft.	Does this square footage include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc. Also note that existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in the total. Finally gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.		
Weekly operating hours	90 Hours	Is this the total number of hours per week that the Office space is 75% occupied? This number should exclude hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.		
Workers on Main Shift	1,300	Is this the number of employees present during the main shift? Note this is not the total number of employees or visitors who are in a building during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100. The normal worker density ranges between 0.3 and 10 workers per 1000 square feet (92.8 square meters)		
Number of PCs	63	Is this the number of personal computers in the Office?		
Percent Cooled	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical cooling equipment?		
Percent Heated	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical heating equipment?		
Data Center (Compute	er Data Center)	···		
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<b>✓</b>

Gross Floor Area	780 Sq. Ft.	Does this square footage include all supporting functions of the computer data center?		
Weekly operating hours	168 Hours	Is this the total number of hours per week that the computer data center is in operation?		
Parking lot (Parking)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	$\checkmark$
Gross Floor Area	18,694 Sq. Ft.	Is this the total square footage of the entire parking area (enclosed + nonenclosed + open floor area)?		
Enclosed Floor Area	1,476 Sq. Ft.	Is this the total square footage of the enclosed garage space? An enclosed garage is defined as having both sides and a roof.		
Non-Enclosed Floor Area (w/roof)	0 Sq. Ft.	Is this the total square footage of the nonenclosed garage space? This is typically defined as the portion of the garage above ground (contains no sides but is under a roof).		
Open Floor Area (w/o roof)	17,218 Sq. Ft.	Is this the total square footage of the nonenclosed parking area without a roof? This is typically defined as open parking lots or the very top level of an above ground parking garage.		
Weekly Hours of Access	168 Hours	Is this the total number of hours per week when it is possible for a vehicle to enter or exit?		

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#### **Energy Consumption**

Power Generation Plant or Distribution Utility: Duke Energy Carolinas, LLC

Mete	r: Electric Meter (kWh (thousand Watt- Space(s): Entire Facility Generation Method: Grid Purchase	hours))
Start Date	End Date	Energy Use (kWh (thousand Watt-hours)
05/01/2009	05/31/2009	45,600.00
04/01/2009	04/30/2009	54,800.00
03/01/2009	03/31/2009	52,600.00
02/01/2009	02/28/2009	67,200.00
01/01/2009	01/31/2009	77,200.00
12/01/2008	12/31/2008	59,800.00
11/01/2008	11/30/2008	57,600.00
10/01/2008	10/31/2008	67,800.00
09/01/2008	09/30/2008	54,200.00
08/01/2008	08/31/2008	42,000.00
07/01/2008	07/31/2008	47,000.00
06/01/2008	06/30/2008	45,000.00
Electric Meter Consumption (kWh (thousand Watt-hours))		670,800.00
Electric Meter Consumption (kBtu (thousand Btu))		2,288,769.60
Total Electricity (Grid Purchase) Consumption (kBtu (thousand Btu))		2,288,769.60
s this the total Electricity (Grid Purchase) cor Electricity meters?	nsumption at this building including all	

	Fuel	Type:	Natural	Gas
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Meter: Natural Gas Meter (ccf (hundred cubic feet)) Space(s): Entire Facility

Start Date	End Date	Energy Use (ccf (hundred cubic feet))
05/01/2009	05/31/2009	1,436.00
04/01/2009	04/30/2009	1,658.00
03/01/2009	03/31/2009	287.00
02/01/2009	02/28/2009	310.00
01/01/2009	01/31/2009	166.00
12/01/2008	12/31/2008	91.00
11/01/2008	11/30/2008	141.00
10/01/2008	10/31/2008	280.00
09/01/2008	09/30/2008	1,729.00
08/01/2008	08/31/2008	1,276.00

07/01/2008	07/31/2008	2,109.00
06/01/2008	06/30/2008	2,109.00
Natural Gas Meter Consumption (ccf (hundred cub	pic feet))	11,592.00
Natural Gas Meter Consumption (kBtu (thousand	Btu))	1,192,816.80
Total Natural Gas Consumption (kBtu (thousand E	Btu))	1,192,816.80
Is this the total Natural Gas consumption at this b		
Additional Fuels		
Do the fuel consumption totals shown above represen Please confirm there are no additional fuels (district er		
On-Site Solar and Wind Energy		
Do the fuel consumption totals shown above include all on-site solar and/or wind power located at your facility? Please confirm that no on-site solar or wind installations have been omitted from this list. All on-site systems must be reported.		

### Certifying Professional

(When applying for the ENERGY STAR, the Certifying Professional must be the same as the PE that signed and stamped the SEP.)

Name: Date:

#### Signature:

Signature is required when applying for the ENERGY STAR.

The public reporting burden for this collection of information is estimated to average 5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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