

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	<input checked="" type="checkbox"/>
Building Name	Office Sample Facility	Is this the official building name to be displayed in the ENERGY STAR Registry of Labeled Buildings?		<input type="checkbox"/>
Type	Office	Is this an accurate description of the space in question?		<input type="checkbox"/>
Location	1234 Main Street, Charlotte, NC 28227	Is this address accurate and complete? Correct weather normalization requires an accurate zip code.		<input type="checkbox"/>
Annual Occupancy Rate	95 %	Has the property maintained an average occupancy of 75% or higher across the 12 month period being assessed?		<input type="checkbox"/>
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		<input type="checkbox"/>
Office Space (Office)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<input checked="" type="checkbox"/>
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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
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)		<input type="checkbox"/>
Number of PCs	63	Is this the number of personal computers in the Office?		<input type="checkbox"/>
Percent Cooled	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical cooling equipment?		<input type="checkbox"/>
Percent Heated	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical heating equipment?		<input type="checkbox"/>
Data Center (Computer Data Center)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<input checked="" type="checkbox"/>

Gross Floor Area	780 Sq. Ft.	Does this square footage include all supporting functions of the computer data center?	<input type="checkbox"/>
Weekly operating hours	168 Hours	Is this the total number of hours per week that the computer data center is in operation?	<input type="checkbox"/>
Parking lot (Parking)			
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES
Gross Floor Area	18,694 Sq. Ft.	Is this the total square footage of the entire parking area (enclosed + nonenclosed + open floor area)?	<input type="checkbox"/>
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.	<input type="checkbox"/>
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).	<input type="checkbox"/>
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.	<input type="checkbox"/>
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?	<input type="checkbox"/>

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Energy Consumption

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

Fuel Type: Electricity

Meter: Electric Meter (kWh (thousand Watt-hours))
Space(s): Entire Facility
Generation Method: Grid Purchase

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
Is this the total Electricity (Grid Purchase) consumption at this building including all Electricity meters?		<input type="checkbox"/>

Fuel Type: Natural Gas

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 cubic feet))		11,592.00
Natural Gas Meter Consumption (kBtu (thousand Btu))		1,192,816.80
Total Natural Gas Consumption (kBtu (thousand Btu))		1,192,816.80
Is this the total Natural Gas consumption at this building including all Natural Gas meters?		<input type="checkbox"/>

Additional Fuels

Do the fuel consumption totals shown above represent the total energy use of this building? Please confirm there are no additional fuels (district energy, generator fuel oil) used in this facility.	<input type="checkbox"/>
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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.	<input type="checkbox"/>
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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.