



Step 1: Verify building name and address

Property Name (note that this is the name that will be used on the recognition certificate and any outreach materials):
3190 Fairview Park

- Yes, the property name is correct.
No, this is incorrect. I would like the name of the property to be listed as:

Portfolio Manager Building ID#:
1345536

- Yes, the building address is correct
No, this is incorrect. I have corrected the address in Portfolio Manager to read:

Property Address:
3190 Fairview Park Drive, Falls Church, Virginia 22042

Step 2: Verify gross floor area: 260924 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, atriums, vent shafts, etc.?

- Yes, this is correct.
No, this is incorrect. I have added and/or corrected this data in my Portfolio Manager account, and resubmitted my property data using this link:
https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/41005f7b-d45e-4039-bd34-34fef7cf633e

Also note that existing atriums should only include the base floor area that they occupy. Interstitial (plenum) space between the 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.

Step 3: Verify meter data

Verify that each water meter entry that appears in Portfolio Manager for the baseline and competition periods (January through December of 2013 and 2014) is correct and matches the actual meter readings as reported by the utility.

- Yes, all meters are represented and all entries are correct.
No, one or more meters, or meter entries, is incorrect or missing. I have added and/or corrected them in my Portfolio Manager account, and resubmitted my property data using this link:
https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/41005f7b-d45e-4039-bd34-34fef7cf633e

Also verify that ALL water use associated with this property is represented in Portfolio Manager, and that no meter is shared with another property. Also verify that the property was operating business as usual throughout the competition period.

Step 4: Signature of Professional Engineer or Registered Architect

I certify that the information contained on this form is true and accurate to the best of my knowledge.

Name: _____ Date: _____

Signature: _____



Step 5: Send form to EPA

Send a signed, scanned PDF of this document to EPA by April 17. If this is a hardship, please contact EPA to make other arrangements prior to April 17.

All correspondence can be sent to: BattleOfTheBuildings@cadmusgroup.com

The public reporting and recordkeeping burden for this collection of information is estimated to average 1.5 hour per response. Send EPA Form No. 5900-381 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.