

**INSTRUCTIONS:**  
 The Team Leader is responsible for identifying and registering a team (defined as at least 5 buildings) for the 2015 EPA ENERGY STAR National Building Competition. The Team Leader's only responsibilities are to do the following:

1. Collect the Portfolio Manager Building IDs and Building Names of team members.
2. Input the Portfolio Manager Building IDs and Building Names below.
3. Input Team Name and Team Leader contact information below. EPA will cc you on all competitor correspondence.
4. Submit this spreadsheet to [battleofthebuildings@cadmusgroup.com](mailto:battleofthebuildings@cadmusgroup.com) by May 31st.

Note that in order to compete, you or your team members must also separately submit building data to EPA via Portfolio Manager, by May 31st. Learn how to submit this data via the competition website at [www.energystar.gov/battleofthebuildings](http://www.energystar.gov/battleofthebuildings). EPA will confirm your participation in June.

The public reporting and recordkeeping burden for this collection of information is estimated to average 10 minutes 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.  
 EPA Form No. 5900-380

TEAM NAME	TEAM CONTACT NAME	TEAM CONTACT'S ORGANIZATION	TEAM CONTACT'S EMAIL	TEAM CONTACT'S PHONE

	Portfolio Manager Building ID	Portfolio Manager Building Name
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## Instructions for registering a team

A Team Leader is responsible for identifying and registering a team (defined as at least 5 buildings) for the 2014 EPA ENERGY S

1. Collect the Portfolio Manager Building IDs and Building Names of team members
2. Submit this information to [battleofthebuildings@cadmusgroup.com](mailto:battleofthebuildings@cadmusgroup.com) via the Microsoft Excel spreadsheet o
3. Ensure that (1) Portfolio Manager data for team buildings has been submitted via the Portfolio Manager o

l Building Competition. The Team Leader's only responsibilities are to do the following:

ition website ([www.energystar.gov/battleofthebuildings](http://www.energystar.gov/battleofthebuildings)). Remember to do this during the registration period at [www.energystar.gov/battleofthebuildings](http://www.energystar.gov/battleofthebuildings), and (2) team members respond to future EPA requests for mid

nd, April 16<sup>th</sup> to May 16<sup>th</sup>

point and final data. The Team Leader will be included in emails to competitors, so will be kept in the loop, b

ut is not required to do anything else.