Worksheet #2: Energy Amounts Used and Dollars Spent (Buildings) 2012 Commercial Buildings Energy Consumption Survey Sponsored by the U.S. Energy Information Administration Conducted by Westat Instructions **Box 1. Electricity Box 2. Natural Gas** Account Number Account Number For electricity and natural gas, if used in this building, provide the following: Square footage covered under Specify amount of additional or Specify amount of additional or Square footage covered under this electricity account: excluded square footage: this natural gas account: excluded square footage: This entire building only Account number: If energy This entire building only source is not used, write NA in box. This building plus other This building plus other building(s) building(s) • **Month:** In column **A**, specify the Only part of this building Only part of this building months that electricity and/or natural B. Amount of electricity used B. Amount of natural gas used gas were used for 2012. Ideally this A. Month C. Amount A. Month C. Amount will be January 2012 through (and vear if per month billed/dollars (and year if **per month**—Check the units used: billed/dollars not 2012) not 2012) spent per December 2012. Otherwise provide (Kilowatthours) spent per Dekatherms Cubic feet (cf) month month the most recent 12 months available. (Dollars) (Dollars) 100 cu. ft. (Ccf) Therms Amount of energy used: 1,000 cu. ft. (Mcf) In column **B**, specify the amount of energy used in each month, across all of the building's accounts, for 2012. Cost of energy per month: In column **C**, specify the dollar amount billed, across all of the building's accounts for the 2012 twelve months/billing cycle. **Include** state and local taxes, fuel adjustment charges, system charges, distribution charges, and demand charges. Exclude merchandise, repair charges, and service charges (hookup or disconnect fees, late payment charges). • **Total**: In line **D**, provide totals for columns **B** and **C**, across all of the building's accounts, for the twelve D. Total D. Total months. Some buildings have several accounts/tenants for each energy source—include all of them Go to Box 2 Go to Box 3 in the energy total.

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 loca		lise, repair charges, and		lisconnect fees, late pa			
Box 3. Fuel Oil/	Account Number	Box 4. District	Account Number	Box 5. District	Account Number		
Diesel/		Steam		Hot			
Kerosene Square footage covered	Specify amount of	Square footage covered	Specify amount of	Water Square footage covered	Specify amount of		
under this fuel oil/diesel/	additional or excluded	under this district steam	additional or excluded	under this district hot water	additional or excluded		
kerosene account: This entire building	square footage:	account: This entire building	square footage:	account: This entire building only	square footage:		
This building plus		This building plus other		This building plus other			
building(s)		building(s)		building(s)			
Only part of this		Only part of this		Only part of this building			
Total fuel oil/diesel/kerosene purchased (across all accounts for 2012):		Total district steam used (across all accounts for 2012):		Total district hot water used (across all accounts for 2012):			
Gallons		Cneck the units usea:		Million	Million Btu		
If measured or metered, what i		Thousand pounds					
oil/diesel/kerosene actually co 2012?	insumed iii calendar year	Pounds					
		Million Btu					
Total amount billed/dollars spent (across all accounts		Total amount billed/dollars spent (across all accounts		Total amount billed/dollars spent (across all accounts			
for 2012):		for 2012):		for 2012):			
\		\$		\$			
Beginning and ending dates (If the building had		Beginning and ending dates (If the building had		Beginning and ending dates (If the building had			
multiple accounts with different beginning and ending dates, provide the dates for the largest account.):		multiple accounts with different beginning and ending dates, provide the dates for the largest account.):		multiple accounts with different beginning and ending dates, provide the dates for the largest account.):			
dates, provide the dates for the largest account.).		dutes, provide the dutes for the largest decount.).					
/ / to	L	/ / to	/ /	/ / to	/ /		
month/day/year	month/day/year	month/day/year	month/day/year	month/day/year	month/day/year		
Go to Box 4		Go to Box 5		Go to B	Go to Box 6		

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	Box 6. Total Water		
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	Total water used (across all accounts, municipal and other, for calendar year 2012):	Beginning and ending dates (If the building had multiple accounts with different beginning and ending dates, provide the dates for the largest account.):	
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	Check the units used: Gallons Cubic feet (cf) Thousand gallons Hundred cubic feet (Ccf, HCF) Million gallons Thousand cubic feet (Mcf) Other	month/day/year month/day/year	
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.	How much of the total water was used outside the building if separately metered (in same units)?	Thank you!	
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.	Method of measurement of water use: Metered Both metered and estimated Estimated Other Cooling Tower	The interviewer will collect this worksheet.	
	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)?	Form EIA-871H	

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