



Welcome to the Commercial Buildings Energy Consumption Survey

The U.S. Energy Information Administration (the independent statistical agency of the U.S. Department of Energy) has randomly selected this building to be part of a study that provides important energy-related information about commercial buildings throughout the United States. This building represents many others with similar characteristics and energy use.

Your participation is very important.

CBECs is the **only** source of data about all commercial buildings across the country. Many different types of people use the CBECs data, for many purposes, including:

- **Building owners and managers** use it to **benchmark**: by comparing their building's energy usage to similar buildings, they can learn if there is room for improvement
- **Energy forecasters** use it to **model**: predictions of future energy demand inform planning for companies such as energy suppliers
- **Developers** of new energy technologies use it to **gauge market potential**: businesses of all sizes use the data for research and product development
- **Students** of all levels use it for **research**: CBECs data are used in writing everything from grade-school reports to PhD dissertations
- Federal, state, and local **governments** use it to **formulate energy policies**: it is impossible to make good policy without data to inform it

CBECs is mandated by Department of Energy (DOE) Organization Act of 1977 (Public Law 95-91) and has been conducted periodically since 1979.

We look forward to working with you, and we thank you for participating in this important national energy study

An employee from Westat, the company conducting the study on our behalf, is dedicated to helping you complete the questionnaire. Westat is a national research company with headquarters located in Rockville, Maryland.

We encourage you to complete the questionnaire online. It is user-friendly and you can complete it at your own convenience. If you need any assistance or prefer to complete the questionnaire in-person, please contact the Westat interviewer who delivered this package. You may also call the CBECs toll-free number [555-555-5555.]

Complete the interview online at [URL]. You will need a PIN to start the interview.

Percent of Total Commercial Building Energy Use by Source

Source: 2012 CBECs





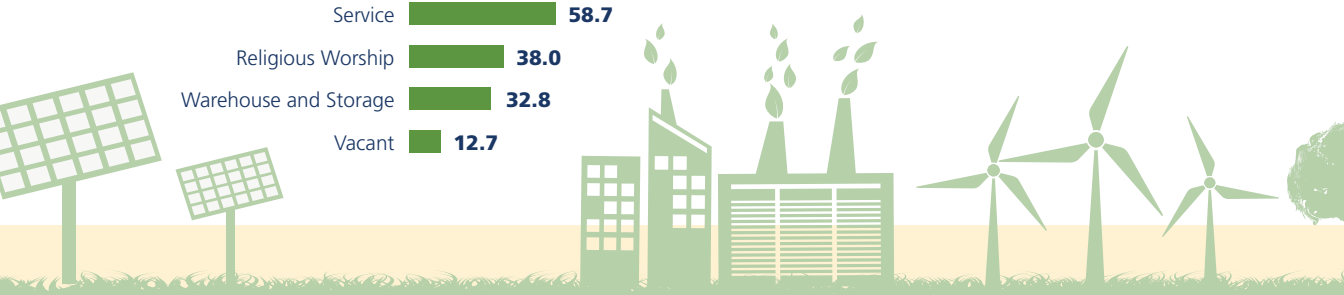
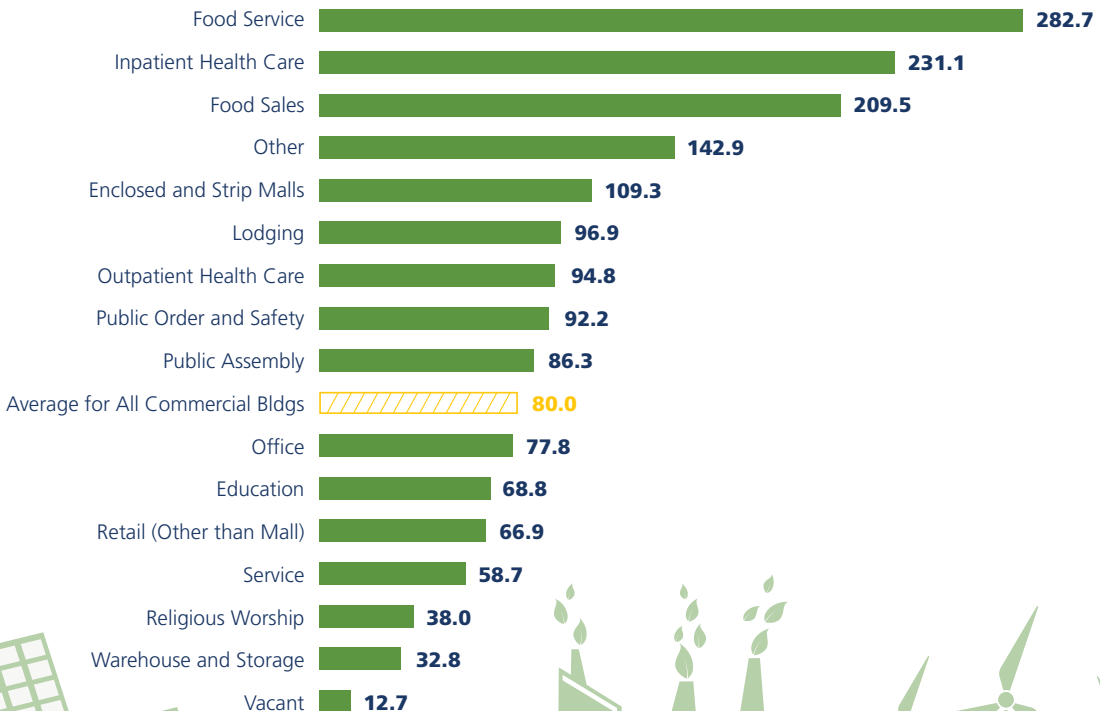
CBECS Supporters

The following organizations recognize that the Commercial Buildings Energy Consumption Survey (CBECS) provides critically important information for understanding energy use in commercial buildings in the United States. These organizations strongly encourage participation in the 2018 CBECS.

American Council for an Energy-Efficient Economy (ACEEE)	Placeholder	Placeholder	Placeholder
Green Building Initiative (GBI)	Placeholder	Placeholder	Placeholder
National Institute of Building Sciences (NIBS)	Placeholder	Placeholder	Placeholder
The American Institute of Architects (AIA)	Placeholder	Placeholder	Placeholder

Total Annual Energy Use per Square Foot by Building Activity (thousand Btu)

Source: 2012 CBECS





CBECS Questionnaire Items

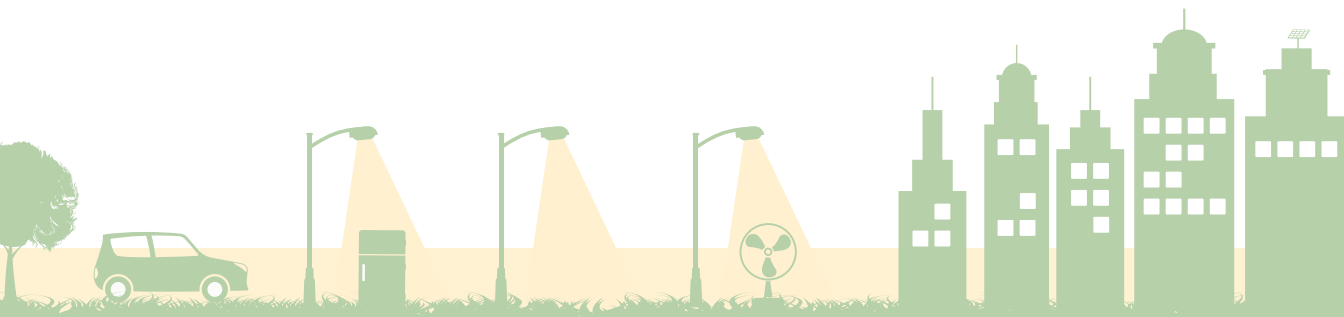
Here are some topics that we will ask about your building that might require some research. If you can, please gather this information before the survey, as it will make the interview easier and quicker.

Please note that we are only interested in the building described by the interviewer and only what was used in calendar year 2018. Please consider the entire building, including all businesses and tenants. Not all items may be relevant for your building. If an item is not relevant, we will not ask about it.

- Gross/total square footage of building
- Year of construction
- Number of businesses or organizations that use space full-time in the building
- Number of employees (main shift, when most are present in the building)
- Energy source(s) used during 2018:
 - Electricity
 - Natural gas
 - Fuel oil/diesel/kerosene
 - District steam/hot water
 - District chilled water
 - Propane, Wood, Coal, or Solar
- Uses of each energy source: heating, air conditioning, water heating, cooking, on-site electricity generation
- Type(s) of heating equipment (packaged unit, boiler or district steam/hot water distribution system, heat pump, residential-type furnace, individual space heater, duct reheat, other)
- Type(s) of air conditioning (A/C) equipment (packaged unit, central chiller or district chilled water distribution system, heat pump, residential-type central A/C, individual A/C, swamp cooler or evaporative cooler, other)
- Type and square footage of various food preparation or food service areas
- Quantities of computing equipment (desktop computers, laptops, tablets charged in building, servers) and other miscellaneous equipment (refrigerators, cash registers, TVs, medical equipment, etc.)
- Lighting types (fluorescent, compact fluorescent, incandescent, halogen, high-intensity discharge or HID, light emitting diode or LED, other)
- Amount and cost of electricity, natural gas, fuel oil/diesel/kerosene, and/or district steam/hot water used during 2018
- Energy suppliers and account numbers for each of the above energy sources used during 2018

Percent of Total Commercial Building Energy Use by End Use

Source: 2012 CBECS





Frequently Asked Questions

about the Commercial Buildings Energy Consumption Survey (CBECS)

What is this study about?

CBECS collects information about the energy-related characteristics of commercial buildings in the United States and measures how much electricity, natural gas, fuel oil, and/or district heat is used within them.

Is my building really “commercial”?

In the CBECS, “commercial” refers to all buildings in which at least half of the floorspace is used for a purpose that is not residential, industrial, or agricultural. This definition includes building types that might not traditionally be considered “commercial,” such as schools, correctional institutions, and buildings used for religious worship, as well as obvious commercial uses such as retail stores and offices.

How long will the questionnaire take?

The burden to complete this form is 50 minutes.

How do I know this study is legitimate?

All federal government data collections are required to be reviewed by the U.S. Office of Management and Budget (OMB). The OMB number for the 2018 CBECS is OMB No. 1905-0145. You may contact the EIA CBECS Manager, Joelle Michaels, at 202-586-8952.

Why us? Why not some other building?

Your building was statistically selected to represent many others around the country that are similar in energy use. For the results to be valid, another building cannot be substituted for yours.

Am I required to participate?

The CBECS is voluntary. Your support will contribute greatly to the accuracy of the study's results and you are encouraged to respond.

What are the benefits of participating?

Data collected from the CBECS allows people in commercial buildings to see how much energy similar buildings use across the country. By participating, you can help both your building and millions of other building owners and tenants become more energy efficient. Energy costs can be a large part of operating expenses for a business, and any money saved on energy can be spent on something else.

What information will I be asked to provide?

You will be asked to provide information about some general structural characteristics of the building, ownership and occupancy, energy sources and uses, energy-related equipment, and the amount of energy used in the building. You can find a more detailed list of CBECS Questionnaire Items inside this document.

Will the name, location, and other information about the identity of our building remain confidential?

Yes. The information you provide will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she publicly discloses any identifiable information that you report.

Is the study website secure?

Yes. Westat operates a computer facility dedicated to confidentiality and data protection. Your data will be encrypted and transmitted to and from Westat web servers through the use of Secure Socket Layer (SSL) technology. This proven security protocol is widely used to support e-commerce transactions, server account authentication, and data encryption.

Where can I find more information about the CBECS?

You can learn more about EIA and the CBECS at www.eia.gov/consumption/commercial.

Let us know if you have any questions:

If you have any questions, please call:

Cindy Good, CBECS Director of Study Operations at Westat, at 1-800-937-8281, or email her at CindyGood@westat.com.

To speak directly with someone at the U.S. Department of Energy, please call:

Joelle Michaels, CBECS Manager, at 202-586-8952 or email her at Joelle.Michaels@eia.gov.