

## Better Buildings Challenge Data Collection Template

### Overview:

This template is intended to assist Better Buildings Challenge commercial buildings partners in reporting energy and water data from alternative (non-Portfolio Manager) software tools. All alternative tools must be reviewed and approved by DOE.

Annualized energy data for each property in the portfolio must be submitted to the Better Buildings Challenge in this template for the baseline period and to demonstrate progress every year (i.e., annual consumption must be provided for the 12 months ending December 2011, December 2012, etc.). New data should be added to the previously submitted spreadsheet, such that each submission includes a full record of progress over time.

### General Instructions:

Fill in all required information on the appropriate tabs this worksheet. A list of all tabs and what they are used for is below. All column headers shown in red denote required data fields. Cells shaded in gray will populate automatically. The first row of each template shows example data. You may delete or overwrite the gray example text. Additional instructions are provided in the comments included on individual tabs. Please read the comments before entering data in those columns. Contact your Account Manager with any questions.

- **Energy Data** - This is the standard template for data collection. Partners should use this tab to provide all necessary data related to the energy consumption at their non-residential properties.

- **Multifamily Data** - This template is for Multifamily Partners. Use columns O, P, and Q to provide additional detail on the type of data available for each property.

- **Food Service Data** - This template is intended for Food Service Partners to share energy and/or transaction data. Use column I to provide the total number of transactions at each property. If you are using Portfolio Manager to share energy data, please match the Property ID and Property Name in Portfolio Manager with columns A and B.

- **Specialty Property Types (tabs highlighted in blue)** - Partners that would like to share data for any of the specialty property types listed below may do so using the fields provided in the blue tabs.

- **Data Center**

- **Street Lights**

- **Wastewater Treatment Plants**

- **Water Data** - This template is for Partners sharing water data. Columns are available to provide indoor and outdoor water consumption data. If your water meters at a property include both indoor and outdoor water, you may enter data in the Total Water Use column.

- **Data Requirements** - Use this tab to provide more information on the data source that is being used to populate the energy templates.

- **Property Types** - This tab provides a full list of eligible property types. If one of your properties does not fit in to one these categories, "Other" is also available.

- **Source-Site Ratios** - This tab shows the current fuel specific conversion factors used to convert site energy to source energy.























Annual Outdoor Water Cost (US Dollars)	Total Annual Water Cost (US Dollars)
	\$3.12

To obtain approval to use an alternative software tool, a Partner must provide a description of the tool used, as well as sample data illustrating that the tool generates all of the necessary metrics. The description of the tool should include general information (e.g., name, tool developer, etc.) and must answer the following questions:

**1) How does the tool annualize energy data?**

Data should be provided as annualized totals every six months (e.g. annual consumption should be provided for the 12 months ending June 2012, December 2012, June 2013, etc.)

To generate annualized totals from monthly bills, does the tool 1) normalize actual billing periods to calendar months, 2) assign energy use to the month it was billed in, 3) assign energy use to the month in which most energy was used, or 4) follow another procedure?

**2) How does the tool calculate Site and/or Source EUI in kBtu/square foot?**

DOE will track EUI in terms of source energy. The Partner can either provide Source EUI values, or can provide fuel-specific values that can be converted by DOE.

What conversion factors are used to generate Site Energy values? Source Energy values?

**3) How does the tool calculate Weather Normalized EUI?**

Describe the algorithms used, weather stations utilized, and the time period of weather data used for normalization.

**4) If applicable, how does the tool calculate Adjusted EUI?**

What operating characteristics are adjusted for? How are the adjustments calculated?

**5) What checks are performed to ensure that data is complete and accurate?**

The list of properties below is from EPA's Portfolio Manager, select the property type that best represents your property. If it represents more than 50% of the floor area, choose "Other".

For more information on property types, visit:

<https://www.energystar.gov/buildings/facility-owners-and-m>

Or view the Portfolio Manager online help page here: <http://>

#### List of Portfolio Manager Property Types

Banking/Financial Services - Bank Branch

Banking/Financial Services - Financial Office

Education - Adult Education

Education - College/University

Education - K-12 School

Education - Pre-school/Daycare

Education - Vocational School

Education - Other

Entertainment/Public Assembly - Convention Center

Entertainment/Public Assembly - Movie Theater

Entertainment/Public Assembly - Museum

Entertainment/Public Assembly - Performing Arts

Entertainment/Public Assembly - Bowling Alley

Entertainment/Public Assembly - Fitness Center/Health Center

Entertainment/Public Assembly - Ice/Curling Rink

Entertainment/Public Assembly - Roller Rink

Entertainment/Public Assembly - Swimming Pool

Entertainment/Public Assembly - Other

Entertainment/Public Assembly - Social/Meeting Hall

Entertainment/Public Assembly - Indoor Arena

Entertainment/Public Assembly - Race Track

Entertainment/Public Assembly - Stadium (Closed)

Entertainment/Public Assembly - Stadium (Open)

Entertainment/Public Assembly - Aquarium

Entertainment/Public Assembly - Bar/Nightclub

Entertainment/Public Assembly - Casino

Entertainment/Public Assembly - Zoo



## Property Type

an online tool used to track building energy usage. On the Data Reporting Template or Community Partner if your property consists of multiple types, select the one that represents more than 50% of the floor area.

[managers/existing-buildings/use-portfolio-manager/identify-your-property-type](#)

[portfoliomanager.supportportal.com/ics/support/default.asp?deptID=23010](http://portfoliomanager.supportportal.com/ics/support/default.asp?deptID=23010)

Food Sales & Services - Convenience Store with Gas Station	Public Services - Courthouse
Food Sales & Services - Convenience Store without Gas Station	Public Services - Fire Station
Food Sales & Services - Fast Food Restaurant	Public Services - Library
Food Sales & Services - Restaurant	Public Services - Mailing Center/Post Office
Food Sales & Services - Other	Public Services - Police Station
Food Sales & Services - Supermarket/Grocery Store	Public Services - Transportation Terminal/Static
Food Sales & Services - Wholesale Club/Supercenter	Public Services - Other
Healthcare - Ambulatory Surgical Center	Religious Worship Facility
Healthcare - Hospital (General Medical & Surgical)	Retail - Retail Store
Healthcare - Other	Retail - Automobile Dealership
Healthcare - Medical Office	Retail - Enclosed Mall
Healthcare - Outpatient Rehabilitation/Physical Therapy	Retail - Lifestyle Center
Healthcare - Senior Care Community	Retail - Strip Mall
Healthcare - Urgent Care/Clinic/Other Outpatient	Retail - Other
Lodging/Residential - Barracks	Services - Personal Services (Health/Beauty, Dry
Lodging/Residential - Hotel	Services - Repair Services (Vehicle, Shoe, Locks)
Lodging/Residential - Multifamily Housing	Services - Other
Lodging/Residential - Prison/Incarceration	Technology/Science - Data Center
Lodging/Residential - Residence Hall/Dormitory	Technology/Science - Laboratory
Lodging/Residential - Single Family Home	Technology/Science - Other
Lodging/Residential - Other	Warehouse/Storage - Self-Storage Facility
Manufacturing/Industrial Plant	Warehouse/Storage - Non-refrigerated Warehouse
Office - Office	Warehouse/Storage - Refrigerated Warehouse
Office - Medical Office	Warehouse/Storage - Distribution Center
Office - Veterinary Office	Utility - Drinking Water & Treatment Plant
Office - Other	Utility - Energy/Power Station
Other	Utility - Wastewater Treatment Plant
Parking	Utility - Other





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<b>Source-Site Ratios for all Portfolio Manager Fuels</b>	
<b>Fuel Type</b>	<b>Source-Site Ratio</b>
Electricity (Grid Purchase)	3.14
Electricity (on-Site Solar or Wind Installation)	1.00
Natural Gas	1.05
Fuel Oil (1,2,4,5,6,Diesel, Kerosene)	1.01
Propane & Liquid Propane	1.01
Steam	1.20
Hot Water	1.20
Chilled Water	1.00
Wood	1.00
Coal/Coke	1.00
Other	1.00