



ENERGY STAR® Application for Certification

92

ENERGY STAR®
Score¹

SOP Example

Registry Name: SOP Example Registry Name
Property Type: Office
Gross Floor Area (ft²): 100,300
Built: 2000

For Year Ending: Jan 31, 2018²
Date Application Becomes Ineligible: May 31, 2018

1. The ENERGY STAR Score is based on total source energy. A score of 75 is the minimum to be eligible for the ENERGY STAR.
2. Applications must be submitted within 120 days of the Year Ending Date. The award is not final until approval is received from EPA or NRCan.



Please use the [Licensed Professional's Guide to the ENERGY STAR® for Commercial Buildings](http://www.energystar.gov/lpguide) for reference in completing this checklist (<http://www.energystar.gov/lpguide>).

Property & Contact Information

Property Address
SOP Example Registry Name
100 Healthy Highway
Chicago, Illinois 60827

Property ID: 6084115

Property Owner
DMW Office co.
1234 Data Center Way
Silver Spring, MD 20910
(____)____-____

Primary Contact
Danielle Wilmot
9300 Lee Hwy
Fairfax, VA 22031
7032252264
danielle.wilmot@icfi.com

1. Review of Whole Property Characteristics

Basic Property Information

- 1) **Property Name for Registry:** SOP Example Registry Name Yes No
Is this the official name to be displayed in the [Registry of ENERGY STAR Certified Buildings and Plants?](#)
If "No", please specify: _____
- 2) **Property Type:** Office Yes No
Is this an accurate description of the primary use of this property?
- 3) **Location:** Yes No

100 Healthy Highway
Chicago, Illinois 60827

Is this correct and complete?

4) **Gross Floor Area:** 100,300 ft² Yes No

Is value an accurate account of the gross floor area for the property?

5) **Average Occupancy (%):** 80 Yes No

Is this occupancy percentage accurate for the entire 12 month period being assessed?

6) **Number of Buildings:** 1 Yes No

Does this number accurately represent all structures?

7) **Whole Property Verification:** Yes No

Does this application represent the entire property? If any space or energy use has been excluded from this property, please describe it in the notes section below.

Notes:

Indoor Environmental Quality

1) **Outdoor Air Ventilation** Yes No

Does this property meet the minimum ventilation rates according to ANSI/ASHRAE Standard 62.1, Ventilation for Acceptable Indoor Air Quality?

2) **Thermal Environmental Conditions** Yes No

Does this property meet the acceptable thermal environmental conditions according ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy?

3) **Illumination** Yes No

Does this property meet the minimum illumination levels as recommended by the Illuminating Engineering Society of North America (IESNA) Lighting Handbook?

Notes:

2. Review of Property Use Details

Office: Office Use - Vacant

1) Gross Floor Area: 15,000 ft²

Yes No

Is this the total size, as measured between the outside surface of the exterior walls of the building(s)? This includes all areas inside the building(s) such as: occupied tenant areas, common areas, meeting areas, break rooms, restrooms, elevator shafts, mechanical equipment areas, and storage rooms. Gross Floor Area should not include interstitial plenum space between floors, which may house pipes and ventilation. Gross Floor Area is not the same as rentable, but rather includes all area inside the building(s). Leasable space would be a sub-set of Gross Floor Area. In the case where there is an atrium, you should count the Gross Floor Area at the base level only. Do not increase the size to accommodate open atrium space at higher levels. The Gross Floor Area should not include any exterior spaces such as balconies or exterior loading docks and driveways.

2) Weekly Operating Hours: 0

Yes No

Is this the total number of hours per week that the property is occupied by the majority of the employees? It does not include hours when the HVAC system is starting up or shutting down, or when property is occupied only by maintenance, security, cleaning staff, or other support personnel. For properties with a schedule that varies during the year, use the schedule most often followed.

3) Number of Workers on Main Shift: 0

Yes No

Is this the total number of workers present during the primary shift? This is not a total count of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Main Shift value is 100. Number of Workers on Main Shift may include employees of the property, sub-contractors who are onsite regularly, and volunteers who perform regular onsite tasks. Number of Workers should not include visitors to the buildings such as clients, customers, or patients.

4) Number of Computers: 0

Yes No

Is this the total number of computers, laptops, and data servers at the property? This number should not include tablet computers, such as iPads, or any other types of office equipment.

5) Percent That Can Be Heated: 100

Yes No

Is this the total percentage of the property that can be heated by mechanical equipment?

6) Percent That Can Be Cooled: 100

Yes No

Is this the total percentage of the property that can be cooled by mechanical equipment? This includes all types of cooling from central air to individual window units.

Notes:

Office: Building Use

1) Gross Floor Area: 85,300 ft² Yes No

Is this the total size, as measured between the outside surface of the exterior walls of the building(s)? This includes all areas inside the building(s) such as: occupied tenant areas, common areas, meeting areas, break rooms, restrooms, elevator shafts, mechanical equipment areas, and storage rooms. Gross Floor Area should not include interstitial plenum space between floors, which may house pipes and ventilation. Gross Floor Area is not the same as rentable, but rather includes all area inside the building(s). Leasable space would be a sub-set of Gross Floor Area. In the case where there is an atrium, you should count the Gross Floor Area at the base level only. Do not increase the size to accommodate open atrium space at higher levels. The Gross Floor Area should not include any exterior spaces such as balconies or exterior loading docks and driveways.

2) Weekly Operating Hours: 60 Yes No

Is this the total number of hours per week that the property is occupied by the majority of the employees? It does not include hours when the HVAC system is starting up or shutting down, or when property is occupied only by maintenance, security, cleaning staff, or other support personnel. For properties with a schedule that varies during the year, use the schedule most often followed.

3) Number of Workers on Main Shift: 250 Yes No

Is this the total number of workers present during the primary shift? This is not a total count of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Main Shift value is 100. Number of Workers on Main Shift may include employees of the property, sub-contractors who are onsite regularly, and volunteers who perform regular onsite tasks. Number of Workers should not include visitors to the buildings such as clients, customers, or patients.

4) Number of Computers: 400 Yes No

Is this the total number of computers, laptops, and data servers at the property? This number should not include tablet computers, such as iPads, or any other types of office equipment.

5) Percent That Can Be Heated: 33 Yes No

Is this the total percentage of the property that can be heated by mechanical equipment?

6) Percent That Can Be Cooled: 100 Yes No

Is this the total percentage of the property that can be cooled by mechanical equipment? This includes all types of cooling from central air to individual window units.

Notes:

Parking: Parking Use

- 1) Open Parking Lot Size: 50,000 ft²** Yes No

Is this the total area that is lit and used for parking vehicles? Open Parking Lot Size refers specifically to open area, which may include small shading covers but does not include any full structures with roofs. Parking lot size may include the area of parking spots, lanes, and driveways.
- 2) Partially Enclosed Parking Garage Size: 0 ft²** Yes No

Is this the total area of parking structures that are partially enclosed? This includes parking garages where each level is covered at the top, but the walls are partially or fully open.
- 3) Completely Enclosed Parking Garage Size: 80,000 ft²** Yes No

Is this the total area of parking structures that are completely enclosed on all four sides and have a roof? This includes underground parking or fully enclosed parking on the first few stories of a building.
- 4) Supplemental Heating: No** Yes No

Is this the correct answer to whether your parking garage has Supplemental Heating, which is a heating system to pre-heat ventilation air and/or maintain a minimum temperature during winter months?

Notes:

3. Review of Energy Consumption

Data Overview

Site Energy Use Summary		National Median Comparison	
Natural Gas (kBtu)	661,333.3 (12%)	National Median Site EUI (kBtu/ft ²)	92.8
Electric - Grid (kBtu)	4,732,784.9 (88%)	National Median Source EUI (kBtu/ft ²)	267.7
Total Energy (kBtu)	5,394,118.2	% Diff from National Median Source EUI	-42.1%
Energy Intensity		Emissions (based on site energy use)	
Site (kBtu/ft ²)	53.8	Greenhouse Gas Emissions (Metric Tons CO ₂ e)	910.2
Source (kBtu/ft ²)	155.1	Power Generation Plant or Distribution Utility: Commonwealth Edison Co	

Note: All values are annualized to a 12-month period. Source Energy includes energy used in generation and transmission to enable an equitable assessment.

Summary of All Associated Energy Meters

The following meters are associated with the property, meaning that they are added together to get the total energy use for the property. Please see additional tables in this checklist for the exact meter consumption values. **Note: please review all meter entries, making note of any unusual entries, and, if they are correct, provide a manual note to explain.**

Meter Name	Fuel Type	Start Date	End Date	Associated With:
Natural Gas	Natural Gas	01/01/2000	In Use	SOP Example
Electric Grid Meter	Electric - Grid	01/01/2017	In Use	SOP Example

Total Energy Use

 Yes No

Do the meters shown above account for the total energy use of this property during the reporting period of this application?

Additional Fuels

 Yes No

Do the meters above include all fuel types at the property? That is, no additional fuels such as district steam, generator fuel oil have been excluded.

On-Site Solar and Wind Energy

 Yes No

Are all on-site solar and wind installations reported in this list (if present)? All on-site systems must be reported.

Notes:

Natural Gas Meter: Natural Gas (therms)

Associated With: SOP Example

Start Date	End Date	Usage
12/31/2016	03/31/2017	1,200
03/31/2017	06/30/2017	800
06/30/2017	07/31/2017	100
07/31/2017	08/31/2017	90
08/31/2017	09/30/2017	350
09/30/2017	10/30/2017	800
10/30/2017	11/30/2017	1,000

Start Date	End Date	Usage
11/30/2017	12/30/2017	1,200
12/30/2017	01/31/2018	1,500
Total Consumption (therms):		7,040
Total Consumption (kBtu (thousand Btu)):		704,000

Total Energy Consumption for this Meter

Yes No

Do the fuel consumption totals shown above include consumption of all energy tracked through this meter that affect energy calculations for the reporting period of this application (i.e., do the entries match the utility bills received by the property)?

Notes:

Electric - Grid Meter: Electric Grid Meter (kWh (thousand Watt-hours))

Associated With: SOP Example

Start Date	End Date	Usage	Green Power?
01/01/2017	02/01/2017	125,000	No
02/01/2017	03/01/2017	13,000	No
03/01/2017	04/01/2017	122,000	No
04/01/2017	05/01/2017	119,500	No
05/01/2017	06/01/2017	145,000	No
06/01/2017	07/01/2017	15,000	No
07/01/2017	08/01/2017	180,000	No
08/01/2017	09/01/2017	175,600	No
09/01/2017	10/01/2017	160,000	No
10/01/2017	11/01/2017	124,000	No
11/01/2017	12/01/2017	99,000	No
12/01/2017	01/01/2018	121,000	No
01/01/2018	02/01/2018	113,000	No
Total Consumption (kWh (thousand Watt-hours)):			1,512,100
Total Consumption (kBtu (thousand Btu)):			5,159,285.2

Total Energy Consumption for this Meter

Yes No

Do the fuel consumption totals shown above include consumption of all energy tracked through this meter that affect energy calculations for the reporting period of this application (i.e., do the entries match the utility bills received by the property)?

Notes:

4. Signature & Stamp of Verifying Licensed Professional

_____ (Name) visited this site on _____ (Date). Based on the conditions observed at the time of the visit to this property, I verify that the information contained within this application is accurate and in accordance with the Licensed Professional Guide.

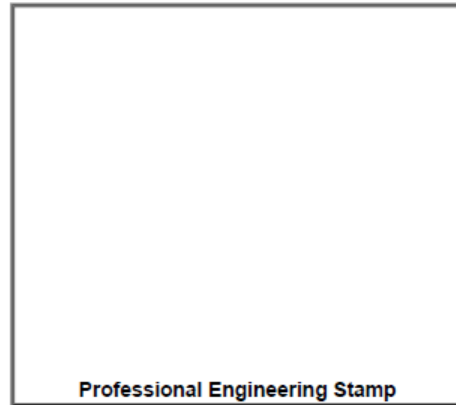
Signature _____

Date _____

Licensed Professional

License: U.S. License 554534534 in AK

Jane The LP
1010 school street
Poolesville, MD 20837
7032252264
danielle.wilmot@icfi.com



NOTE: When applying for the ENERGY STAR, the signature of the Verifying Professional must match the stamp.

5. Signatory Agreement

I hereby nominate the above described property for award of the ENERGY STAR. I have provided a copy of the Licensed Professionals Guide to the ENERGY STAR for Commercial Buildings to our Licensed Professional (LP) for reference. As documented by the above checklist, this property meets the conditions necessary to qualify as ENERGY STAR. I am submitting this application within four months of the Year Ending Date (January 31, 2018) used

to generate the application. I will assist EPA/NRCAn, if requested, in verifying any data included in this application. Furthermore, I agree to associate the ENERGY STAR logo only with this property and to adhere to the ENERGY STAR Identity Guidelines.

Signature (must be a direct employee of the building owner/manager): _____

Date: _____

Signatory Name: Danielle Wilmot

Property Owner: DMW Office co.

The government estimates the average time needed to fill out this form is 6 hours (includes the time for entering energy data, Licensed Professional facility inspection, and notarizing the SEP) and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S., EPA (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460