

SERVICE UPDATE

Benchmarking Reporting: Guidance Regarding Building Characteristics

Guidance regarding building characteristics has been developed to assist with required Benchmarking Reporting for Local Laws: 84 of 2009, 133 of 2016, 33 of 2018 and 95 of 2019.

Buildings with a Single/Primary Property Use

For buildings with a single/primary property use, *other* or any variation of *other* will no longer be acceptable as a valid primary property type. Please email sustainability@buildings.nyc.gov if you experience difficulty matching the building use to one of the property types listed in Portfolio Manager. All data entry related to property usage is subject to audit by the Department.

Buildings with Separate Property Uses

For buildings with separate property uses, follow the guidelines of the Portfolio Manager tool for reporting of mixed-use buildings. Refer to the [Property Uses](#) section in the ENERGY STAR Buildings FAQ for detailed instructions.

Additional Guidance

- Owners of covered buildings are encouraged to visit the Department's [Benchmarking](#) page for further details.
- For general information regarding benchmarking requirements, including how to submit your report, please review the content available at the [Mayor's Office of Sustainability](#).
- Assistance with benchmarking tasks are available via the NYC Sustainability Help Center, Monday through Friday, 9:00 am to 5:00 pm by emailing Help@NYCsustainability.org or by calling (212) 566-5584.

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