

Before submitting your benchmarking report, please review the following in ENERGY STAR Portfolio Manager:

Covered Buildings List

- Did you check the [Covered Buildings List for Benchmarking Compliance in 2020](#) to find your property?
- Did you check the second column of the list to see if water reporting is required?

Energy Usage

- Is your Energy Use Intensity (EUI) data greater than 5 kBtu/sq ft and less than 1,000 kBtu/sq ft? Check your Basic Meter Information under the 'Energy' tab to ensure the right units are used.

Property Use Details

- Check the basic information and property uses in the 'Details' tab for each building of a property. Ensure that the gross floor area of the building is not zero.
- Do the floor areas of all property uses add up to the total gross floor area?

Default Values

- Make sure no default values were used.

BBL and BIN

- Did you enter your BBL and BIN in the required format in the 'Standard IDs' box under property details?
- If not, click on the 'Details' tab and select 'Edit' under 'Unique Identifiers'

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):
NYC Borough, Block and Lot (BBL): [✖ Remove ID](#)

ID: [+ Add Another](#)

Campus Property

- Do you need to benchmark your property as a campus? (If there is more than one building on your tax lot, you probably do. Download [How to Benchmark a Campus](#) here.

Did you:

- ✓ Create a parent property with the number of buildings?
- ✓ Create a child property for each building?
- ✓ Enter the BBL and BIN of each property separated by a semicolon under the Parent Property?
- ✓ Load data for meters that are shared by two or more buildings into the parent property?
- ✓ Load data for meters that are used by a single building into the appropriate child property?

Metered Areas

- If your property (tax lot) has only one building, did you indicate that you reported energy use for the whole building?


Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Single Multi-family](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Single Multi-family](#) (a single building).

NOTE: Perform the whole building check for the water metered area if reporting water

Energy Data

- Have you shared your property with Con Edison and/or National Grid?
- Have they uploaded all your energy data?
- If your property uses fuel oil or any other energy NOT provided by Con Edison or National Grid, have you collected and entered your usage data?

 **Sources of Your Property's Energy**

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
How Many Meters?
- Diesel

- If your property uses fuel oil did you mark the meter 'Enter as Delivery'?

About Your Meters for Single Multi-family

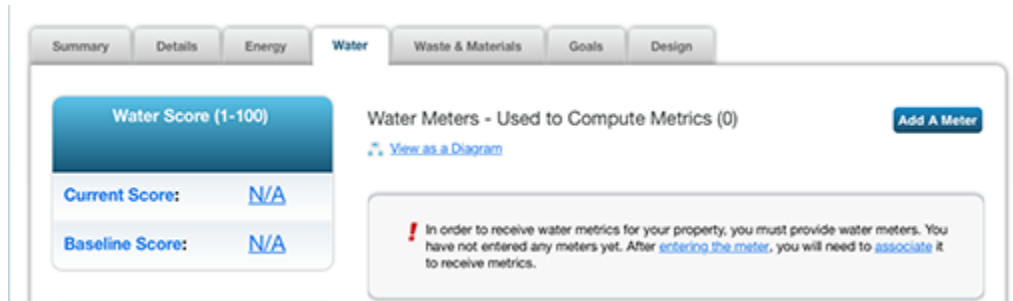
Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for Single Multi-family (click table to edit)

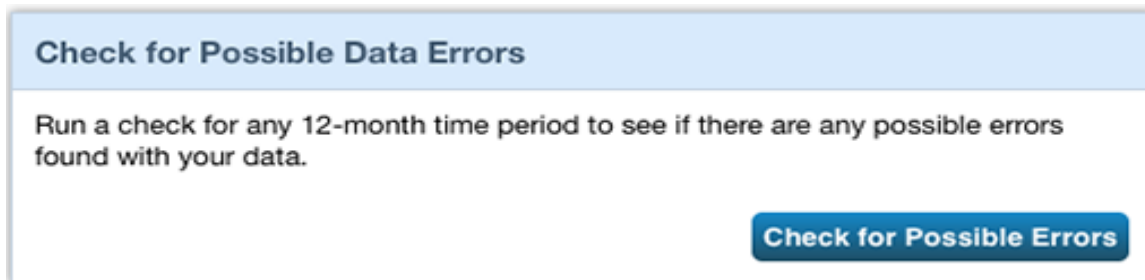
| <input type="checkbox"/> | Meter Name | Type | Other Type | Units | Date Meter became Active | In Use? | Date Meter became Inactive | Enter as Delivery? |
|--------------------------|------------------|------------------|------------|---------|--------------------------|-------------------------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> | Fuel Oil (No. 2) | Fuel Oil (No. 2) | | Gallons | 1/1/2016 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

Water Data

- If you are required to benchmark water, have you shared your property with DEP?
- Have you received your data upload from DEP?



Errors



Submission to the City

- Did you retrieve the web-link to current reporting template from the Department's Benchmarking webpage and submit your report to NYC?
- Did you receive the submission confirmation email from Energy Star after sending your report?
- Did you receive an error message(s) from sustainability@buildings.nyc.gov following your submission? If yes, make sure to correct the errors as per email(s) sent to you and resubmit the report to the City via the reporting template.