

Checklist: Benchmarking for Previously Benchmarked Buildings

(Find out if your building was previously benchmarked at energizedenver.org.)

1. Update your Portfolio Manager Account, Verify Data

- ✓ **Has there been a change in building management or ownership?**

The property's is required to be transferred to the new management or ownership's accounts in Portfolio Manager and in Xcel's Benchmarking system.

 1. *Transfer in Portfolio Manager:* In Portfolio Manager, add the user that you want to transfer the property to as a [contact](#). Once they accept your connection request, on the 'My Portfolio' tab, on the bottom-left, click "Transfer ownership" and [follow the steps](#) there to transfer one or more properties.
 2. *Transfer in Xcel Portal:* Email benchmarking@xcelenergy.com to let them know that the property has been transferred and ask the same to be done in Xcel Energy's system. Make sure the new manager or owner also has an account in [Xcel's benchmarking portal](http://xcelenergy.com/energybenchmarking) (xcelenergy.com/energybenchmarking). Xcel Energy will verify the new owner of the building. Consent forms may be required.
 3. If you are unable to complete the transfer from the previous manager or owner, then follow "Checklist: Benchmarking for the First Time".
- ✓ **Have you changed natural gas providers?**
 1. From a Transport provider to Xcel: Have monthly natural gas data automatically uploaded to your account from Xcel Energy (Recommended). xcelenergy.com/energybenchmarking
 2. From Xcel to a Transport provider: You must now manually add your natural gas data to your Portfolio Manager account. Xcel's auto-upload feature will no longer work for your natural gas data.
- ✓ **Verify Your 2017 Data is Complete.**
 1. In the 'Energy' tab verify that all energy data is entered from January 2017 - January 2018
 2. In the 'Summary' tab run Portfolio Manager's Data Quality Checker
 3. In the "Property Notes" field, enter any contextual information about your building that you wish to have [publicly disclosed](#).
- ✓ **Verify that the Building's Denver Building ID is Entered Correctly.**

In the property's 'details' tab, check that the correct Denver Benchmarking ID is entered as a 'Standard ID'. Find your Denver Building ID [here](#) or at www.denvergov.org/energizedenver

2. Generate and Send your Report to the City

- ✓ **Load the 2018 Denver Benchmarking Data Request.**

Click [here](#) or go to <http://bit.ly/2Ec3bBF>
- ✓ **Send the Response.**

In your Portfolio Manager account, using the 2017 Denver Benchmarking Data Request, Generate, Preview, and Send your response to submit your report to the City.
- ✓ **Receive Confirmation.**

Within 24 hours, you will receive a confirmation email from Energize Denver letting you know the building is either "In Compliance" or "In Progress".
- ✓ **Repeat Next Year.**

Questions? Visit denvergov.org/EnergizeDenver, email EnergizeDenver@denvergov.org, or call the Help Center at 844-536-4528