

# Checklist: Benchmarking for the First Time

**1. Benchmarking Your Building** Download Xcel's Benchmarking Services Guide to help you with this step at [xcelenergy.com/energybenchmarking](http://xcelenergy.com/energybenchmarking)

**A. Create an ENERGY STAR Portfolio Manager account.** [portfoliomanager.energystar.gov](http://portfoliomanager.energystar.gov)

**B. Set up your building in your Portfolio Manager account:**

1. Find out or measure your building's Gross Floor Area. GFA is the total property square footage, as measured between the exterior walls of the building. This includes all finished areas inside the building including supporting areas. See [Portfolio Manager's GFA definition](#).
2. Click "Add a Property" to set-up your building. Answer questions about your property. Use the links given in Portfolio Manager to ensure you understand how to enter accurate information.
3. In the 'Energy' tab 'Add Meters' and add 2017 Whole-Building Energy Consumption Data.
  - a. **Electricity and Natural Gas.** Choose auto-upload or manual entry.
    - i. Auto-upload option: We recommend you have Xcel Energy automatically upload aggregated whole-building data for electricity and natural gas. In Portfolio Manager you will create only one 'virtual' electricity meter (units kwh) and one 'virtual' natural gas meter (units therms). Name these meters 'whole building electricity' and 'whole building natural gas'. Then, follow the exact steps in Xcel's Benchmarking Services Guide at [xcelenergy.com/energybenchmarking](http://xcelenergy.com/energybenchmarking) to have Xcel auto-load your data.
      - Auto-upload is required if you are benchmarking a multi-tenant building with tenant meters that you need Xcel to aggregate so you have whole building data.
    - ii. Manual Entry option: Any natural gas purchased from transport providers will have to be manually entered. Check the units on your transport bill - they are often MMbtu, which is Mbtu in Portfolio Manager. You also have the option to manually enter electricity data as long as you have whole building data.
  - b. **Steam and Chilled Water.** Manual entry is required if your building uses these. When setting up meters, steam units are kLbs, chilled water units are ton hours.

**C. Verify Data:**

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.

## 2. Generate and Send Your Report to the City

- A. Enter the Building's Denver Building ID.** Add the building's 4-digit unique Denver Benchmarking ID given in your compliance notice so we can track compliance. If you do not add the Denver Building ID to your building's property details, we cannot see your report and you will not be in compliance.
- B. Load the 2018 Denver Benchmarking Data Request.** Click [here](#) or go to <http://bit.ly/2Ec3bBF>
- C. 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.
- D. 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".
- E. Repeat Next Year**

Questions? Visit [denvergov.org/EnergizeDenver](http://denvergov.org/EnergizeDenver), email [EnergizeDenver@denvergov.org](mailto:EnergizeDenver@denvergov.org), or call the Help Center at 844-536-4528