

# Denver Benchmarking Compliance Checklist

## 1) Benchmark your building

- Set up the Building in Portfolio Manager:** Create an account in ENERGY STAR Portfolio Manager and add required information about your building and its associated energy meters. [portfoliomanager.energystar.gov](https://portfoliomanager.energystar.gov)
- Add Meters and Energy Consumption Data:** Add meters to the property in Portfolio Manager. Make sure you create at least one meter for each type of energy used in the building, including electricity, natural gas, steam and chilled water. If you want Xcel Energy to automatically upload aggregated whole-building data for electricity and natural gas, create only one virtual aggregated electricity meter and one virtual aggregated natural gas meter in Portfolio Manager. Then, set up auto-upload by following Xcel Energy's instructions (recommended). Alternately, you can manually enter monthly energy consumption data into your account for each individual electricity and natural gas meter present on the property. You will need to manually enter meter data for any natural gas you buy from a provider other than Xcel Energy as well as for all steam and chilled water if your building uses those two energy sources. Download Xcel's Benchmarking Guide here: [www.xcelenergy.com/energybenchmarking](http://www.xcelenergy.com/energybenchmarking)
  - **Have tenants who pay their own energy bills?** For buildings with multiple Xcel account holders Xcel Energy will provide aggregated whole building monthly energy data to the building owner as long as there are four or more Xcel accounts in the building and no one account uses more than 50 percent of the energy.
- Verify Energy Consumption Data:** Verify that all energy data for 2016 for the building is correct for all energy sources used by the building.
- Enter the Building's Denver Building ID:** Add the building's 4-digit unique Denver Building ID. The Denver Building ID is how we track compliance. If you do not add the Denver Building ID to your building's property details, you will not be in compliance. Enter the Denver Building ID for a property in Portfolio Manager under the 'details' menu, 'Standard ID's'.
- Check for Errors, Add Property Notes:** Check that all fields required for your property type are complete and correct. Run Portfolio Manager's built-in tool to check for possible errors. In the 'property notes' field, enter any contextual information about your building that you wish to have disclosed.

## 2) Generate and send your response to the Denver Benchmarking Data Request

- Load the Denver Benchmarking Data Request into your Portfolio Manager Account.** Click on the link here: <https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/a248fb2d-6862-48c2-a624-05a4e8dff803>
- Send the Response:** In your Portfolio Manager account, using the Denver Benchmarking Data Request, (1) generate your response, (2) preview the response and then (3) send the 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'.

For questions, visit [www.denvergov.org/EnergizeDenver](http://www.denvergov.org/EnergizeDenver)  
Benchmarking Help Center 8am-5pm: 1-844-536-4528 or [EnergizeDenver@denvergov.org](mailto:EnergizeDenver@denvergov.org)