

Checklist: Energy Program Baseline Year Specification

(for Previously Benchmarked Buildings)

1. Verify Data for the Energy Program Baseline Year

✓ **Verify Your Baseline Year Data is Complete.**

1. In the 'Energy' tab verify that all energy data is entered for your baseline year (from Jan-Jan)
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 at www.denvergov.org/EnergizeDenver > Benchmarking Ordinance

2. Generate and Send your Report to the City

✓ **Check Denver Building ID.**

Verify your Denver Building ID is correct before proceeding. This can be done by viewing the property's 'details' tab and making sure the correct Denver Building ID is entered as 'Standard ID'. Find your ID at www.denvergov.org/EnergizeDenver > Benchmarking Ordinance

✓ **Load the Denver Energy Program Data Request for the Appropriate Baseline Year.**

1. Your baseline year can only be one year. Please select the year you want to specify as the baseline year.
 - [Denver Energy Program Baseline 2014](#)
 - [Denver Energy Program Baseline 2015](#)
 - [Denver Energy Program Baseline 2016](#)
 - [Denver Energy Program Baseline 2017](#)
 - [Denver Energy Program Baseline 2018](#)

✓ **Send the Response.**

In your Portfolio Manager account, using the appropriate Energy Program Baseline Data Request, Generate, Preview, and Send your response to submit your report to the City.

You can only select one year for your baseline year.

✓ **Receive Confirmation.**

Within 48 hours, you will receive a confirmation email from the Energy Program letting you know the baseline is either "In Progress" or "Complete".

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