



*ENERGY STAR BUILDING SCORE SHEET*

**PLEASE COMPLETE AND EMAIL:** [**info@c5energypartners.com**](mailto:info@c5energypartners.com?subject=ENERGY%20STAR%20RATING%20REQUEST%20FORM)

|  |  |
| --- | --- |
| **Data Required for All Properties** | |
| BUILDING NAME: |  |
| ADDRESS: |  |
| Total Gross Floor Area of Property: | Sq. Ft./Sq. M. |
| [Irrigated Area](https://portfoliomanager.energystar.gov/pm/glossary#IrrigatedArea): | Sq. Ft./Sq. M./Acres |
| [Year Built/Planned for Construction Completion](https://portfoliomanager.energystar.gov/pm/glossary#YearBuilt): |  |
| [Occupancy](https://portfoliomanager.energystar.gov/pm/glossary#Occupancy): | % |
| Number of Buildings: |  |

**Helpful Hints for All Properties**

* Some properties may contain multiple Property Uses within a single building (e.g. office, data center, and parking; OR K-12 School and Swimming Pool). In most cases, EPA recommends you enter as few Property Uses as possible.
* For properties with multiple tenants within the same property use (e.g. Office), these tenants should be entered separately only when the number of Weekly Operating Hours differs by more than 10 hours. For example, say an Office Building has a Gross Floor Area of 100,000 square foot (SF) where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week. Enter these as two separate Property Uses (one 75,000 SF property and one 25,000 SF property).

**Building Uses**

|  |  |
| --- | --- |
| **Data Collected for Uses** | |
| The following information is **required** for basic metrics: | |
| Gross Floor Area |  |
| The following information is **optional** and not included in any metrics: | |
| Weekly Operating Hours |  |
| Number of Workers on Main Shift |  |
| Number of Computers |  |

Gross Floor Area

The Gross Floor Area (GFA) is the total property square footage, measured between the outside surface of the exterior walls of the building(s). This includes all areas inside the building(s) including supporting areas. GFA is not the same as rentable space, but rather includes all area inside the building(s).

**Include in GFA:** lobbies, tenant areas, common areas, meeting rooms, break rooms, atriums (count the base level only), restrooms, elevator shafts, stairwells, mechanical equipment areas, basements, storage rooms.

**Do not include in GFA:** exterior spaces, balconies, patios, exterior loading docks, driveways, covered walkways, outdoor playcourts (tennis, basketball, etc.), parking, the interstitial plenum space between floors (which house pipes and ventilation), crawl spaces.

* **Although you do not include these areas in your GFA, you do include their energy use.** Our algorithms assume buildings have outdoor usage, too. The GFA refers specifically to interior space. But the energy use evaluated in our algorithms should be all energy required to operate your building, which includes the energy used both inside and out.

**Meter Information**

What's required to see metrics:

* 12 consecutive, complete months of bills if your energy or water is metered continuously.
* At least one delivery if your energy is delivered in bulk quantities (e.g. filling a propane tank.)

**Please copy this sheet as needed to account for all meters at your property.**

|  |  |
| --- | --- |
| **Basic Meter Information** | |
| Meter Name or ID |  |
| Meter Type (e.g. Electricity) |  |
| Units (e.g. kWh) |  |
| Date Meter Became Active |  |
| Date Meter Became Inactive |  |
| **Basic Meter Information** | |
| Meter Name or ID |  |
| Meter Type (e.g. Electricity) |  |
| Units (e.g. kWh) |  |
| Date Meter Became Active |  |
| Date Meter Became Inactive |  |

* The **Date Meter became Active** is the date (XX/XX/XXXX) of the **very** first bill for this meter (when the meter was installed or the date you want to start tracking your bills).
* The **Date Meter became Inactive** is the date (XX/XX/XXXX) of the **very** last bill for this meter (when the meter is taken offline or became inactive).

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| **Meter Bills** | | | |
| **Start Date/Delivery Date** | **End Date (leave blank for deliveries)** | **Usage/Quantity** | **Cost (optional)** |
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