



# Chicago Green Healthcare Initiative (CGHI)

City of Chicago Energy Benchmarking  
Compliance Checklist  
Additional Detail for 3 Steps

March 27<sup>th</sup>, 2014



# City of Chicago Energy Benchmarking Compliance Checklist



This document provides additional detail to complete 3 of the Compliance Checklist items.

## 2. Benchmark the Building

Add the building's Chicago Energy Benchmarking ID to Portfolio Manager

## 3. Verify the Data

Add data verifier information to Portfolio Manager

## 4. Report to the City

Submit the report to the City through Portfolio Manager

# 1. Add the building's Chicago Energy Benchmarking ID to Portfolio Manager

Summary
Details
Meters
Goals
Design

### Basic Information

[View/Edit all Details](#)

Construction Status:  
Existing

Federal Property:  
Not Set

[Find A Service & Product Provider \(SPP\)](#):  
Empty

Editing basic information also includes name, address, etc.

[Edit](#)

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### Unique Identifiers (IDs)

Portfolio Manager ID:  
3998544

Standard IDs: None

Custom IDs: None

You can select from Portfolio Manager's Standard IDs to provide information to others in data requests. Or you can create up to three Custom IDs so that you can cross-reference your property in other systems.

[Edit](#)

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Delete this Property

Caution! Deleting your property is permanent.

### This Property's Overall Use

[View as Diagram](#)  [Add](#)

| Name           | Primary Function                      | Gross Floor Area       | Action  |
|----------------|---------------------------------------|------------------------|---|
| ▶ Building Use | Hospital (General Medical & Surgical) | 300000 ft <sup>2</sup> | I want to... <input type="button" value="v"/> |

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

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### Gross Floor Area Comparison

✓ The total of the [Gross Floor Area](#) for your uses equals the Gross Floor Area for your property. [Learn more.](#)

| Category      | Gross Floor Area |
|---------------|------------------|
| Use Total GFA | 300,000          |
| Property GFA  | 300,000          |

**Keeping Your Property Information up to date**

If your property has more than one building, it is important that you keep your use details updated at both the property and building levels so that your ENERGY STAR score and other metrics are accurate. [Learn more about keeping use details up to date.](#)

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### Property Notes

Use the following area to keep notes on your property.

You have 1000 characters remaining for your notes.

[Save Notes](#)



# 1. Add the building's Chicago Energy Benchmarking ID to Portfolio Manager

## Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 3998544

## Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name:  ID:

Cu  
Austin Building ID  
Austin Property ID  
BOMA BEST Building ID  
Cu Boston Energy Reporting ID  
Chicago Energy Benchmarking ID  
CoStar Property ID  
District of Columbia Building Unique ID  
District of Columbia Real Property Unique ID  
Green Globes CIEB Project ID  
Green Globes NC Project ID  
LEED Canada Project ID  
LEED US Project ID

St  
Minneapolis Building ID

Sta  
a S  
NYC Borough, Block and Lot (BBL)  
NYC Building Identification Number (BIN)

dat  
Philadelphia Building ID

Sta  
REALPac Energy Benchmarking Program Building Name

San Francisco Building ID

Seattle Building Energy Benchmarking Reporting ID

ID:

[Add Another](#)

by an organization (such as  
' is going to be part of a  
) here.

Add ID here

## 2. Add data verifier information to Portfolio Manager

Summary **Details** Meters Goals Design

### Basic Information

[View/Edit all Details](#)

Construction Status:  
Existing

Federal Property:  
Not Set

[Find A Service & Product Provider \(SPP\):](#)  
Empty

Editing basic information also includes name, address, etc.

**Edit**

### Unique Identifiers (IDs)

Portfolio Manager ID:  
3998544

Standard IDs: None

Custom IDs: None

You can select from Portfolio Manager's standard IDs to provide information to others in data requests. Or you can create up to three Custom IDs so that you can cross reference your property in other systems.

**Edit**

**Delete this Property**

Caution! Deleting your property is permanent.

### This Property's Overall Use

[View as Diagram](#) Add Another Type of Use **Add**

| Name           | Primary Function                      | Gross Floor Area       | Action       |
|----------------|---------------------------------------|------------------------|--------------|
| ▶ Building Use | Hospital (General Medical & Surgical) | 300000 ft <sup>2</sup> | I want to... |

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

### Gross Floor Area Comparison

✓ The total of the **Gross Floor Area** for your uses equals the Gross Floor Area for your property. [Learn more.](#)

If your property has more than one building, it is important that you keep your use details updated at both the property and building levels so that your ENERGY STAR score and other metrics are accurate. [Learn more about keeping use details up to date.](#)

### Property Notes

Use the following area to keep notes on your property.

You have 1000 characters remaining for your notes.

**Save Notes**

- Data verifier name
- Organization
- Email Address
- Recognized license or training credential
- Associated license number or training ID

### 3. Submit the report to the City through Portfolio Manager

City of Chicago's Energy Benchmarking Website

[www.cityofchicago.org/energybenchmarking](http://www.cityofchicago.org/energybenchmarking)



#### Chicago Energy Benchmarking

##### Quick Links

Questions? Call (855) 858-6878 (M-F, 9am-5pm) or email [Info@ChicagoEnergyBenchmarking.org](mailto:Info@ChicagoEnergyBenchmarking.org)

- [Chicago Energy Benchmarking Ordinance Text](#)
- [Getting Started: Benchmarking Instructions & Guidance Materials](#)
- [Ordinance Requirements, Key Dates, & Compliance Deadlines](#)
- [Covered Buildings, Building Information, Exemptions & Exceptions](#)
- [Free Training & Building Support](#)
- [Obtaining Whole-Building Energy Data](#)
- [Fulfilling the Data Verification Requirement / Recognized Data Verifiers](#)
- [Energy Efficiency Funding & Other Resources](#)
- [Partners, Champions, & Public Support](#)

Click here for the [2014 Chicago Energy Benchmarking Reporting Template](#). (The 2014 template covers building information and energy use from January-December, 2013.)

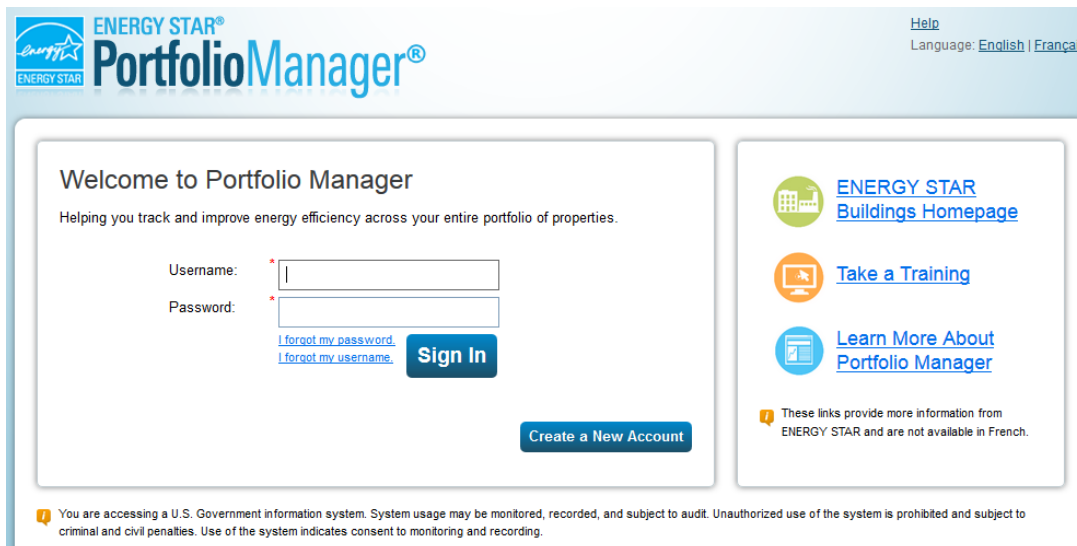
Click to begin

### 3. Submit the report to the City through Portfolio Manager



## Energy Benchmarking

Click [HERE](#) for the City of Chicago 2014 Energy Reporting (2013 Data) Template. (The 2014 template covers building information and energy use from January-December, 2013.)



The screenshot shows the ENERGY STAR Portfolio Manager login interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". At the top right are links for "Help" and "Language: English | Français". The main content area is divided into two columns. The left column contains a "Welcome to Portfolio Manager" message, a sub-header "Helping you track and improve energy efficiency across your entire portfolio of properties.", and a login form with fields for "Username:" and "Password:". Below the password field are links for "I forgot my password." and "I forgot my username.", and a "Sign In" button. At the bottom of this column is a "Create a New Account" button. The right column contains three links with icons: "ENERGY STAR Buildings Homepage", "Take a Training", and "Learn More About Portfolio Manager". Below these links is a note: "These links provide more information from ENERGY STAR and are not available in French." At the bottom of the page is a disclaimer: "You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording."



### 3. Submit the report to the City through Portfolio Manager

Complete this form to respond to the "Data Request: City of Chicago Energy Benchmarking Reporting - 2014" for City of Chicago Chicago Energy Benchmarking. This response has also been added to your "Templates & Reports" list on the Reporting tab.

## Respond to Data Request: Data Request: City of Chicago Energy Benchmarking Reporting - 2014

from City of Chicago Chicago Energy Benchmarking (City of Chicago)

### About this Data Request

**Data Requested By:** City of Chicago Chicago Energy Benchmarking

**Instructions:** **City of Chicago Energy Benchmarking - 2014 Reporting** (Jan-Dec 2013 Building Data)

In 2013, the City of Chicago adopted an ordinance to raise awareness of energy performance, with the goal of unlocking energy and cost savings opportunities.

The ordinance calls on existing municipal, commercial, and residential buildings larger than 50,000 square feet to track energy use, report to the City annually, and verify data accuracy every three years. **Buildings larger than 250,000 square feet must comply by June 1, 2014 .**

Please use the fields below to select your building, download a preview of your report, e-sign your report , and submit your report by clicking the 'Send Data' button.

*Note: Your benchmarking report will not be shared with the City until you reach the confirmation screen. You will also receive a confirmation email, which buildings should retain as proof-of-submission.*

### Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)








### 3. Submit the report to the City through Portfolio Manager


## Your Response

Select Information to Include:

**Timeframe:** \*

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

**Properties:** \*

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

**Generate Response Preview**

[Cancel](#)

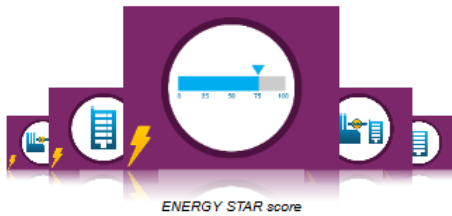
### 3. Submit the report to the City through Portfolio Manager

A preview for your response to the data request "Data Request: City of Chicago Energy Benchmarking Reporting - 2014" on behalf of Peter Locke (City of Chicago) is being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.

#### Charts & Graphs



What are the average ENERGY STAR scores of my properties?

#### ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Score Card](#)

Your new response preview(s) has been generated.

#### Templates & Reports (16)

- Your new response preview(s)
- [Data Request: City of Chicago Energy Benchmarking Reporting - 2014 \(Request from City of Chicago Energy Benchmarking\)](#)
  - [CGHI Emissions](#)
  - [Chicago Green Healthcare Initiative: Performance Summary Report](#)

| Name  | Status  | Action  |
|---|---|---|
| Data Request: City of Chicago Energy Benchmarking Reporting - 2014 (Request from City of Chicago Energy Benchmarking) | Response Preview Generated: 3/23/2014 8:02 PM | I want to...<br>I want to...<br>Edit Properties and Timeframe<br>Preview Response<br>Download Preview in Excel<br>Generate an Updated Response<br><b>Send Response</b><br>Delete Response |
| CGHI Emissions  | No Report Generated                           |   |
| Chicago Green Healthcare Initiative: Performance Summary Report   | No Report Generated                           |   |
| CGHI: Energy Savings from Baseline  | No Report Generated                           | I want to...  |