**U-C Energy Star Portfolio Manager**

**Building Information**

<https://portfoliomanager.energystar.gov/pm/login.html>

[mbjohnst@illinois.edu](mailto:mbjohnst@illinois.edu), Cam0rg0!

**About Your Property**

* Name
* Country
* Street Address
* City
* State
* Postal Code
* Year Built:
* Gross Floor Area: \*

**\*Gross Floor Area** is the total floor area, expressed in square feet or square meters, measured from the principal exterior surfaces of the building(s) and not including parking area(s)

[Occupancy:](https://portfoliomanager.energystar.gov/pm/glossary#Occupancy) \_\_\_\_\_ \* % in 5% increments

**Do any of these apply?**

* My property's energy consumption includes [parking](https://portfoliomanager.energystar.gov/pm/glossary#Parking) areas: yes or no
  + Please provide a value for the [Open Parking Lot Size](https://portfoliomanager.energystar.gov/pm/glossary#OpenParkingLotSize) for the Parking Use \_\_\_\_\_
  + Please provide a value for the [Partially Enclosed Parking Garage Size](https://portfoliomanager.energystar.gov/pm/glossary#PartiallyEnclosedParkingGarageSize) for the Parking Use \_\_\_\_\_\_\_\_\_\_
  + Please provide a value for the [Completely Enclosed Parking Garage Size](https://portfoliomanager.energystar.gov/pm/glossary#CompletelyEnclosedParkingGarageSize) for the Parking Use \_\_\_\_\_\_\_
  + Supplemental Heating: Yes, the parking garage has a heating system to pre-heat ventilation air and/or maintain a minimum temperature during winter months, or No, the parking garage does not include any heating system.

**Sources of Your Property's Energy**

How does your property [acquire energy](https://portfoliomanager.energystar.gov/pm/glossary#EnergyUseByType)? Please select all that apply.

* Electric
  + Purchased from the grid
  + Generated on site with my own solar panels
  + Generated on site with my own wind turbines
* Natural Gas
* Propane
* Fuel Oil (No. 2)
* Diesel
* District Steam
* District Hot Water
* District Chilled Water
  + From an electric-driven chiller
  + From an absorption chiller using natural gas
  + From an engine-driven chiller using natural gas
  + From another kind of chiller
* Fuel Oil (No. 4)
* Fuel Oil (No. 5 and No. 6)
* Coal (anthracite)
* Coal (bituminous)
* Coke
* Wood
* Coke
* Wood
* Liquid Propane
* Kerosene
* Fuel Oil (No. 1)
* Other

**Your Property's Water Usage – not for now**

How does your property [use water](https://portfoliomanager.energystar.gov/pm/glossary#WaterUse)? Please select all that apply.

* Municipally Supplied Portable Water
  + Indoor
  + Outdoor
  + All
* Municipally Supplied Reclaimed Water
  + Indoor Outdoor
  + All
* Alternative Water Generated On-Site
* Other

## About Your Meters

Enter the information below about your new meters. The meter's ***Units*** and ***Date Meter became Active*** are required. You can also change the meter's name.

Top of Form

| **Meter Name** | **Type** | **Other Type** | **Units** | [**Date Meter became Active**](https://portfoliomanager.energystar.gov/pm/glossary#MeterFirstLastBillDate) | **In Use?** | [**Date Meter became Inactive**](https://portfoliomanager.energystar.gov/pm/glossary#MeterFirstLastBillDate) | **Enter as Delivery?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| District Steam | District Steam |  | MLbs. (million pounds) | 01/01/2013 |  |  |  |
| Electric Grid Meter | Electric - Grid |  | kWh (thousand Watt-hours) | 01/01/2013 |  |  |  |
| District Chilled Water Other Meter | District Chilled Water - Other |  | MBtu (million Btu) | 01/01/2013 |  |  |  |

Water Meter

| **Meter Name** | **Type** | **Other Type** | **Units** | [**Date Meter became Active**](https://portfoliomanager.energystar.gov/pm/glossary#MeterFirstLastBillDate) | **In Use?** | [**Date Meter became Inactive**](https://portfoliomanager.energystar.gov/pm/glossary#MeterFirstLastBillDate) |
| --- | --- | --- | --- | --- | --- | --- |

Bottom of Form

# Meters to add to Total Consumption for Metrics

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Top of Form

### Property Totals

### Energy Meters

Check the boxes for the meters that should be included in the energy metrics:

* District Chilled Water Other Meter
* Electric Grid Meter
* District Steam
* These meter(s) account for the total energy consumption for this property.
* These meter(s) do not account for the total energy consumption for this property.

#### Water Meters

Check the boxes for the meters that should be included in the water metrics:

* Potable All Meter
* These meter(s) account for the total water consumption for this property.
* These meter(s) do not account for the total water consumption for this property.

Enter data for calendar year 2013 and 2014.

1. Find the building in EBS
2. Select the power options and export it to excel.
3. Put it in the template format
4. Upload that template