

Appendix D

Entering Building Details and Common Portfolio Manager Errors

Default Values

Once new property types are added under the Details tab, you are asked to enter their use details. Portfolio Manager will give an option for you to check the “Use a default” value box as shown below. Use of these default values are flagged as errors by the City of Seattle and is **not allowed**. If your property has even a single default value box checked, it will be considered non compliant. Please enter actual values when you report your data to the City of Seattle to meet all compliance requirements. And DO NOT change your “Current As Of” Dates or check the Temporary Value boxes to the right. These will also be flagged as errors.

Name: *

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="6,000"/> <input type="text" value="Sq. Ft."/> ▾	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2017"/>	<input type="checkbox"/>

If you have accidentally checked these “Use a default” value boxes, please correct all values to actual values. To make the correction, go to your property’s Details tab. Under Property Uses and Use Details section, select “I want to...Correct Mistakes” from the Action column to the far right for all use types that are using default values. To check if specific use types are using default values, you can click on the triangle icon to the left and expand your view for a snap shot as shown below.

The screenshot shows a software interface with a top navigation bar containing tabs: Summary, Details (selected), Energy, Water, Waste & Materials, Goals, and Design. On the left, there are two panels: 'Basic Information' and 'Unique Identifiers (IDs)'. The main area is titled 'Property Uses and Use Details' and contains a table with columns: Name, Property Use Type, Gross Floor Area, and Action. A dropdown menu is open for the 'Office Use' row, showing options: 'I want to...', 'Update with New Information', 'View Update History', 'Correct Mistakes' (highlighted), and 'Delete use'. Red arrows in the table point to 'default value' text in the 'Value' column for several rows.


Name	Property Use Type	Gross Floor Area	Action
▶ Retail Store Use	Retail Store	10,000 ft ²	I want to...
▼ Office Use	Office	6,000 ft ²	I want to...
Value		Current	
★ Gross Floor Area	6000 ft ²	01/01/2017	
★ Weekly Operating Hours	65 (default value)	01/01/2017	No
★ Number of Workers on Main Shift	13.8 (default value)	01/01/2017	No
★ Number of Computers	12 (default value)	01/01/2017	No
Percent That Can Be Heated	50 % or more (default value)	01/01/2017	No
★ Percent That Can Be Cooled	50 % or more (default value)	01/01/2017	No
★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.			

Once you have selected “I want to...Correct Mistakes” option from the drop down under the Action column, next page will open up for you to make these corrections. Make sure to **uncheck** every single “Use a default” value boxes circled below in red.

History Log for Office Use


Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to [update these Property Use Details in BOTH the parent and child properties.](#)

★ Gross Floor Area

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	6,000 <input type="text"/> Sq. Ft. <input type="text"/>	<input type="checkbox"/>	City of Seattle	12/20/2018


 Delete Selected Entries

★ Weekly Operating Hours

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	65 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	City of Seattle	12/20/2018


 Delete Selected Entries


★ Number of Workers on Main Shift

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	13.8 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	City of Seattle	12/20/2018


 Delete Selected Entries


★ Number of Computers

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	12 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	City of Seattle	12/20/2018


 Delete Selected Entries

Percent That Can Be Heated

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	50 % or more <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	City of Seattle	12/20/2018

 Delete Selected Entries

★ Percent That Can Be Cooled


<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	50 % or more <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	City of Seattle	12/20/2018


Once default value boxes are unchecked, replace these values with actual values. If you do not have the exact value, enter in your best estimate. Save all changes.

History Log for Office Use

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to [update these Property Use Details in BOTH the parent and child properties.](#)


★ Gross Floor Area

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	6,000 <input type="text"/> Sq. Ft. <input type="text"/>	<input type="checkbox"/>	City of Seattle	12/20/2018

 Delete Selected Entries


★ Weekly Operating Hours

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	65 <input type="text"/> 	<input type="checkbox"/>	City of Seattle	12/20/2018


 Delete Selected Entries


★ Number of Workers on Main Shift

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	12 <input type="text"/> 	<input type="checkbox"/>	City of Seattle	12/20/2018



 Delete Selected Entries


★ Number of Computers

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	12 <input type="text"/> 	<input type="checkbox"/>	City of Seattle	12/20/2018



 Delete Selected Entries

Percent That Can Be Heated

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	50 % or more <input type="text"/> 	<input type="checkbox"/>	City of Seattle	12/20/2018

 Delete Selected Entries

★ Percent That Can Be Cooled

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017  (to present)	50 % or more <input type="text"/> 	<input type="checkbox"/>	City of Seattle	12/20/2018

Errors with GFA/Adding Additional Space Uses:

The Gross Floor Area (GFA) that you entered when setting up your property will automatically populate into the Property Use and Use Details section. If your property has multiple uses, you would be required to adjust this number based on the actual GFA for the primary type of use. If you need to add more space uses (i.e. retail, office, restaurant), do so but make sure they all total up to the same value you entered under the Basic Information section.

Once your new property is created, double check your Details tab for alerts. GFA values under the Basic Information and Property Uses and Use Details sections must be the same. If these values do not match up, you will see a red exclamation mark indicating an error as shown below.

Congratulations! You have successfully created your property.

Next, you can:

- [Add energy use information](#), so that you can see your energy performance metrics.

TEST APARTMENTS

123 TEST AVE SW, SEATTLE, WA 98146 | [Map It](#)

Portfolio Manager Property ID: 6618729

Year Built: 2017

[Edit](#)

Not eligible to apply for ENERGY STAR Certification

Weather-Normalized Source EUI (kBtu/ft²) Why not score?

Current EUI: [N/A](#)

Baseline EUI: [N/A](#)

Summary**! Details**EnergyWaterWaste & MaterialsGoalsDesign

Basic Information

Construction Status:
Existing property that is one single building

! Property GFA - Self-Reported:
50,000 Sq. Ft.

Occupancy:
100%

[Edit](#)

Property Uses and Use Details

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

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Multifamily Housing	40,000 ft ²	I want to... <input type="button" value="v"/>
		! Property GFA (Buildings): 40,000 (used to calculate EUI)	
		Property GFA (Parking): 0	

Let's say that this property is missing its Retail space. To add new use types, go to the drop down menu, "Add Another Type of Use" and select the appropriate property type. In this example, we have selected, "Retail".

The screenshot shows a software interface with tabs for Summary, Details, Energy, Water, Waste & Materials, Goals, and Design. The 'Details' tab is active. On the left, there is a 'Basic Information' panel with fields for Construction Status (Existing property that is one single building), Property GFA - Self-Reported (50,000 Sq. Ft.), and Occupancy (100%). An 'Edit' button is present. The main area is titled 'Property Uses and Use Details' and contains a 'View as Diagram' link and a dropdown menu labeled 'Add Another Type of Use', which is circled in red. Below this is a table with columns: Name, Property Use Type, Gross Floor Area, and Action. The table contains one entry: 'Building Use' with 'Multifamily Housing' as the use type and '40,000 ft²' as the gross floor area. Below the table, there are summary statistics: 'Property GFA (Buildings): 40,000 (used to calculate EUJ)' and 'Property GFA (Parking): 0'.

Once the selection is made and the property use is added, a new page will open. You will be asked to enter in your use values here. Again, remember to avoid using default values and temporary values here when you are prompted to enter in space use values. And DO NOT change the "Current As Of" Dates to the left. Save Changes.

★ Gross Floor Area

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017 (to present)	10,000 Sq. Ft.	<input type="checkbox"/>	City of Seattle	11/16/2018

✖ Delete Selected Entries

★ Weekly Operating Hours

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017 (to present)	65	<input type="checkbox"/>	City of Seattle	11/16/2018

✖ Delete Selected Entries

★ Number of Workers on Main Shift

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017 (to present)	10	<input type="checkbox"/>	City of Seattle	11/16/2018

✖ Delete Selected Entries

★ Number of Open or Closed Refrigeration/Freezer Units

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/2017 (to present)	0	<input type="checkbox"/>	City of Seattle	11/16/2018

✖ Delete Selected Entries

You will notice that with the new space type, the Property GFA total has been updated from 40,000 SQFT to 50,000 SQFT matching the value to the left under the Basic Information section. The red exclamation has disappeared indicating that GFA error has been corrected.

Please note that although parking is entered as 20,000 SQFT, it is not counted towards the total building GFA. This is because Energy Star assesses the building and not its parking area. Please refer to Energy Star's "How do I enter parking" section on details on how to enter your parking information.

The screenshot displays the 'Details' tab of the software interface. On the left, the 'Basic Information' section shows 'Construction Status: Existing property that is one single building' and 'Property GFA - Self-Reported: 50,000 Sq. Ft.' (circled in red). Below this is 'Occupancy: 100%' and an 'Edit' button. On the right, the 'Property Uses and Use Details' section features a table with the following data:

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Multifamily Housing	40,000 ft ²	I want to... ▼
▶ Parking Use	Parking	20,000 ft ²	I want to... ▼
▶ Retail Store Use	Retail Store	10,000 ft ²	I want to... ▼

Below the table, the summary shows 'Property GFA (Buildings): 50,000 (use 1 to calculate EUI)' (circled in red) and 'Property GFA (Parking): 20,000'.

Parking

How do I enter parking?

You have two options to receive an ENERGY STAR score for a property with a parking:

1. **Sub-meter your parking and exclude its energy and Gross Floor Area (GFA). (*Recommended*)**
 - a. Do not enter a parking Property Use
 - b. Do not enter the energy for your parking
 - c. If your parking garage *is physically connected* with your building and part of a single structure, then the parking (Fully or Partially Enclosed) cannot be more than 75% of the total Property GFA. For example, a property that is 100,000 square foot, with 80,000 sq ft Parking and 20,000 sq ft Office is considered a Parking Garage by EPA and is not permitted to earn ENERGY STAR certification. This limit does not apply to Open Parking Lots.
 - d. If your parking garage *is not physically connected* to your building, but rather is a separate structure then there is no limit as to its size.

2. **Benchmark your parking with your building and include its energy and GFA.**
 - a. Do not include Parking GFA in your Self-reported Property GFA
 - b. Include your Parking GFA in a separate "Parking" Property Use
 - Report the GFA of each type of parking (Fully Enclosed, Partially Enclosed, and Open)

- c. Include all parking energy in your energy meters.
- d. Regardless of physical connection, the GFA of your Parking (Fully Enclosed and Partially Enclosed) cannot account be more than 50% of your total Property GFA.

The screenshot shows the 'Details' tab of the Energy Star Portfolio Manager interface. On the left, the 'Basic Information' section displays 'Construction Status: Test property that is one single building', 'Property GFA - Self-Reported: 100,000 Sq. Ft.', and 'Occupancy: 95%'. An 'Edit' button is visible. On the right, the 'Property Uses and Use Details' section features a 'View as Diagram' link, a dropdown menu for 'Add Another Type of Use', and an 'Add' button. Below this is a table with the following data:

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Office	100,000 ft ²	I want to...
▶ Parking Use	Parking	10,000 ft ²	I want to...
Property GFA (Buildings):		100,000 (used to calculate EUI)	
Property GFA (Parking):		10,000	

Why? The ENERGY STAR score provides an assessment of the building, not its parking area. If it is not possible to sub-meter your parking area, then Portfolio Manager will estimate the amount of energy parking uses and subtract that out before calculating your metrics.

Learn more in our technical reference for parking: <http://www.energystar.gov/buildings/tools-and-resources/energy-star-score-parking>.

Resource: Energy Star FAQ

<https://portfoliomanager.zendesk.com/hc/en-us/articles/211696747-How-do-I-enter-parking->