



Benchmarking Compliance Checklist

Buildings are required to complete these steps no later than July 1st, 2020

Please visit the City of Orlando Building Efficiency Policy Website (orlando.gov/buildingefficiency) for further guidance, training sign-up, and other available resources.

1 Get Started		
<input type="checkbox"/>	Determine whether your building(s) must comply in 2020	<ul style="list-style-type: none"> Review the building list and details about which buildings are covered by the policy at orlando.gov/buildingefficiency to determine benchmarking compliance obligations. Generally, buildings 50,000 square feet and greater must benchmark (Step #2) and report (Step #3).
<input type="checkbox"/>	Identify a benchmarking leader	<ul style="list-style-type: none"> Designate a building staff member or third-party partner to be your benchmarking leader. Guidance regarding how to select the most qualified and appropriate individual for this role can be found in the FAQ section at orlando.gov/buildingefficiency
<input type="checkbox"/>	Share your contact information with us	<ul style="list-style-type: none"> Share the benchmarking leader's contact information with us by completing the online contact form at orlando.gov/buildingefficiency

2 Benchmark Your Building(s)		
<input type="checkbox"/>	Create a Portfolio Manager account and property profile(s)	<ul style="list-style-type: none"> Visit www.energystar.gov/portfoliomanager and refer to the <i>benchmarking guides</i> at orlando.gov/buildingefficiency You may use existing Portfolio Manager accounts and profiles.
<input type="checkbox"/>	Gather basic information required by Portfolio Manager	<ul style="list-style-type: none"> Guidance for various property types is available at: www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details
<input type="checkbox"/>	Obtain monthly whole-building energy and water data for January-December 2019 (all fuel types)	<ul style="list-style-type: none"> Electricity and Water*: Access 2019 electricity and water use data by contacting your utility service provider: <ul style="list-style-type: none"> Orlando Utility Commission: commercialsvcs@ouc.com or 407.423.9018. Duke Energy: billhistory@duke-energy.com or 800.700.8744. Natural gas: Access 2019 natural gas use data by viewing your Tampa Electric Company account or creating an online account at tecoaccount.com. If you need assistance, email mybusinessaccount@tecoenergy.com or call 866.832.6249.
	Buildings with multiple tenants and those who are employing a third-party partner to complete benchmarking may need to complete and submit the tenant authorization forms available at orlando.gov/buildingefficiency . Your utility company will confirm whether or not this step is necessary for your specific building.	
	*Note: It is strongly recommended that building water use is benchmarked, in addition to electricity and natural gas use; however, water benchmarking is not required for compliance.	
<input type="checkbox"/>	Enter property uses and details into profile(s)	<ul style="list-style-type: none"> On the DETAILS tab, use the ADD ANOTHER TYPE OF USE menu to select a property use. Click ADD and enter requested info, and repeat for additional property uses.
<input type="checkbox"/>	Enter energy use data for all fuel types	<ul style="list-style-type: none"> On the METERS tab, click ADD ANOTHER METER. Enter requested info and repeat for additional meters or fuel types.

<input type="checkbox"/>	Enter your Orlando Building ID(s)	<ul style="list-style-type: none"> On the DETAILS tab, click the EDIT button in the UNIQUE IDENTIFIERS box. From STANDARD IDs, select ORLANDO BUILDING ID. Enter the 6-digit ID listed at the top of this notification letter and also available by visiting orlando.gov/buildingefficiency or dialing 407.246.2534.
<input type="checkbox"/>	Check for any possible data entry errors	<ul style="list-style-type: none"> On the SUMMARY tab, click the CHECK FOR POSSIBLE ERRORS box, and follow the prompts to self-correct as needed.

3 Report to the City – Compliance Date: May 1, 2020		
<input type="checkbox"/>	Generate and preview the building's report in Portfolio Manager	<ul style="list-style-type: none"> Navigate to orlando.gov/buildingefficiency and click "Send Benchmarking Submission". Scroll down to YOUR RESPONSE, select building(s) from the PROPERTIES dropdown box, and click GENERATE RESPONSE PREVIEW. Review any data alerts or other instructions that may appear. In the TEMPLATES AND REPORTS table, find the row for CITY OF ORLANDO BUILDING EFFICIENCY POLICY REPORTING TEMPLATE 2020; under the ACTION menu in that row, select DOWNLOAD PREVIEW IN EXCEL from the dropdown box. Review the resulting Excel preview data that will be shared with the City (fields that do not apply to the building will be left blank).
<input type="checkbox"/>	<u>Submit the report to the City through Portfolio Manager</u>	<ul style="list-style-type: none"> Enter requested information and click SEND RESPONSE to continue with submission. On the final screen, e-sign with your Portfolio Manager username and password, verify that the EXCEL format has been selected, and click SEND DATA. Save the ENERGY STAR Portfolio Manager confirmation email.

Still Have Questions? We Can Help!

- **Benchmarking guides and other resources:** orlando.gov/buildingefficiency
- **City of Orlando Benchmarking Help Center:** 407.246.2534; buildingefficiency@cityoforlando.net