




Benchmarking Compliance Checklist


Buildings are required to complete these steps no later than August 1, 2023

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	<ul style="list-style-type: none"> Review the building list and details about which buildings are covered by the policy at Building Energy & Water Efficiency Strategy - City of Orlando to determine benchmarking compliance obligations. Generally, buildings within city limits 50,000 square feet and greater must benchmark (Step #2) Connect and share your property (Step #3) Share or update the benchmarking leader's contact information (Step #4).
<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
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/porfoliomanager 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 2022 (all fuel types)	<ul style="list-style-type: none"> Electricity and Water*: Access 2022 electricity and water use data by contacting your utility service provider: <ul style="list-style-type: none"> OUC: commercialsvc@ouc.com or 407.423.9018. Duke Energy: billhistory@duke-energy.com or 800.700.8744. Natural Gas: Access 2022 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.
	<p>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.</p> <p><i>*Note:</i> 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.</p>	
<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 if appropriate.
<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.

	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 emailing buildingefficiency@cityoforlando.net
	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	Connect and share your property	
	<u>Connect and share your property</u>	<p>If you have not added the City of Orlando as a contact on Energy Star Portfolio Manager you will need to do so before you can share your property. You can view your contacts by selecting “Contacts” on the upper right-hand corner of the main menu on Energy Star Portfolio Manager.</p> <p>If you have already added the City of Orlando as a contact please skip to step 1 to share your property. If you do not have the City of Orlando as a contact please see sections A-E.</p> <ol style="list-style-type: none"> Click on “Contacts” Select “Add New/Contacts/Connections” Under Username, please type “CITYOFORLANDO” in all caps and no space then click search Click “Connect” Select “I agree to my provider’s (City of Orlando) Terms of Use. Then click “Send Connection Request” <p>Once you have connected, and are accepted as a contact by the City of Orlando you will then be able to see “City of Orlando” listed on the Share tab under Share (or Edit Access to a Property)</p> <ol style="list-style-type: none"> Please open Portfolio Manager and go to the Sharing tab Select Share (or Edit Access to) a property in the upper left Select the properties you want to share with City of Orlando Annual Reporting Under Choose Permissions select Personalized Sharing & Exchange Data. Click Continue On the next screen, choose Exchange Data for each property. On the Access Permissions page, enter the Orlando Building ID for each property <ol style="list-style-type: none"> Please enter your Orlando Building ID as a unique identifier of the property. If you do not know this number, please locate your building on our Covered Building List. Select the Access Permissions as follows: <ol style="list-style-type: none"> Property Information: “Read Only Access” All Meter Information: “Read Only Access” Goals, Improvements: “Read Only Access” Recognition: “None” For Share Forward select “no” Click Apply Selections & Authorize Exchange Select Share Properties to finalize <p>You will receive a confirmation email within an hour once the property share request has been accepted (note if you do not get an email, please check your “spam” or “junk” folder for it. If missing, contact the Help Desk).</p>

4	Share or update the Benchmarking Leader's Contact Information	
	Share or update Benchmarking Leader's Contact Information	<ul style="list-style-type: none"> • Share or update the benchmarking leader's contact information with us by completing the online contact form found on the Knowledgebase section of the Building Energy Analysis Manager (BEAM) platform. • Click on "New Ticket" • Select "Update Information"

Still Have Questions? We Can Help!

- Benchmarking guides and other resources: orlando.gov/buildingefficiency
- City of Orlando Benchmarking Help Center: orlando.gov