

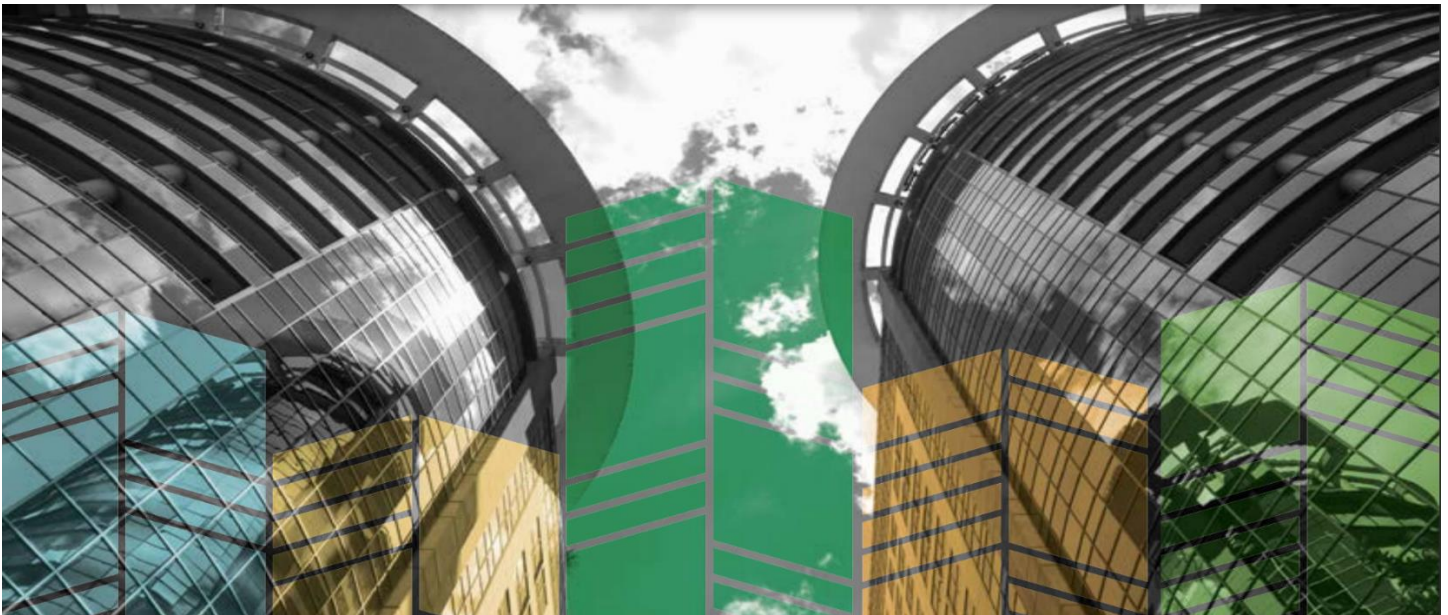
Building Energy and Water Efficiency Strategy (BEWES) Compliance Guide

The Building Energy and Water Efficiency Strategy (BEWES) is intended to make the City of Orlando more environmentally friendly while improving the quality of life for city residents. This ordinance requires large buildings in the city to track and benchmark their energy consumption via the online tool, ENERGY STAR Portfolio Manager, and report this data to the City annually.

Building benchmarking, the act of measuring and tracking performance metrics, enables better decision-making through building performance data. Benchmarking programs create standardized metrics to measure the energy and water efficiency between similar buildings, just as miles-per-gallon (MPG) is used to compare efficiency between cars. This helps building owners gauge performance relative to others in the marketplace and allows the City to help local commercial and multifamily property owners to drive efficiency in building operations, save money for businesses and residents, and foster a cleaner and healthier environment.

Some benefits of benchmarking include:

- Building owners and managers can lower their operational costs.
- Buyers and tenants are able to make better-informed decisions about the buildings they live and work in.
- Policymakers can create more efficient fiscal policies and track progress of achieving sustainability goals.



BEWES Compliance Checklist:

1. **Determine if you need to comply.**
2. **Add a property and input property details.**
3. **Enter your utility usage information.**
4. **Run the data quality checker.**
5. **Report to the City of Orlando.**

To learn more about the policy and review additional compliance resources, please visit our website orlando.gov/BuildingEfficiency.

This document is best used in PDF format to zoom into photos and access links and additional documents.

1. Determine if you need to comply.

Begin by determining whether your building(s) must comply.

Commercial or multifamily buildings above 50,000 square feet are required to have whole-building energy use tracked and reported annually. This information must be provided to the City each year to be made transparent to the real estate market via an annual report and transparency map.

[Covered Buildings List with Orlando Building IDs](#)
[Exemption Form](#)

Once you have determined that your building is required to comply using the above links, identify a benchmarking leader within your organization. Share the benchmarking leader's contact information with the City of Orlando by completing the [contact form](#), which can be found online.

Building Energy & Water Efficiency Strategy



More than 30 percent of building energy is wasted due to inefficiencies and outdated technologies.

Notice

BEWES Help Desk

- Email: buildingefficiency@orlando.gov
- Phone: 407.246.2534
- [Frequently Asked Questions](#)

Submit Your Usage Data

Have you completed all the necessary steps to benchmark your building and are ready to submit your data?

- [Confirm point of contact](#)
- [Current building list with IDs](#) (xlsx, 52KB)
- [Send benchmark submission](#)
- [Benchmarking Exemption Form](#) (PDF, 150KB)

2. Add a property and input property details.

EPA's ENERGY STAR Portfolio Manager (ESPM) tool helps measure and track the energy and water use, waste and materials, and greenhouse gas emissions of buildings, all in a secure, online environment. You can use the results to identify underperforming buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

Create an Energy Star Portfolio Manager account and property profile(s).

To create your ESPM account, you will need to create a username and password, input basic information about your property, and provide your contact information. Once you have verified your account, select the "Add a property" button on your dashboard.

[Portfolio Manager's Quick Start Guide](#)
[How do I determine my occupancy?](#)

Tip

To set up a property, you'll need information such as **gross floor area** and **operating hours**.

Tip

Not sure what kind of property you have? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenant types, just select the main activity.

Gross Floor Area

The Gross Floor Area (GFA) is the total "property" square footage, and a "property" can be a:

- Single building
- Campus of buildings
- Part of a building (such as a single tenant space).

Depending on which above type you have, your exact GFA is determined differently:

1. "Single buildings" and "campuses of buildings" measure... (Click to view the full term in the glossary)

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- ☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- ☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- ☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Remember to click "Existing" Property when creating the property profile.

If you are confused on any words highlighted in blue, hover over to see the definition.

Enter property uses and details into profile(s).

When creating a property profile, you will be asked to report certain information. All properties are required to have property type, property name, property address, year built, gross floor area, occupancy level, number of buildings on property, and 12 consecutive months of energy consumption data entered. Depending on the property type, additional information may be required.



U.S. Property Types, Definitions, and Use Details

May 2021

Portfolio Manager has more than 80 Property Types to choose from. **Property types** are noted where they are eligible to receive a 1-100 ENERGY STAR Score in the U.S. Use Details required to receive an ENERGY STAR score are notated below, all other Use Details are optional.

Property Type	Property Definition	Use Details (Optional Use Details do NOT affect any metrics)
Adult Education	Adult Education refers to buildings used primarily for providing adult students with continuing education, workforce development, or professional development outside of the college or university setting. Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, auditoriums, stairways, atriums, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

[This document](#) is a helpful resource that lists over 80 property types, their description, and the type of information you will have to report in Portfolio Manager.

Tip: use these resources early in the benchmarking process to save time.

If you already know the property type, this [link](#) has a drop-down menu that will provide a list of relevant data that will need to be collected for benchmarking.

Enter your Orlando Building ID

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

Drop-down menu showing various Standard IDs, including:

- Kansas City Building Reporting ID
- LEED Canada Project ID
- LEED US Project ID
- Longmont CO Energy Benchmarking Building ID
- Los Angeles Building ID
- Los Angeles County ID
- Minneapolis Building ID
- Minneapolis Property ID (PID)
- MN Efficient Buildings Collaborative ID
- Montgomery County, MD Building ID (MBID)
- Montréal - Disclosure Building ID
- NYC Borough, Block and Lot (BBL)
- NYC Building Identification Number (BIN)
- NYC PACE ID
- Ontario EWRB ID
- Orlando Building ID
- Philadelphia Building ID
- Pittsburgh Building Benchmarking ID
- Portland, ME Building ID
- Portland, OR Building ID
- REAL Dec Energy Benchmarking Program Building ID

Continue Cancel

Remember to insert the Building ID under Standard IDs. Scroll to select 'Orlando Building ID' from the drop-down menu.

Note: The Orlando Building ID and Energy Star Property ID are not the same. If you do not know your Orlando Building ID, please refer to the [Covered Buildings List](#) or contact us.

Ensure that the property use details entered are accurate; correct default or temporary values.

Building Use [Edit Name](#)

Bank Branch refers to a commercial banking outlet that offers banking services to walk-in customers.

Gross Floor Area should include all space within the building(s), including banking areas, vaults, lobbies, atriums, kitchens used by staff, restrooms, conference rooms, storage areas, stairways, and elevator shafts.

Include drive through with parking area

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	50,000 Sq. Ft.	1/1/2005	<input type="checkbox"/>
★ Weekly Operating Hours	65 <input checked="" type="checkbox"/> Use a default	1/1/2005	<input checked="" type="checkbox"/>
★ Number of Workers on Main Shift	115 <input checked="" type="checkbox"/> Use a default	1/1/2005	<input checked="" type="checkbox"/>
★ Number of Computers	100 <input checked="" type="checkbox"/> Use a default	1/1/2005	<input checked="" type="checkbox"/>
Percent That Can Be Heated	50 % or more <input checked="" type="checkbox"/> Use a default	1/1/2005	<input checked="" type="checkbox"/>
★ Percent That Can Be Cooled	50 % or more <input checked="" type="checkbox"/> Use a default	1/1/2005	<input checked="" type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

If you have selected the “Use a Default” and/or “Temporary Value” checkboxes, do not forget to input the correct values before submitting to ensure accuracy. Refer to page 7 in this guide for information on where to fix this before submitting.

3. Enter your utility usage information.

Gather monthly whole-building energy and water* data for the past year, from January 1st to December 31st and include all fuel types.

***Note:** It is strongly recommended that building water use is also benchmarked, in addition to electricity and natural gas use; however, water benchmarking is not required for compliance.

You can collect the energy consumption independently via your utility bills, or request whole-building energy consumption data from Duke Energy or OUC through their data aggregation services. This service is especially helpful if your building has multiple energy meters.

Utility Service Providers

OUC: commercialsvcs@ouc.com or 407.423.9018

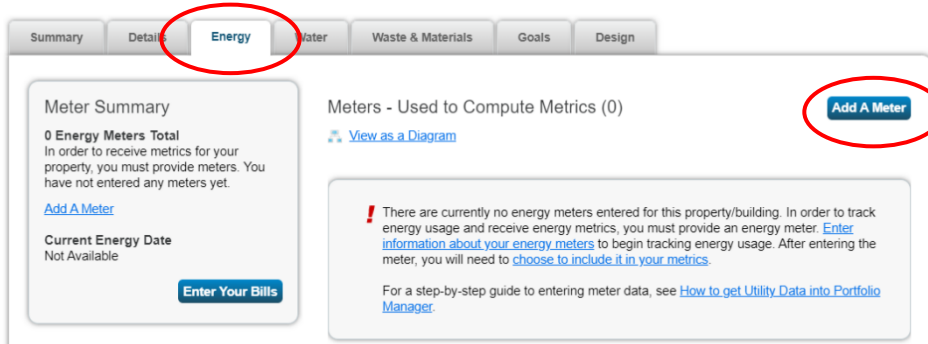
Duke Energy: billhistory@duke-energy.com or 800.700.8744

TECO: mybusinessaccount@tecoenergy.com or 866.832.6249

Enter energy use data for all fuel types.

To add energy consumption to ESPM, go to the energy tab.

1. Click the blue link that says “Add a Meter”



[How to Get Utility Data Into Portfolio Manager](#)

2. Select the type of meter you have and then input the relevant information. Select “Get Started”.
 - a. The most common type is Electric, but you can also benchmark Natural Gas, Propane, & more.
3. Select all relevant (active) meters. Insert needed information. Click “Create Meter”.
4. Insert data from bills. Select “Click To Add An Entry”.

1 Energy Meter for Movie Theater (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Met ID 1 Name
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	1/1/2021	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[Delete Selected Entries](#)
[Add Another Entry](#)

Back

Create Meters Cancel

Custom Meter ID # Name is the name of the meter(s) for the building.

Make sure that you enter the start and end dates in MM/DD/YYYY

Electric Grid Meter									
	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	
<input type="checkbox"/>	1/1/2021	2/1/2021	1,320		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	2/1/2021	3/1/2021	1,310		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	3/1/2021	4/1/2021	1,330		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	4/1/2021	5/1/2021	1,330		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	5/1/2021	6/1/2021	1,350		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	6/1/2021	7/1/2021	1,370		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	7/1/2021	8/1/2021	1,360		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	8/1/2021	9/1/2021	1,380		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	9/1/2021	10/1/2021	1,380		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	10/1/2021	11/1/2021	1,330		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	11/1/2021	12/1/2021	1,340		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	12/01/2021	01/01/2022	1,310		<input type="checkbox"/>	<input type="checkbox"/>			

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

- Use this [sample meter spreadsheet](#) to:
 - Upload the completed file below
 - Copy and Paste the data into the table above

Choose File No file chosen

Upload

Continue Cancel

You cannot insert billing information from before the meter was active. (ex., the meter became active on the 1st of January, but the first billing cycle begins December 31st).

When inputting meter values, the date it became “active” is when the meter was read for usage. It does not necessarily mean that you must put the date that the meter was installed, or the building was built. The date it became “inactive” is the day that the energy usage for the last month was last recorded, if applicable.

The start and end dates correspond to the billing cycle. You need to have at least 12 months (from January 1st to December 31st) of data to submit for each year. Most billing cycles do not align with the start and end of every month, so you may need to fill in gaps by including data from the prior December or following January. This is essential to compute energy efficiency metrics. Refer to the following image for an example.

Note: if you are using whole-building aggregated data from your utility provider, your start and end dates can be the 1st through the end date of each month.

To view all monthly entries, click the box next to “Display Year(s)” and select “Show All Years”.

If the consumption from December 2019 was not entered, there would be data missing from 01/01/2020 to 01/05/2020. This is how you can resolve alerts pertaining to data gaps.

If you need to correct a mistake and/or update the meter information, go to the energy tab, scroll down to find the meter in question, then select the meter’s name. Click the “Basic Meter Information” drop- down menu to edit.

Basic Meter Information (**click on the arrow to the left to expand this section)

Monthly Entries

Display Year(s): 2020

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Update
<input type="checkbox"/>	12/6/2019	1/6/2020	16,160		<input type="checkbox"/>	1/2021 1/2021 1/2021
<input type="checkbox"/>	1/6/2020	2/6/2020	14,440		<input type="checkbox"/>	11/11/2021 practitioner

Basic Meter Information (**click on the arrow to the left to expand this section)

Name: Electric Grid Meter ✕ Delete Meter

Meter ID: 126627361

Type: Electric - Grid [Need to change?](#)

Units: kWh (thousand Watt-hours)

Date Meter became Active: 01/01/2021 📅

☒ Still in Use

Date Meter became Inactive: 📅

Is this an Aggregate Meter?: ☒ No ☐ Yes

Custom Meter IDs: None ➕ Add Another Custom Meter ID

Save Changes

After adding the monthly entries to your meter, you must select the meter(s) that will be used to configure the building’s metrics. Under the Energy tab, scroll to the “Meters - Used to Compute Metrics” and click “Change Meter Selections”.

How to select meters to be included in metrics

From there, select the relevant meter(s) and whether they account for the total energy consumption for the building.

Summary

1

Meters representing the total energy consumption for **Movie Theater** (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 126627361	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for **Movie Theater** (a single building).

☐ These meter(s) do not account for the total energy consumption for **Movie Theater** (a single building).

Apply Selections [Cancel](#)

Note: Adding water meter information is relatively the same as adding an energy meter. While it is not required for compliance, we strongly encourage it as it provides more insight to your building’s resource consumption and efficiency.

Summary Details **Energy** **Water** Waste & Materials Goals Design

Water Use Intensity (All Water Sources) (gal/ft²)

Current WUI: [N/A](#)

Baseline WUI: [N/A](#)

Water Meters - Used to Compute Metrics (0) **Add A Meter**

[View as a Diagram](#)

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

4. Run the data quality checker.

Check for errors and resolve any data quality issues before reporting.

Run the data quality checker by clicking the “Check for Possible Errors” button towards the bottom of the Summary tab. Be sure to run the checker through December 31st of the year that you entered data for.

If there are any errors that need to be fixed, ESPM will guide you on how to resolve them.

Some common errors include: no meters selected; no active meters; temporary values used; and missing Water/Waste meters. You can disregard alerts for missing Water/Waste meters since they are not required for compliance. If there are any issues, ESPM will provide a direct link to the proper locations to address them.

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

Check for Possible Errors

Sharing this Property

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click “run checker” to see possible data issues.

Year Ending: **Re-Run Checker**

There is not 12 full months of meter data.

Problem: The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2019 - 12/31/2019).

- Electric Grid Meter #1 (missing bills for 01/01/2019 - 01/09/2019)

What to do:

- If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.

- Property has no waste or material meters.
- Property has no water meters.
- Number of Computers appears unusual for the year selected.

[Cancel](#)

If you run the data checker and there is an error because there are no energy meters selected and/or no meter data, go to the Energy tab, then click “Change Meter Selection” under the additional meters section.

Note: The data quality checker will not be as accurate as possible without a complete 12 months of data.

Summary **Details** **Energy** **Water** **Waste & Materials** **Goals** **Design**

Basic Information

Construction Status:
Test property that is one single building

Property GFA - Self-Reported:
53,000 Sq. Ft.

Occupancy:
80%

Edit

Property Uses and Use Details

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

Name	Property Use Type	Gross Floor Area	Action
Building Use	Movie Theater	53,000 ft²	<input data-bbox="779 1533 893 1564" type="text" value="I want to..."/>
Property GFA (Buildings):		53,000 (used to calculate EUI)	
Property GFA (Parking):		0	

Unique Identifiers (IDs)

Portfolio Manager ID:
19827210

Custom IDs: None

Standard IDs: None

Edit

Property GFA by Use

Property Type

Property Type - Self-Selected:
Movie Theater **Edit**

Property Type -Portfolio Manager-Calculated:
Movie Theater

Tip: The Portfolio Manager-Calculated Property Type is used for your metrics (except for Mixed Use properties). I can [more about property types](#).

Tip: the “Details” tab is also where you can edit/add information to your properties. Additionally, if you are no longer responsible for a property, you can delete the property in this tab.

5. Report to the City of Orlando.

Let's Review: Did you add 12 months of data (Jan. 1st-Dec. 31st), select meters for reporting, add the Building ID, check for default/temporary values, and run the data quality checker? If not, please complete all these steps before submitting.

Navigate to orlando.gov/BuildingEfficiency and click "Send Benchmarking Submission".

Home / Building Energy & Water Efficiency Strategy

Building Energy & Water Efficiency Strategy

GREEN WORKS ORLANDO: ENERGY AND GREEN BUILDINGS

More than 30 percent of building energy is wasted due to inefficiencies and outdated technologies.

Notice
Due to COVID-19, we have extended our BEWES compliance deadline to May 1, 2022. Please

BEWES Help Desk

- Email: buildingefficiency@orlando.gov
- Phone: 407.246.2534
- [Frequently Asked Questions](#)

Submit Your Usage Data

Have you completed all the necessary steps to benchmark your building and are ready to submit your data?

- [Confirm point of contact](#)
- [Current building list with IDs](#) (OLBX, SLCB)
- [Send benchmark submission](#)
- [Benchmarking Exemption Form](#) (PDF, 120KB)

Go to the Orlando BEWES homepage and select this link to open the Reporting Template in ESPM.

Generate and preview the building's report in Portfolio Manager.

The reporting template will include instructions and prompt you to enter information about your submission.

If you are working directly for the property, select "myself". If you are a third-party benchmarker, click "someone else".

Scroll down to "Your Response" and click "Select Properties" to check off which buildings you would like to submit and click "Apply Selection". Then, click "Generate Response Preview".

Note: If you are submitting multiple buildings at once, you may have to wait a few minutes before refreshing the webpage and trying again.

About Your Response

Who is this data being submitted on behalf of?

☒ myself
☐ someone else

Your Response

Select Information to Include:

Timeframe: * Single Year Dec 31 2021

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

Properties: * Select Properties Selected Properties: 0

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](#)

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Data Requests from Others | My Reports and Templates | ENERGY STAR Reports | [Create a New Template](#)

Warning: Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Name	Status	Action
Data Request: City of Orlando Building Efficiency Policy Reporting Template 2022 (Request from City of Orlando Office of Sustainability)	Response Preview Generated: 3/16/2022 1:52 PM Errors found	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response
City of Orlando Building Efficiency Policy Reporting Template 2021 (Request from City of Orlando Office of Sustainability)	Response Preview Generated: 3/02/2022 10:16 AM Errors found	
Data Request: 2020 Data Request (Request from City Staff)	No Response Preview Generated	
Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2020 Data (Request from BESO Helpdesk)	No Response Preview Generated	I want to...
BEWES Intern Practice Reporting Template (Request from City of Orlando Office of Sustainability)	In Progress (expand row to see response statuses)	I want to...
2020 Annual Energy Benchmark Summary - San Francisco (Due 4/1/2021) (Request from San Francisco Department of Environment)	No Response Preview Generated	I want to...

First Previous Page 1 of 1 Next Last 10

If there is a warning sign in a pink box, check for any additional errors by clicking “Read more.” Where possible, fix errors and update missing information. Once completed, click the “Generate Updated Response” button. If you see an error about missing water/waste meter data, please disregard.

Ensure that you are submitting a response for the correct compliance year.

In the “Data Requests for Others” table, find the row for “City of Orlando Building Efficiency Policy Reporting Template” for the current compliance year; 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). If you are contacted regarding any data quality issues, reference this spreadsheet.

Once done reviewing the spreadsheet, click “Send Response” to continue with submission.

Data Requests from Others | My Reports and Templates | ENERGY STAR Reports | [Create a New Template](#)

Name	Status	Action
Data Request: City of Orlando Building Efficiency Policy Reporting Template 2022 (Request from City of Orlando Office of Sustainability)	Response Preview Generated: 3/25/2022 11:05 AM Errors found	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response
City of Orlando Building Efficiency Policy Reporting Template 2021 (Request from City of Orlando Office of Sustainability)	Response Preview Generated: 3/02/2022 10:16 AM Errors found	
Data Request: 2020 Data Request (Request from City Staff)	No Response Preview Generated	
Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2020 Data (Request from BESO Helpdesk)	No Response Preview Generated	I want to...
BEWES Intern Practice Reporting Template (Request from City of Orlando Office of Sustainability)	In Progress (expand row to see response statuses)	I want to...
2020 Annual Energy Benchmark Summary - San Francisco (Due 4/1/2021) (Request from San Francisco Department of Environment)	No Response Preview Generated	I want to...


First Previous Page 1 of 1 Next Last 10

Clicking “Send Response” will allow ESPM to check your submission one final time for data quality issues before you submit your property’s benchmarking report. If there are no issues, clicking “Send Response” will take you directly to the final page where you will authorize the City of Orlando to view your data metrics.

Review any data alerts or other instructions that may appear and send benchmarking submission.

MyPortfolio Sharing **Reporting** Recognition




Data Request Response Has Missing Metrics (N/A's)

 Your data response contains 1 properties where the [Site EUI](#) and/or [Total Water Use](#) could not be calculated. When [Site EUI](#) and/or [Total Water Use](#) cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's [Gross Floor Area](#). These metrics are the basis for other more complicated metrics (such as the [ENERGY STAR Score](#)), so other metrics may also be unavailable as a result.

Properties With Missing Metrics (N/A's) (1) (response preview generated 03/16/2022 01:52 PM EDT)

Property ID	Property Name	Year Ending Date	Site EUI	Total Water Use
			1) Do not have the appropriate meter for this metric.	

What Would You Like To Do?

-  I Want to Review/Edit these Properties
You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.
-  I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)
If you have made changes to your data since your response was generated (03/16/2022 01:52 PM EDT), you will need to re-generate the report in order for these changes to be reflected.
-  I Want to Submit Anyway
If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Generate Updated Response](#)

[Send Response](#)
(You will confirm your response on the next screen)

On the final screen, verify that the EXCEL format has been selected, e-sign with your Portfolio Manager username and password, and click "Send Data".

3 E-Sign your Data Response, then "Send Data"

☐ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of Orlando Office of Sustainability with City of Orlando.

Your username:

Your password:

[E-Sign Response](#)

[Send Data](#) [Cancel](#)

Check the box to authorize the City of Orlando to view your data metrics. E-sign before you go!

Save the ENERGY STAR Portfolio Manager confirmation email.

If you have any additional questions that were not answered in this document, please refer to the [ENERGY STAR Training page](#) that has how-to videos, or contact our office at buildingefficiency@orlando.gov.