ENERGY STAR® Data Verification Checklist

86

ENERGY STAR ® Score[1]

Sample Property

Primary Function: Office
Gross Floor Area (ft²): 200,000
Built: 1980

For Year Ending: 04/30/2013
Date Generated: 06/28/2013

1. The ENERGY STAR score is a 1-to-100 assessment of a building's energy efficiency as compared with similar building nationwide, adjusting for climate and business activity.

Property & Contact Information

Property Address
Sample Property
123 Main Street
Arlington, Virginia 22030

Property ID: 5000023

Property Owner
Wellington Commercial Property Managers
1 Washington Blvd
Arlignton, VA 22030
(____)____-_____

Primary Contact
Jane Smith
1 Washington Blvd
Arlignton, VA 22030
(____)____-_____
jsmith@wcbp.com

1. Review of Whole Property Characteristics

Basic Property Information

1) **Property Name:** Sample Property

Is this the official name of the property? ☐ Yes ☐ No

If "No", please specify: _____

2) **Primary Function:** Office

Is this an accurate description of the primary use of this property? ☐ Yes ☐ No

3) **Location:**

123 Main Street
Arlington, Virginia 22030

Is this correct and complete? ☐ Yes ☐ No

4) **Gross Floor Area:** 200,000 ft²

☐ Yes ☐ No

Does this represent the entire property? (i.e., no part of the building/property was excluded/subtracted from the total) If “no” please specify what space has been excluded.

5) **Annual Occupancy:** 100

Is this occupancy accurate for the entire 12 month period being assessed? ☐ Yes ☐ No

6) **Number of Buildings:** 1

Does this number accurately represent all structures? ☐ Yes ☐ No

Notes:

Indoor Environmental Standards

1) **Ventilation for Acceptable Indoor Air Quality**

Does this property meet the ASHRAE Standard 62 for ventilation for acceptable indoor air quality? ☐ Yes ☐ No

2) **Acceptable Thermal Environmental Conditions**

Does this property meet the ASHRAE Standard 55 for thermal comfort? ☐ Yes ☐ No

3) **Adequate Illumination**

Does this property adhere to the IESNA Lighting Handbook for lighting quality? ☐ Yes ☐ No

Notes:

2. Review of Property Use Details

Office: Building Use

1) **Gross Floor Area:** 200,000

Is this the total size, as measured between the principal exterior surfaces of the enclosing fixed walls of the building(s)? This includes all areas inside the building(s) such as: occupied tenant areas, common areas, meeting areas, break rooms, restrooms, elevator shafts, mechanical equipment areas, and storage rooms. Gross ☐ Yes ☐ No

Floor Area should not include interstitial plenum space between floors, which may house pipes and ventilation. Gross Floor Area is not the same as rentable, but rather includes all area inside the building(s). Leasable space would be a sub-set of Gross Floor Area. In the case where there is an atrium, you should count the Gross Floor Area at the base level only. Do not increase the size to accommodate open atrium space at higher levels. The Gross Floor Area should not include any exterior spaces such as balconies or exterior loading docks and driveways.

2) Weekly Operating Hours: 120

Is this the total number of hours per week that the property is occupied by the majority of the employees? It does not include hours when the property is occupied only by maintenance, security, or other support personnel. The Weekly Operating Hours is not the same as the hours during which the HVAC equipment is run, but rather should be based on the hours during which your property is actually occupied by the majority of the tenants. It is possible that these hours may correspond to hours specified within a lease, during which the owner is required to provide the leasee with conditioned space. However, this number should never include additional HVAC startup or shutdown time. For properties with a schedule that varies during the year, Weekly Operating Hours refers to the schedule most often followed.

☐ **Yes** ☐ **No**

3) Number of Computers: 1,000

Is this the total number of computers, laptops, and data servers at the property? This number should not include tablet computers, such as iPads, or any other types of office equipment.

☐ **Yes** ☐ **No**

4) Number of Workers on Main Shift: 1,000

Is this the total number of workers present during the primary shift? This is not a total count of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Main Shift value is 100. Number of Workers on Main Shift may include employees of the property, sub-contractors who are onsite regularly, and volunteers who perform regular onsite tasks. Number of Workers should not include visitors to the buildings such as clients, customers, or patients.

☐ **Yes** ☐ **No**

5) Percent That Can Be Heated: 100

Is this the total percentage of the property that can be heated by mechanical equipment?

☐ **Yes** ☐ **No**

6) Percent That Can Be Cooled: 100

Is this the total percentage of the property that can be cooled by mechanical equipment? This includes all types of cooling from central air to individual window units.

☐ **Yes** ☐ **No**

Notes:

Parking: Parking Use

1) Open Parking Lot Size: 250,000

Is this the total area that is lit and used for parking vehicles? Open Parking Lot Size refers specifically to open area, which may include small shading covers but does not include any full structures with roofs. Parking lot size may include the area of parking spots, lanes, and driveways. ☐ **Yes** ☐ **No**

2) Partially Enclosed Parking Garage Size: 0

Is this the total area of any parking structure that is not fully enclosed? This includes parking garages where each level is covered at the top, but the sides are partially or fully open – that is, structures that have partial walls or no walls at all. ☐ **Yes** ☐ **No**

3) Completely Enclosed Parking Garage Size: 0

Is this the total area of a parking structure that is completely enclosed on all four sides and has a roof? For example, this includes an underground parking structure or a fully enclosed structure on the first few stories of another building. ☐ **Yes** ☐ **No**

4) Supplemental Heating: No

Does the parking garage have a heating system to pre-heat ventilation air and/or maintain a minimum temperature during winter months? ☐ **Yes** ☐ **No**

Notes:

3. Review of Energy Consumption

Data Overview

Site Energy Use Summary	
Electric - Grid (kBtu)	13,202,160.5 (88%)
Natural Gas (kBtu)	1,852,999.8 (12%)
Total Energy (kBtu)	15,055,160.2
Energy Intensity	
Site (kBtu/ft²)	75.3
Source (kBtu/ft²)	217

National Median Comparison	
National Median Site EUI (kBtu/ft²)	122.22
National Median Source EUI (kBtu/ft²)	352.2
% Diff from National Median Source EUI	-38.39%
Emissions(based on site energy use)	
Greenhouse Gas Emissions (kgCO2e/ft²)	9.6

Power Generation Plant or Distribution Utility: Virginia Electric & Power Co [Dominion Resources Inc]

Note: All values are annualized to a 12-month period. Source Energy includes energy used in generation and transmission to enable an equitable assessment.

Summary of All Associated Meters

The following meters are associated with the property, meaning that they are added together to get the total energy use for the property. Please see additional tables in this checklist for the exact meter consumption values.

Meter Name	Fuel Type	Start Date	End Date	Associated With
Natural Gas	Natural Gas	04/01/2012	In Use	Sample Property
Electric Grid Meter	Electric	04/01/2012	In Use	Sample Property

Total Energy Use

☐ Yes ☐ No

Do the meters shown above account for the total energy use of this property during the reporting period of this application?

Additional Fuels

☐ Yes ☐ No

Do the meters above include all fuel *types* at the property? That is, no additional fuels such as district steam, generator fuel oil have been excluded.

On-Site Solar and Wind Energy

☐ Yes ☐ No

Are all on-site solar and wind installations reported in this list (if present)? All on-site systems must be reported.

Notes:

Natural Gas Meter: Natural Gas (therms)

Associated With: Sample Property

Start Date	End Date	Usage
05/01/2012	05/31/2012	2,970
06/01/2012	06/30/2012	3,010
07/01/2012	07/31/2012	3,130
08/01/2012	08/31/2012	2,270
09/01/2012	09/30/2012	2,590
10/01/2012	10/31/2012	2,760
11/01/2012	11/30/2012	289
12/01/2012	12/31/2012	267
01/01/2013	01/31/2013	320
02/01/2013	02/28/2013	312
03/01/2013	03/31/2013	299

Start Date	End Date	Usage
04/01/2013	04/30/2013	313
	Total Consumption (therms):	18,530
	Total Consumption (kBtu (thousand Btu)):	1,853,000

Total Energy Consumption for this Meter ☐ **Yes** ☐ **No**

Do the fuel consumption totals shown above include consumption of all energy tracked through this meter that affect energy calculations for the reporting period of this application (i.e., do the entries match the utility bills received by the property)?

Notes:

Electric Meter: Electric Grid Meter (kWh (thousand Watt-hours))

Associated With: Sample Property

Start Date	End Date	Usage	Green Power?
05/01/2012	05/31/2012	84,572	No
06/01/2012	06/30/2012	994,500	No
07/01/2012	07/31/2012	735,500	No
08/01/2012	08/31/2012	669,800	No
09/01/2012	09/30/2012	623,500	No
10/01/2012	10/31/2012	53,220	No
11/01/2012	11/30/2012	62,340	No
12/01/2012	12/31/2012	86,550	No
01/01/2013	01/31/2013	93,570	No
02/01/2013	02/28/2013	101,120	No
03/01/2013	03/31/2013	124,660	No
04/01/2013	04/30/2013	240,000	No
	Total Consumption (kWh (thousand Watt-hours)):	3,869,332	
	Total Consumption (kBtu (thousand Btu)):	13,202,160.8	

Total Energy Consumption for this Meter ☐ **Yes** ☐ **No**

Do the fuel consumption totals shown above include consumption of all energy tracked through this meter that affect energy calculations for the reporting period of this application (i.e., do the entries match the utility bills received by the property)?

Notes:

4. Signature & Stamp of Verifying Licensed Professional

_____ (Name) visited this site on _____ (Date). Based on the conditions observed at the time of the visit to this property, I verify that the information contained within this application is accurate and in accordance with the Licensed Professional Guide.

Signature: _____ Date: _____

Licensed Professional
License: 1245 in VA

Donald Brown
1 Washington Blvd
Arlington, VA 22030
202-333-4444
donaldbrown@wcpb.com

NOTE: When applying for the ENERGY STAR, the signature of the Verifying Professional must match the stamp.

Professional Engineer Stamp
(if applicable)