

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## District Department of the Environment



**Date:**

**From:**

**To:**

Dear Tenant:

The District Department of the Environment (DDOE) is pleased to announce a new citywide effort to monitor our building energy and water consumption and promote greater efficiency and savings. The District of Columbia's Green Building Act requires owners of large buildings to benchmark the energy and water consumption of their buildings each year using data from the previous calendar year. This law was passed so that owners and building tenants can more readily assess the performance of buildings when making leasing, purchasing, and management decisions. Building owners will be required to report benchmark results for the previous calendar year to DDOE annually. In order to comply with the law and to receive the most accurate results, we need to collect some basic utility and space use information from you, as the building owner does not have access to your space use or utility data. District regulations require that non-residential tenants provide building owners with accurate and timely information upon request. Noncompliance can lead to District fines of up to \$100 per day.

We appreciate your compliance with this information request. All information you provide will be confidential and will be used solely for completion of the necessary benchmarking documentation. **Please fill out and return this form within thirty (30) days of receipt, making sure you complete all sections where the box is checked in both sections A and B.**

For 2012 only, for buildings over 200,000 gross square feet in size, the building owner must collect data for both 2010 & 2011. For buildings between 150,000 and 200,000 gross square feet, only 2011 data is being collected.



**District Energy Benchmarking of Existing Buildings  
Non-Residential Tenant Information Request Form (2010/2011)**

**Years being collected:**      ☐ 2010      ☐ 2011

**Applicable building type section for utility and space use information:  
(owner: please check all applicable)**

- |   |   |
|---|---|
| <input type="checkbox"/> Bank/Financial Institution | <input type="checkbox"/> Retail Store               |
| <input type="checkbox"/> Data Center                | <input type="checkbox"/> Supermarket/Grocery Store  |
| <input type="checkbox"/> Hospital                   | <input type="checkbox"/> Residence Hall/Dormitory   |
| <input type="checkbox"/> Hotel                      | <input type="checkbox"/> Warehouse (Unrefrigerated) |
| <input type="checkbox"/> House of Worship           | <input type="checkbox"/> Warehouse (Refrigerated)   |
| <input type="checkbox"/> K-12 School                | <input type="checkbox"/> Senior care facility       |
| <input type="checkbox"/> Medical Office             | <input type="checkbox"/> Swimming Pool              |
| <input type="checkbox"/> Office                     | <input type="checkbox"/> Wastewater treatment plant |
| <input type="checkbox"/> Parking                    | <input type="checkbox"/> Other                      |

**Please return the completed form to:**

For information on energy benchmarking in DC visit: <http://ddoe.dc.gov/energybenchmarking>.

For questions regarding this form, please contact

I \_\_\_\_\_ certify that the REQUEST FOR NON-RESIDENTIAL TENANT INFORMATION FORM was hand-delivered, mailed, or sent by electronic mail to \_\_\_\_\_ ON \_\_\_\_\_.

\_\_\_\_\_  
OWNER/PROPERTY MANAGEMENT REPRESENTATIVE SIGNATURE

# District Energy Benchmarking of Existing Buildings Non-Residential Tenant Information Request Form (2010/2011)

## Section A

**Tenant Space Use Attributes:** Required for all *non-residential* tenants:

- **Owner/Property Management Representative:** please check the appropriate box or boxes.
- **Tenant:** please complete the checked sections and contact your building owner or property management representative with any questions you may have. For those of you familiar with Portfolio Manager, please note that many data fields that are generally optional are required in the District.

☐ **Bank/Financial Institution**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ Percent of floor area that is air conditioned ( $\geq 50\%$ ,  $< 50\%$ , or none)
- \_\_\_\_\_ Percent of floor area that is heated ( $\geq 50\%$ ,  $< 50\%$ , or none)

☐ **Data Center**

*Required:*

- \_\_\_\_\_ Gross Square Feet
- \_\_\_\_\_ IT Energy Configuration – Select one from:
  1. Uninterruptible Power Supply (UPS) Meter supports only IT Equipment. (Preferred)
  2. UPS Meter includes non-IT load of 10% or less.
  3. UPS Meter includes non-IT load greater than 10%. Non-IT load is sub-metered.
  4. UPS Meter includes non-IT load greater than 10%. Non-IT load is not sub-metered.
  5. Facility has no UPS Meter.
  6. IT Energy is not currently metered at this facility – Apply Estimates.
- \_\_\_\_\_ IT Energy Data – 12 months of measured energy consumption data is required from either the UPS or PDU Meter, depending on IT Energy Configuration

**Meter Type (circle one):** UPS Output of PDU Input

Month	Start Date	End Date	Energy Consumption (kWh)
1			
2			
3			
4			
5			
6			

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7			
8			
9			
10			
11			
12			

*Optional (but recommended by DC):*

- \_\_\_\_\_ UPS System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)
- \_\_\_\_\_ Cooling System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above)

☐ **Hospital (General Medical and Surgical)**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ # of staffed beds
- \_\_\_\_\_ # of MRI machines
- \_\_\_\_\_ # of FTE workers
- \_\_\_\_\_ Maximum # of floors
- \_\_\_\_\_ Tertiary care facility – yes or no
- \_\_\_\_\_ # of buildings
- \_\_\_\_\_ Laboratory on-site – yes or no
- \_\_\_\_\_ Laundry facilities on site – yes or no
- \_\_\_\_\_ Ownership status (choose one: non-profit, for-profit, government)

☐ **Hotel**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ # of rooms
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of commercial refrigeration/freezer units
- \_\_\_\_\_ On-site cooking – yes or no
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Hours per day the guests are on-site
- \_\_\_\_\_ # of guest meals served
- \_\_\_\_\_ Square footage of full-service spas
- \_\_\_\_\_ Square footage of gym/fitness center
- \_\_\_\_\_ Laundry processed at site (choose one: no laundry facility, linens only (e.g. bed/table linens), terry only (e.g. towels, bathrobes), both linens and terry)
- \_\_\_\_\_ Annual quantity of laundry processed on-site
- \_\_\_\_\_ Average Occupancy (%)

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☐ **House of Worship**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Maximum seating capacity
- \_\_\_\_\_ # of weekdays of operation
- \_\_\_\_\_ Hours of operation per week
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ Presence of cooking facilities – yes or no
- \_\_\_\_\_ # of commercial refrigeration/freezer units

☐ **K-12 School**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ # of walk-in refrigeration/freezer units
- \_\_\_\_\_ High school – yes or no
- \_\_\_\_\_ Open weekends – yes or no
- \_\_\_\_\_ On-site cooking – yes or no
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Months of use
- \_\_\_\_\_ School District

☐ **Medical Office**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ Percent of floor area that is Cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)

☐ **Office**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ Percent of floor area that is air conditioned ( $\geq 50\%$ ,  $< 50\%$ , or none)
- \_\_\_\_\_ Percent of floor area that is heated ( $\geq 50\%$ ,  $< 50\%$ , or none)
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of personal computers

☐ **Other**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ # of workers on main shift

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☐ **Parking**

*Required:*

- \_\_\_\_\_ Gross floor area that is enclosed (SF)
- \_\_\_\_\_ Gross floor area that is unenclosed with a roof (SF)
- \_\_\_\_\_ Gross floor area that is open without a roof (SF)
- \_\_\_\_\_ Weekly hours of access

☐ **Residence Hall/Dormitory**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ # of rooms
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Computer lab on-site – yes or no
- \_\_\_\_\_ Dining Hall on-site – yes or no

☐ **Retail Store**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of personal computers
- \_\_\_\_\_ # of cash registers
- \_\_\_\_\_ # of walk-in refrigeration/freezer units
- \_\_\_\_\_ # of open & closed refrigeration/freezer cases
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Exterior entrance to the public – yes or no

☐ **Supermarket/Grocery Store**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ Workers on main shift
- \_\_\_\_\_ On-site cooking – yes or no
- \_\_\_\_\_ # of walk-in refrigeration/freezer units
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ # of open or closed refrigeration/freezer cases
- \_\_\_\_\_ # of registers and/or personal computers

☐ **Swimming Pool**

*Required:*

- \_\_\_\_\_ Swimming pool size, choose from:

**District Energy Benchmarking of Existing Buildings**  
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- \_\_\_\_\_ Olympic (50 meter x 25 meters)
- \_\_\_\_\_ Recreational (20 yards x 15 yards)
- \_\_\_\_\_ Short Course (25 yards x 20 yards)
- \_\_\_\_\_ Indoor or outdoor
- \_\_\_\_\_ Months of use

☐ **Warehouse (Refrigerated)**

*Required:*

- \_\_\_\_\_ Gross floor area (sf)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers on main shift

☐ **Warehouse (Unrefrigerated)**

*Required:*

- \_\_\_\_\_ Gross Floor Area (SF)
- \_\_\_\_\_ Weekly operating hours
- \_\_\_\_\_ # of workers on main shift
- \_\_\_\_\_ # of walk-in refrigerators/freezer units
- \_\_\_\_\_ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)
- \_\_\_\_\_ Distribution Center – yes or no

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**Section B**

***For the Owner/Property Management Representative:***

please check appropriate box or boxes.

- ☐ **Tenant Energy and Water Data Required (for selected energy and water utilities)**
- ☐ **2010 and 2011 Data Required (buildings over 200,000 gsf)**
- ☐ **Only 2011 Data Required (buildings 150,000-200,000 gsf)**

***For the Tenant:***

Enter the utility use for your space where you directly pay the energy bills. Enter the information covering the period covering the calendar year or years you are benchmarking. Most bills will not begin on January 1, so please provide information that begins with the first bill that includes that year's usage only and extend through the next 12 (or 24) months of usage (this may run into part of the following year). Pepco, Washington Gas, and DC Water include usage for the last 12 months on each bill, so that may help you more easily identify your usage. More utility history is available online or by calling customer service. Utility account information can also be obtained electronically (after registering for an account) by visiting the following websites: (1) Pepco: <http://www.pepco.com>, (2) Washington Gas: <https://www.washgas.com>, and (3) DC Water: [www.dcwasa.com](http://www.dcwasa.com).

You may instead opt to fill out the Utility Data Release Authorization Form on the following pages, and provide that to your building owner or property management representative.



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