

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Department of the Environment



**District Energy Benchmarking of Existing Buildings
Non-Residential Tenant Information Form (2012)**

[PROPERTY OWNER / PROPERTY MANAGEMENT REPRESENTATIVE:
PLEASE FILL IN ALL HIGHLIGHTED AREAS]

Date: [INSERT DATE]

From: [PROPERTY OWNER / PROPERTY MANAGEMENT REPRESENTATIVE]
[ADDRESS]
[CITY, STATE, ZIP]
[E-MAIL ADDRESS, IF APPLICABLE]

To: [TENANT]
[ADDRESS]
[CITY, STATE, ZIP]
[E-MAIL ADDRESS, IF APPLICABLE]

Dear Tenant:

The District Department of the Environment (DDOE) has implemented a new program to monitor the energy and water consumption of large buildings in order to promote greater efficiency and savings. We are now required to annually benchmark our energy and water consumption of our buildings, using data from the previous calendar year, and report the results, aggregated to the level of the whole building, to DDOE. In order to comply with the law and get the most accurate results, we need to collect some basic utility and space use information from you. District regulations require that non-residential tenants provide building owners with accurate and timely information within thirty days of receiving a request such as this. Noncompliance by an owner or by a tenant can lead to fines of up to \$100 per day.

This form is for 2012 data only. Please fill out and return this form within thirty (30) days of receiving it, making sure you complete all sections where the box is checked in section A and B/C. If you are a tenant who will soon be vacating the building, complete sections A and C.

We appreciate your compliance with this information request. Please note that no financial information is being collected. All information you provide will be used solely for completion of

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the necessary benchmarking documentation. Data will be disclosed to DDOE and the public at the level of the whole building (unless you are the only tenant in the building). We will not be sending this form to DDOE, but DDOE representatives may see the completed form in the event of an audit.

For more information, please visit DDOE's website at <http://ddoe.dc.gov/energybenchmarking>.

Please return the completed form to:

[INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE ADDRESS IF SEEKING PHYSICAL COPIES, INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE E-MAIL ADDRESS IF SEEKING DIGITAL COPIES, OR INSERT OTHER METHOD OF DELIVERY IF APPLICABLE.]

For questions regarding this form, please contact

[INSERT OWNER OR PROPERTY MANAGEMENT REPRESENTATIVE CONTACT INFORMATION]

I [PROPERTY OWNER/PROPERTY MANAGEMENT REPRESENTATIVE] certify that the REQUEST FOR NON-RESIDENTIAL TENANT INFORMATION FORM was hand-delivered, mailed, or sent by electronic mail to [TENANT NAME] ON [DATE].

OWNER/PROPERTY MANAGEMENT REPRESENTATIVE SIGNATURE

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Section A: Space Use Information

- **Owner/Property Management Representative:** please check the appropriate box or boxes for the space type(s) of the tenant.
- **Tenant:** please complete the checked sections in this document 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			

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6			
7			
8			
9			
10			
11			
12			

Optional:

- _____ 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)

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 (%)

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:

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- _____ 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

Optional:

- _____ 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

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

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☐ **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

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☐ **Swimming Pool**

Required:

- _____ Swimming pool size, choose from:
- _____ 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.)

Optional:

- _____ Distribution Center – yes or no

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Section B: Utility Information

For the Owner/Property Management Representative:

Please check the appropriate boxes on this and the following pages.

☐

Tenant Energy and Water Data required (for selected energy and water utilities)

For the Tenant who IS vacating the building:

Do not complete this Section B. Instead, if the box above is checked, **fill out the Utility Data Release Authorization Form in Section C.**

For the Tenant who is not vacating the building:

If the box above is checked, you need to supply the utility consumption for your space where you directly pay the energy and/or water bills. (You do **NOT** have to provide any cost information to your landlord.) You can do this one of two ways:

- **Complete Section B for 2012:** Enter the information covering the period covering the calendar year 2011. Because most bills do not begin on the first of the month and go to the last day of the month, you will need to include additional months so that your data is inclusive of January 1, 2011 to December 31, 2011. You may need as many as 14 months of data for calendar year 2011. More utility history is available online or by calling customer service.
- **OR Complete Section C:** You may instead opt to fill out the Utility Data Release Authorization Form in Section C.

Utility account information can also be obtained electronically (after registering for an account) by visiting the websites or calling the numbers below.

Electricity: Contact Pepco or your electricity supplier

<http://www.pepco.com/contact/>
(202) 833-7500

Natural Gas: Contact Washington Gas or your natural gas supplier
<http://www.washgas.com/pages/ContactUs>
(703) 750-1000

Water: Contact DC Water

<http://www.dewater.com/contact>
202-787-2000

Other utilities, like fuel oil or propane:
Report delivery dates and amounts.

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Electricity, 2012

Month Start Date	Month End Date	Usage (kWh)

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Natural Gas, 2012

Month Start Date	Month End Date	Usage (therms)

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Water, 2012

Month Start Date	Month End Date	Usage, kGal (thousand gallons)

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Other Fuel #1 (such as Oil, Propane, Steam, etc.), 2012

Month Start Date	Month End Date	Usage (Units: _____)

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Other Fuel #2 (such as Oil, Propane, Steam, etc.), 2012

Month Start Date	Month End Date	Usage (Units: _____)



Section C:

Utility Account Information Data Release Form

Tenants may sign this form

REQUESTOR					
Contact Person:			Company:		
Phone:	Fax:		E-mail:		
Address:			Unit #	City	State Zip

TENANT CONTACT INFORMATION					
Contact Person:			Company:		
Phone:	Fax:		E-mail:		
Address / Physical Location of Utility Meter(s):			Unit #	Washington	DC Zip
Billing Address:			Unit #	City	State Zip

Electricity	
Name as listed on utility bill:	Name of Electric Supplier:
Account Number(s):	

Natural Gas	
Name as listed on utility bill:	Name of Natural Gas Supplier:
Account Number(s):	

Water	
Name as listed on utility bill:	Name of Water Supplier:
Account Number(s):	

Other Energy Utility (e.g. oil, steam, etc)	
Name as listed on utility bill:	Name of Supplier:
Type of Utility:	Account Number(s):

AUTORIZATION TO REVIEW UTILITY ACCOUNT HISTORY	
I hereby authorize _____ and/or their designated representatives to obtain records on demand documenting monthly consumption of energy or natural resources for the accounts listed above. I authorize release of records for three years prior to and up to one year after today's date. Such data will be used only for purpose of complying with D.C. Official Code § 6-1451.03 and improving the energy efficiency of my building.	
Signature:	Date: