

Compliance Checklist

Covered buildings are required to complete these steps no later than **June 1, 2014**

Please visit the **Chicago Energy Benchmarking Website** (www.CityofChicago.org/EnergyBenchmarking) for step-by-step guidance, training sign-up, and other free resources.

<input type="checkbox"/> 1. Get Started - Suggested Completion Date: March 28, 2014		
<input type="checkbox"/>	Determine if the building is required to comply this year	<ul style="list-style-type: none"> Confirm that your covered commercial or municipal building is 250,000 ft² or larger and required to comply by June 1st, 2014. To update building info or to clarify covered status, use the <i>Building Information Update & Exemption</i> form at www.CityofChicago.org/EnergyBenchmarking.
<input type="checkbox"/>	Identify a benchmarking lead	<ul style="list-style-type: none"> Designate a building staff member or 3rd party partner. Arrange for in-house or 3rd party data verification (see step #3).
<input type="checkbox"/> 2. Benchmark the Building - Suggested Completion Date: April 25, 2014		
<input type="checkbox"/>	Gather building information	<ul style="list-style-type: none"> Gather basic information required by the US EPA Portfolio Manager software, including: year built, total gross floor area, occupancy, primary function(s) and gross floor area. For detailed instructions, refer to the <i>Benchmarking Guide</i> at www.CityofChicago.org/EnergyBenchmarking.
<input type="checkbox"/>	Gather whole-building energy use data for January-December 2013 (all fuel types)	<ul style="list-style-type: none"> Compile data from energy bills paid by owner / manager, or; Request whole-building energy use data from utilities, or; <ul style="list-style-type: none"> ComEd Energy Usage Data System (EUDS): www.ComEd.com/EnergyUsageData Peoples Gas Natural Gas Use Aggregation: www.PeoplesGasDelivery.com/Business/Aggregation.aspx As a last resort, request energy use data directly from tenants.
<input type="checkbox"/>	Create a Portfolio Manager building profile	<ul style="list-style-type: none"> Create an account or login at www.EnergyStar.gov/Benchmark. <i>Note:</i> You may use existing Portfolio Manager profiles.
<input type="checkbox"/>	Enter property details and uses into Portfolio Manager	<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 information, and repeat for additional property uses.
<input type="checkbox"/>	Enter energy use data for all fuel types into Portfolio Manager	<ul style="list-style-type: none"> On the METERS tab, click ADD ANOTHER METER. Enter requested information, and repeat for additional meters or fuel types. <i>Note:</i> Chicago's ordinance does not require water or cost data.
<input type="checkbox"/>	Add the building's Chicago Energy Benchmarking ID to Portfolio Manager	<ul style="list-style-type: none"> On the DETAILS tab, click UNIQUE IDENTIFIERS (IDS). From STANDARD IDS, select CHICAGO ENERGY BENCHMARKING ID from the dropdown: <ul style="list-style-type: none"> Enter the 6-digit ID (listed on notification letter)

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<input type="checkbox"/> 3. Verify the Data - Suggested Completion Date: May 9, 2014		
<input type="checkbox"/>	Generate a Data Verification Checklist in Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, under ENERGY STAR PERFORMANCE DOCUMENTS, click DATA VERIFICATION CHECKLIST. Specify SINGLE YEAR timeframe, ending DEC 2013 using the dropdown boxes, and download the Data Verification Checklist (you may need to disable your web browser's popup blocker).
<input type="checkbox"/>	Have a recognized professional review and sign the Data Verification Checklist	<ul style="list-style-type: none"> Note: Data verifier must hold a license or training credential recognized by the City (in-house building staff or 3rd party): <ul style="list-style-type: none"> State of IL: Professional Engineer, Registered Architect MEEA: Building Operator Certification City Colleges: Building Energy Technology Certificate Association of Energy Engineers: Certified Energy Manager ASHRAE: Building Energy Assessment Professional Other recognized licenses / credentials may be posted online.
<input type="checkbox"/>	Add data verifier information to Portfolio Manager	<ul style="list-style-type: none"> On the DETAILS tab, scroll down to the PROPERTY NOTES field. In the open text field, type the verifier's name, organization, email, recognized license or training credential (ex: professional engineer, etc.), unique identifying information (ex: license or certificate number), and date of verification.

<input type="checkbox"/> 4. Report to the City - Required Completion Date: June 1, 2014		
<input type="checkbox"/>	Generate and review the building's report in Portfolio Manager	<ul style="list-style-type: none"> Click report link at www.CityofChicago.org/EnergyBenchmarking, or type "http://bit.ly/2014ChicagoEnergyBenchmarkingReporting" into your web browser. Under YOUR RESPONSE, select the building from the PROPERTIES dropdown box, and click GENERATE RESPONSE PREVIEW. Under TEMPLATES AND REPORTS, find the 2014 CHICAGO ENERGY BENCHMARKING REPORTING (2013 DATA) template. Under the ACTION menu, 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).
<input type="checkbox"/>	Submit the report to the City through Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, under TEMPLATES AND REPORTS, find the 2014 CHICAGO ENERGY BENCHMARKING REPORTING (2013 DATA) template. Under the ACTION menu, select SEND RESPONSE. Enter the requested information, e-sign with your Portfolio Manager username and password, and click SEND DATA. Save the Portfolio Manager confirmation email.

Still Have Questions? We Can Help!

- Benchmarking Guide and other resources:** www.CityofChicago.org/EnergyBenchmarking
- Chicago Energy Benchmarking Help Center:** (855) 858-6878; Info@ChicagoEnergyBenchmarking.org