

PORTFOLIO MANAGER • QUICK REFERENCE GUIDE ACUTE CARE & CHILDREN'S HOSPITALS

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Floor Area (Sq. Ft.)

Annual Energy Intensity

PORTFOLIO MANAGER Home > My Portfolio > ABC Hospital Facility Summary, ABC Hospital

Building ID: 1017348 Level of Access: Building Data Administrato

Facility Perf

12 Months Ending

Year ▼Year ▼

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Facility Perfo

REFRESH VIEW

No Space Defined

No Meter Defined

Energy Meters Add Meter IV

-bidg.view bidg info

General Information Est

Primary Use: Health Care

Annual Energy Cost (IIS Dollars (5))

5

6

Alert

Last Meter Entry (End Date) Address: 123 Healthcare Dri Sample, IL 12345

Year Built: 198

Seneral Facility Administration

Sharing Data Add user to share this Facility Modify list of users Transfer Facility to another user View entire Access List for this Facili

Statement of Energy Performance

of Energy Der

Target Rating

Rating

Rating Your Energy Performance

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your hospitals on a scale of 1–100. Rate all of your facilities and update the data regularly to take control of your energy costs. See top of page two for eligibility and data needed.

USE PORTFOLIO MANAGER STEP-BY-STEP

| | | | VEW Statement of chergy Performance |
|-------------------------------|---|--|--|
| | | | Applying for the ENERGY STAR Label Apply for the ENERGY STAR Label View status of ENERGY STAR Label |
| STEP | ACTIVITY | ACTION | Applications Labeled Building Profiles |
| 1 | Access Portfolio Manager | http://www.energystar.gov/benchmark Scroll down to the Login section | <u>Create</u> a New Building Profile Edit Current Building Profile <u>View</u> status of Building Profiles <u>Create/Edit</u> Building Profile Accounts |
| 2 | Access your account | | 🔒 📦 Internet |
| | ■ Create a new account | Click NEW USER | |
| | Login to an existing account | Enter user name and password and click LOGIN | |
| | Get a brief system overview | Click SYSTEM TOUR or LEARN MORE | a a |
| 3 | Add a new facility | Click ADD FACILITY | L L L |
| 4 | Enter general building data | Enter data and click SAVE | C |
| 5 | Enter space use data | Go to "Space Use" section and click ADD SPACE | |
| Space Use 🖽 | 1 5064 | Enter a facility name and select the space type Click CONTINUE | /be |
| Space Name | Space Type Floor Area % Floor Area Alerts | Enter space data. Click SAVE | |
| No Space Define | d | Repeat for all space types | d d |
| 6 | Enter energy use data | Go to "Energy Meters" section and click ADD METER | |
| _ | | Enter Meter name, type, units. Click SAVE | ta |
| Energy Meters | Add Meter Weather Normalization Details | Enter number of months and start date. Click CONTINUE | λ2. |
| Meter Name No Meter Define | (End Date) Alerts | Enter energy use and cost. Click SAVE | Ō |
| | | Repeat for all fuel types | er |
| 2 | Review and interpret results | Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide. | vww.energystar.gov/benchma |
| 8 | Manage account and apply for recognition | Share data, generate a Statement of Energy Performance, apply for ENERGY STAR label, create a building profile, and perform other administrative tasks. | MMM |
| | | | |

ELIGIBILITY CRITERIA

- Gross square footage of 20,000 or greater
- Occupied for at least 11 of the last 12 months
- No more than 10 percent of floor area designated as computer data center space
- 51 percent or more of floor area must consist of any combination of Acute care or Children's space-types

If a medical office is part of a hospital campus, is separately metered, and meets all eligibility requirements, then it may be entered as either part of the hospital campus square footage or as a stand alone medical office facility.

RATING INTERPRETATION

Establish a baseline for all facilities in your portfolio, then set improvement goals and create an action plan. Use the guidance below to determine the appropriate next steps.

- **1–49** Greatest opportunity for improvement. Investments in new equipment, combined with aggressive low-cost operations and maintenance practices could have the greatest impact on your bottom line.
- 50–74 Significant opportunity to reap savings. Simple, low-cost operations and maintenance practices, combined with equipment upgrades, could yield significant savings.
- **75–100** Opportunity to gain recognition and demonstrate best practices. Continue to improve and maintain superior performance by focusing on operations and maintenance.

HELPFUL HINTS

- Enter 12 consecutive months of overlapping energy data without gaps in time.
- When entering data, do not include commas or other punctuation.
- When updating a facility's energy use, enter the meter name and energy data. Select the correct units of measurement.
 - Change your password or user profile.
- Maintain contact information for your energy team.
 - Use this option or e-mail energystarbuildings@epa.gov.
- Access user-support information and get answers.

DATA NEEDED

- Building or campus address including zip code
- Year Built
- Number of licensed beds
- Gross square footage
- Number of buildings on campus
- Number of floors in the tallest building on campus
- At least 12 consecutive months of overlapping energy use and cost for all fuel types
- Presence or absence of a laboratory, tertiary care services, and on-site laundry facility
- Ownership status (Non-profit/For-profit/Governmental)

FEATURES

 Consolidate accounts. From the Facility Summary page, go to "Sharing Data," click "Transfer."
Sharing Data Add user to share this Facility

Add user to share this Facility <u>Modify</u> list of users <u>Transfer</u> Facility to another user View entire Access List for this Facility

- Share facilities across accounts. From the Facility Summary page, go to "Sharing Data," click "Add."
- Group Facilities within an account. Determine groups

(e.g., region, facility type). From the My Portfolio page, click "Create Group."



Generate a Statement of Energy Performance. Use it as a management report and as a transactional document.

Also use it to apply for the ENERGY STAR label if eligible. From the Facility Summary page, click "Generate"

Statement of Energy Performance Generate a Statement of Energy Performance View Statement of Energy Performance

(see 8 page one).

| Building B: (103043 For 12-month Period Ending: March 31, 2004 ¹ | | | | | | | |
|---|-------------------------------|-----------------------------------|--|-----------------------------------|--|----------------------|--|
| ABC Hospital 123 Hospital Sample II. 12345 Gross Builing Area: 100,000 H ² Year Built 1955 | | | Owner ABC Hospital Contact Barrylis Berrylis 12345 Barrylis Drive Sample IL 12345 123454780 | | | | |
| acility Space Use | Summary | | | | | | |
| Apace Type Hospital (Acute Care o | | Area(ft ²) 300,000 | Number of Lic 285 | ensed Beds | Naximum Number of Floors 8 | Tertiary Care Y | |
| Site Energy Use Summary | | | Professional Verification | | | | |
| Electricity (kBlu) | | 50.0 | 00.000 | | | | |
| Nutural Gen (iBtu) | | 0 | | | | | |
| Total Energy (kBtu) | | 50,0 | 00,000 | | | | |
| | | | | Licensed Num State: | ber: | | |
| Results | | | | 20396 | | | |
| Energy Performance | e Rating ² (1-100) | 60 | | | | | |
| Energy Intensity ³ | | | | | | | |
| Site (KBtultt ² -vr) | | 166.7 | | | 1 | | |
| Bource (Mittell?-w) | | 203.5 | | 1 | | | |
| dearer (reserve - yr) | | | | 1 | | | |
| Emissions | | | | 1 | | | |
| CO, (1000 lba/yr) | | 84,180 | | 1 | | | |
| 50, (1000 lbs/yr) | | 3,149 | | 1 | | | |
| NO _x (1000 lbs/yt) | | 187 | | 1 | I | | |
| Indoor Environment Criteria* | | | - Perf | lossional Engineer Starre | | | |
| | | | | | conditions observed at the time | | |
| Indoor air pollutents controlled? Not Assessed Adequate ventilation provided? Not Assessed | | | of my visit to | this building, I certify that the | | | |
| Thermal conditions met? Not Assessed | | | information of | ontained on this statement is | | | |
| Adequate illumination | | | | Motor and | I | | |
| Adequate illuminator | provided / Not As | sessee | | | | | |
| Note: 1. Application for ENERGY from EPA. 2. An energy performance : | | | | | Award of ENERGY STAR is not final unit | approval is received | |

www.energystar.gov/benchmark

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United States Environmental Protection

Agency

E-mail: energystarbuildings@epa.gov