



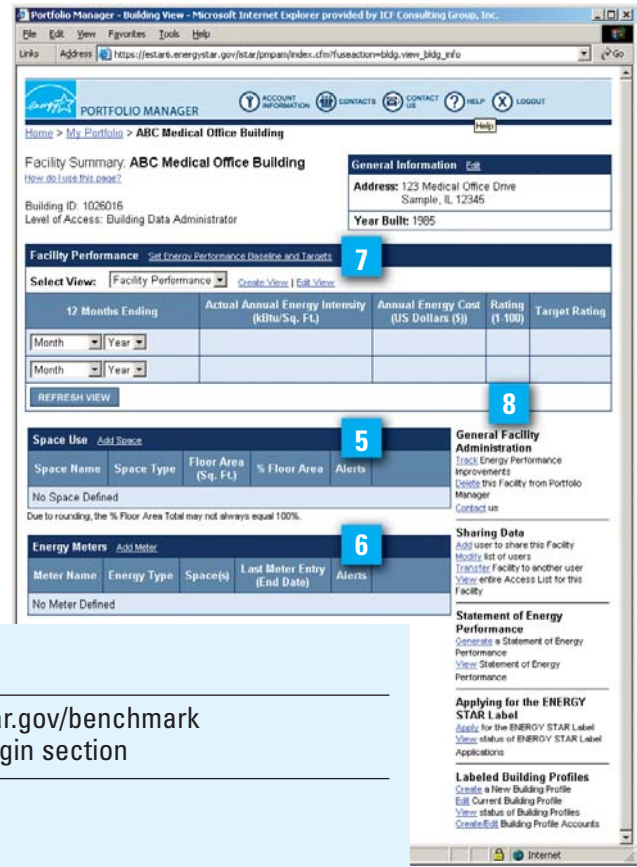
PORTFOLIO MANAGER - QUICK REFERENCE GUIDE

MEDICAL OFFICE BUILDINGS

Rating Your Energy Performance

Use the US EPA's energy performance system within Portfolio Manager to rate the energy performance of your medical offices 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



STEP	ACTIVITY	ACTION
1	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section
2	Access your account <ul style="list-style-type: none"> ■ Create a new account ■ Login to an existing account ■ Get a brief system overview 	<ul style="list-style-type: none"> ■ Click NEW USER ■ Enter user name and password and click LOGIN ■ Click SYSTEM TOUR or LEARN MORE
3	Add a new facility	Click ADD FACILITY
4	Enter general building data	Enter data and click SAVE
5	Enter space use data	Go to "Space Use" section and click ADD SPACE <ul style="list-style-type: none"> ■ Enter a facility name and select the space type Click CONTINUE ■ Enter space data. Click SAVE <i>Repeat for all space types</i>
6	Enter energy use data	Go to "Energy Meters" section and click ADD METER <ul style="list-style-type: none"> ■ Enter Meter name, type, units. Click SAVE ■ Enter number of months and start date. Click CONTINUE ■ Enter energy use and cost. Click SAVE <i>Repeat for all fuel types</i>
7	Review and interpret results	Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide.
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.

Space Use <small>Add Space</small>				
Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts
No Space Defined				

Energy Meters <small>Add Meter</small>				
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts
No Meter Defined				

www.energystar.gov/benchmark

ELIGIBILITY CRITERIA

- Fifty-one percent or more of total space must be used as doctor or dentist offices
- Space used for outpatient care with diagnostic medical equipment
- Gross square footage of 5,000 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





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.
-  **ACCOUNT INFORMATION** Change your password or user profile.
-  **CONTACTS** Maintain contact information for your energy team.
-  **CONTACT US** Use this option or e-mail energystarbuildings@epa.gov.
-  **HELP** Access user-support information and get answers.

DATA NEEDED

- Building address including zip code
- Year built
- Gross square footage
- Number of workers
- Percent of building cooled
- Percent of building heated
- At least twelve consecutive months of overlapping energy use and cost for all fuel types

FEATURES

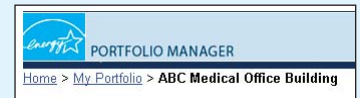
- **Consolidate accounts.** From the Facility Summary page, go to **"Sharing Data,"** click **"Transfer."**

Sharing Data

[Add](#) user to share this Facility
[Modify](#) list of users
[Transfer](#) 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."** (see [8](#) page one).

Statement of Energy Performance

[Generate](#) a Statement of Energy Performance
[View](#) Statement of Energy Performance

STATEMENT OF ENERGY PERFORMANCE		
ABC Medical Office Building		
Building ID: 1000115		
For 12-month Period Ending: December 31, 2007		
ABC Medical Office Building 123 Medical Office Drive Baltimore, MD 21205 Gross Building Area: 200,001 ft ² Year Built: 1985	Owner ABC Medical Office Building 123 Corporate Drive Baltimore, MD 21205 123-456-7890	
Facility Space Use Summary	Area (ft²)	
Space Type	100,000	
Activity: Surgical Center	100,001	
Medical Office		
Site Energy Use Summary	Professional Verification	
Electricity (kBtu)	5,015,640	Licensed Number: State:
Heated Fuel (kBtu)	0	
Total Energy (kBtu)	5,015,640	
Results	Energy Performance Rating¹ (1-100) 95	
Energy Intensity ²		
Site (kBtu/ft ² -yr)	50.2	
Source (kBtu/ft ² -yr)	101.0	
Emissions		
CO ₂ (1000 Btu/yr)	8,444	
SO ₂ (1000 Btu/yr)	316	
NO _x (1000 Btu/yr)	19	
Indoor Environment Criteria³	Professional Engineer Stamp	
Indoor air pollutants controlled? Not Assessed	Stamp on the conditions observed at the time of my visit to this building, I certify that the information contained on this statement is accurate.	
Adequate ventilation provided? Not Assessed		
Thermal conditions met? Not Assessed		
Adequate illumination provided? Not Assessed		
<small>Notes: 1. Buildings for ENERGY STAR must be certified to EPA within 6 months of the Period Ending date. Absent of ENERGY STAR is not final and approval is required from EPA. 2. Energy performance rating of 75 is the minimum required rating for commercial buildings for ENERGY STAR. 3. Indoor environment criteria results are provided in the optional section. 4. Based on meeting ASHRAE Standard 62.1M for indoor air quality, ASHRAE Standard 90.1-2005 for thermal comfort, and IEHNA Lighting Handbook for lighting quality.</small>		