



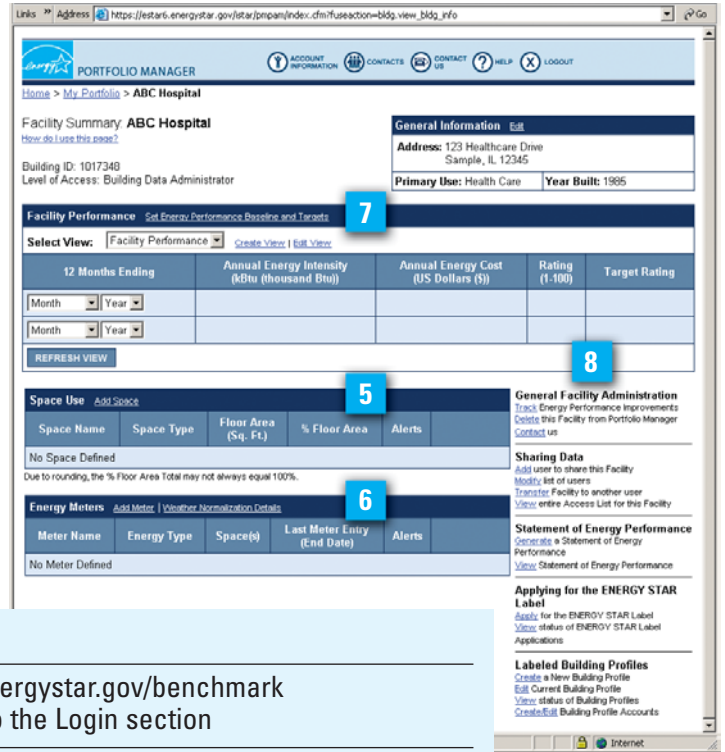
# PORTFOLIO MANAGER - QUICK REFERENCE GUIDE

## ACUTE CARE & CHILDREN'S HOSPITALS

### 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



STEP	ACTIVITY	ACTION
1	Access Portfolio Manager	<a href="http://www.energystar.gov/benchmark">http://www.energystar.gov/benchmark</a> Scroll down to the Login section
2	Access your account <ul style="list-style-type: none"> <li>■ Create a new account</li> <li>■ Login to an existing account</li> <li>■ Get a brief system overview</li> </ul>	<ul style="list-style-type: none"> <li>■ Click NEW USER</li> <li>■ Enter user name and password and click LOGIN</li> <li>■ Click SYSTEM TOUR or LEARN MORE</li> </ul>
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"> <li>■ Enter a facility name and select the space type Click CONTINUE</li> <li>■ Enter space data. Click SAVE</li> </ul> <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"> <li>■ Enter Meter name, type, units. Click SAVE</li> <li>■ Enter number of months and start date. Click CONTINUE</li> <li>■ Enter energy use and cost. Click SAVE</li> </ul> <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   Weather Normalization Details</small>				
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts
No Meter Defined				

www.energystar.gov/benchmark

## 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.
-  **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](mailto:energystarbuildings@epa.gov).
-  **HELP** 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)

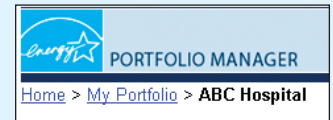
## FEATURES

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

**Sharing Data**  
[Add](#) user to share this Facility  
[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”

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

(see **8** page one).

Facility Name	Area(ft <sup>2</sup> )	Number of Licensed Beds	Minimum Number of Floors	Tertiary Care
ABC Hospital 123 Healthcare Drive San Jose, CA 95128	300,000	200	0	Y

Energy Use Summary	Site Energy (kBtu)	Professional Verification
Electricity (kBtu)	10,000,000	
Natural Gas (kBtu)	0	
Total Energy (kBtu)	10,000,000	

Results	Energy Performance Rating <sup>1</sup> (1-100)
Energy Intensity <sup>2</sup> Site (kBtu/ft <sup>2</sup> -yr)	166.7
Source (kBtu/ft <sup>2</sup> -yr)	503.5

Indoor Environment Criteria <sup>3</sup>	Indoor air pollution control?	Rad Assessed
Adequate ventilation provided?	Not Assessed	
Thermal conditions met?	Not Assessed	
Adequate illumination provided?	Not Assessed	



November 2004  
430-F-05-008

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