

# ENERGY STAR Portfolio Manager Data Collection Worksheet For Houses of Worship



This worksheet was designed to help building owners and managers collect data to benchmark buildings using EPA ENERGY STAR's Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. **All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.**

Some buildings will also receive an ENERGY STAR rating. The ENERGY STAR rating is a benchmark that indicates how efficiently buildings use energy on a 1-100 scale. A rating of 50 indicates that energy performance is average compared to similar buildings, while a rating of 75 or better indicates top performance, and means your building may be eligible to earn the ENERGY STAR label. To receive an ENERGY STAR rating, the gross floor area of the building must be comprised of 50% or more of one of the following space types:

- Bank/Financial Institution
- Courthouse
- Hospital (acute care and children's)
- Hotel
- Houses of Worship
- K-12 School
- Medical Office
- Multifamily Housing
- Office
- Residence Hall/Dormitory
- Retail Store
- Supermarket
- Warehouse
- Wastewater Treatment Plant

## Required Data for ENERGY STAR Benchmarking

- Portfolio Manager username and password.
- The building street address, year built, and contact information.
- The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
- 12 consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this historical information.

## General Building Information

Facility name \_\_\_\_\_ Year built \_\_\_\_\_  
Building address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Space Use Attributes

Before compiling the information noted in the boxes below, review the following important information:

- Specific definitions and instructions for each of the data fields listed in the boxes below can be viewed by navigating to the [Portfolio Manager Help](#), selecting "Space Type Definitions," choosing the appropriate building type, and selecting "Space Use Information."
- Some buildings may contain multiple space types within a single building (e.g. office, computer data center, and parking OR K-12 school and swimming pool). Complete the fields below for each applicable major space types within the building.
- For buildings with multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space. As this is most common in office buildings, multiple office space fields are provided below to capture data for multiple tenants if necessary.

- Default values supplied by Portfolio Manager can be used for all space use characteristics with the exception of gross floor area. Using default values will result in an approximate energy performance rating which can be a beneficial metric for estimating energy performance. If defaults are used for an initial rating, it is recommended that actual data be added later to more accurately measure a facility's energy performance. Facilities using default values are not eligible to apply for the ENERGY STAR label. Leave any of the requested information below blank (except gross floor area) to use a default value for the field.

<p><b>House of Worship:</b></p> <p>_____ Gross Floor Area (SF)</p> <p>_____ Seating Capacity (number of seats)</p> <p>_____ Number of weekdays (Monday through Friday) that the facility is typically open.</p> <p>_____ Weekly operating hours</p> <p>_____ Number of PCs</p> <p>_____ Presence of cooking facilities (Yes/No)</p> <p>_____ Number of Commercial Refrigeration/Freezer Units</p>
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<p><b>Parking:</b></p> <p>_____ gross floor area that is enclosed (SF)</p> <p>_____ gross floor area that is unenclosed with a roof (SF)</p> <p>_____ gross floor area that is open (SF)</p> <p>_____ weekly hours of access</p>	<p><b>K-12 school:</b></p> <p>_____ <b>gross floor area (SF)</b></p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ high school - yes or no</p> <p>_____ open weekends – yes or no</p> <p>_____ on-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>
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<p><b>General office:</b></p> <p>_____ <b>gross floor area (SF)</b></p> <p>_____ weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (&gt;50%, &lt;50%, or none)</p> <p>_____ Percent of floor area that is heated (&gt;50%, &lt;50%, or none)</p>	<p><b>Dormitory/Residence hall:</b></p> <p>_____ <b>gross floor area (SF)</b></p> <p>_____ # of rooms</p>
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<p><b>Other:</b></p> <p>_____ <b>gross floor area (SF)</b> (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p>	<p><b>Retail Store:</b></p> <p>_____ <b>gross floor area (SF)</b></p> <p>_____ weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open &amp; closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>
<p><b>Computer Data Center:</b></p> <p>_____ <b>gross floor area (SF)</b> (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p>_____ weekly operating hours</p>	<p><b>Swimming Pool:</b></p> <p>_____ swimming pool size, choose from:</p> <p>Olympic 1 (50 meters x 25 meters)</p> <p>Olympic 2 (50 meters x 25 yards)</p> <p>Recreational (20 yards x 15 yards)</p> <p>Short Course (25 yards x 20 yards)</p> <p>_____ indoor or outdoor</p>