

PROPERTY INFORMATION REQUEST

BUILDING INFORMATION	
Building address:	_____
Building owner:	_____
Date of request:	_____
Information is requested for calendar year:	_____
Please return this form to:	_____
and return by:	_____

INSTRUCTIONS TO BUILDING OWNER

In order to rate your building’s energy performance in ENERGY STAR Portfolio Manager, you will need to enter characteristics about how the property is used. These property details, such as the number of computers, allow Portfolio Manager to develop an accurate comparison to similar buildings. You can use this request form to collect the information from your tenants that is not readily accessible to you as the building owner. **Complete the top of this form including how you would like to receive the energy data and provide to your tenant.**

INSTRUCTIONS TO BUILDING TENANT

Under the [Boulder Building Performance Ordinance](#), owners of commercial and industrial buildings in Boulder are required to report their annual energy use to the City. These new requirements will help reduce monthly energy costs and improve indoor environmental quality for tenants. See the program website for more information: www.BoulderBuildingPerformance.com.

The ordinance requires that tenants provide building owners with any requested information within 30 days of the request or the tenants can be in violation of the ordinance requirements. Please **provide the information below** by filling in the blanks or selecting the accurate response from the list, and return to the building owner by the date listed above.

For definitions please view the Portfolio Manager glossary at <http://portfoliomanager.energystar.gov/pm/glossary>. This form does not contain a comprehensive list of space use types. For the details required for use types not listed on this form, view the “List of Portfolio Manager Property Types and Use Details” PDF at <http://www.energystar.gov/buildings/training>. Note - some use types require only the general characteristics, such as office and strip mall.

General characteristics (information that is necessary for all building use types)

_____ Weekly operating hours*	_____ Percent of the space that can be heated (round to the nearest 10%)*
_____ Number of workers on main shift*	_____ Percent of the space that can be air-conditioned/cooled (round to the nearest 10%)*
_____ Number of computers*	
_____ Primary space use (fill in type)	

The fields below are specific to property use types that may be found in a building. Only complete the requests for use types relevant to you – leave all others blank.

Retail:

_____ Number of cash registers*	_____ Number of walk-in refrigeration/freezer units*
_____ Number of open or closed refrigeration/freezer units*	_____ Exterior Entrance to Public* (Y/N)
_____ Single store* (Y/N)	_____ Cooking Facilities (Y/N)
	_____ Gross square footage of space

* Accurate information required in Portfolio Manager to receive an ENERGY STAR score.

Note-Data centers:

- _____ IT energy configuration*. **Select:**
 1. Uninterruptible Power Supply (UPS) meter supports only IT equipment
 2. UPS meter includes non-IT load of 10% or less
 3. UPS meter includes non-IT load greater than 10%. Non-IT load is sub-metered
 4. UPS meter includes non-IT load greater than 10%. Non-IT load is not sub-metered
 5. Facility has no UPS Meter
- _____ UPS system redundancy*. **Select** from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above
- _____ Cooling system redundancy*. **Select** from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above
- _____ Gross square footage of space

Distribution centers and warehouses:

- _____ Number of walk-in refrigeration/freezer units*
- _____ Gross square footage of space

Hotels:

- _____ Number of rooms*
- _____ Cooking facilities? (Yes/No)*
- _____ Number of commercial refrigeration/freezer units*
- _____ Hours per day that guests are on-site. Select from: under 15, between 15 and 19, or over 20.
- _____ Average occupancy (%)
- _____ Number of guest meals served per year
- _____ Type of Laundry Facility. Select from:
 1. Both linens and terry
 2. Linens only (e.g., bed/table linens)
 3. No laundry facility
 4. Terry only (e.g., towels, bathrobes)
- _____ Amount of laundry processed on-site annually. Indicate units.
- _____ Floor area of full-service spa
- _____ Floor area of gym/fitness center
- _____ Gross square footage of space

Supermarkets and wholesale clubs:

- _____ Number of cash registers*
- _____ Cooking facilities? **Y/N)
- _____ Number of open or closed refrigeration/freezer units*
- _____ Number of walk-in refrigeration/freezer units*
- _____ Length of open or closed refrigeration/freezer units
- _____ Area of open or closed refrigeration/freezer units
- _____ Gross square footage of space

Medical offices:

- _____ Surgery Center Floor Area (sq. ft.)
- _____ Number of Surgical Operating Beds
- _____ Number of MRI Machines
- _____ Gross square footage of space

Property uses that have a swimming pool:

- _____ Pool size. Select from:
 1. Olympic (50 meters x 25 meters)
 2. Recreational (20 yards x 15 yards)
 3. Short course (25 yards x 20 yards)
- _____ Months in use per year
- _____ Indoor or outdoor?
- _____ Gross square footage of space

Properties whose energy consumption includes parking:

- _____ Open parking lot size (sqft)
- _____ Partially enclosed parking garage size (sqft)
- _____ Completely enclosed parking garage size (sqft)
- _____ Supplemental heating? (Y/N)

ANYTHING ELSE TO ADD?
