

TENANT 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 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.

Energy use characteristics (required)

_____ Does the tenant pay the electricity bill for the rented space? (Y/N)

_____ If yes, what company provides the electricity?

_____ Does the tenant pay the natural gas bill for the rented space? (Y/N or N/A)

_____ If yes, what company provides the natural gas?

Parking (required)

_____ Do the tenant energy bills include energy consumption from parking? (Y/N)

If yes:

_____ Open parking lot size (sqft)

_____ Partially enclosed parking garage size (sqft)

_____ Completely enclosed parking garage size (sqft)

_____ Supplemental heating? (Y/N)

General characteristics (required)

_____ Weekly operating hours*

_____ Number of workers on main shift*

_____ Number of computers*

_____ Primary space use (fill in type)

_____ Percent of the space that can be heated (round to the nearest 10%)*

_____ Percent of the space that can be air-conditioned/cooled (round to the nearest 10%)*

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

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 your tenant space – leave all others blank (required).

Retail:

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

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

Anything else?

