



# ENERGY PERFORMANCE RATING SYSTEM FOR OFFICE PROPERTIES



## QUICK REFERENCE GUIDE

EPA's national energy performance rating system is key to achieving superior energy performance. The rating system benchmarks the energy performance of an office property, generates a score between 1 and 100, and compares the property to similar properties across the US. Benchmarking a portfolio establishes a baseline and helps to set improvement goals. Updating the energy consumption regularly will verify improvements and let you track progress toward goals.

### USING THE RATING SYSTEM STEP BY STEP

Step	Activity Description	Key Stroke
1	Connect to the Internet	<a href="http://www.energystar.gov/benchmark">http://www.energystar.gov/benchmark</a>
2	Login to your ENERGY STAR account <ul style="list-style-type: none"> <li>If you don't have an account</li> </ul>	Click <b>Login</b> , Enter User name and password <ul style="list-style-type: none"> <li>Click <b>New User</b> and enter data</li> </ul>
3	To add a new building <ul style="list-style-type: none"> <li>To continue benchmarking</li> </ul>	Click <b>Add</b> <ul style="list-style-type: none"> <li>Click on <b>Building Name</b></li> </ul>
4	Enter general building information	Select <b>General Tab</b> , enter data, click <b>Save</b>
5	Enter space use data	Select <b>Space Use</b> tab Click the <b>down arrow</b> under Space Definitions—select the space definition, click <b>Add</b> Input space use data, click <b>Save</b> Continue inputting space types until the total gross square footage is accounted for, click <b>Save</b>
6	Enter energy use data	Select <b>Energy Use</b> tab Click the <b>down arrow</b> under: <ul style="list-style-type: none"> <li>Rows to Add—select the number of months</li> <li>Start Date—input the <b>utility bill start date</b></li> <li>Energy Type—select from the pick list</li> <li>Meter ID—select either existing meter or new meter, click <b>Add</b></li> </ul> Input <b>meter name/number</b> for new meters Click the <b>down arrow</b> and select unit of measurement Input <b>billing dates, aggregate consumption, and total cost data</b> , click <b>Save</b> Repeat for all meters
7	Review and interpret results	Select <b>Results</b> tab Guidance on score interpretation can be found on page 2

#### ELIGIBILITY CRITERIA

- To use the rating system, properties must be:
- At least 5,000 gross square feet
  - At least 50% office space and not more than 10% computer data space
  - Operated a minimum of 30 hours per week
  - Occupied by 1 person per 100-3,000 square feet

#### PROPERTY DATA NEEDED

- Address, including ZIP code
- Gross square footage and space type(s)
- Weekly operating hours
- Occupant density
- Number of PC's
- 12 months of consecutive energy data

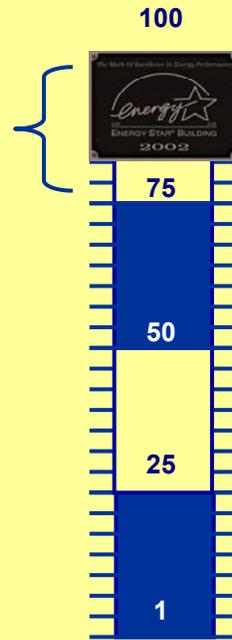
## SCORE INTERPRETATION

### Top Performers — 75 to 100

Office properties that score 75 or higher are in the top 25% of the industry in terms of energy performance. They can provide lessons learned to apply across the portfolio and a great opportunity for publicity—to internally recognize staff and externally demonstrate environmental leadership. These properties are eligible for the ENERGY STAR label.

### Above Average Performers — 51 to 74

Energy performance in these properties is above the industry average, and may be within reach of achieving the ENERGY STAR label with no-cost, low-cost measures, such as O&M.



### Lowest Performers — 1 to 25

These facilities are performing below the national average and present the greatest potential for financial and environmental improvement.

Improving the energy performance of these properties will have the greatest impact on increasing net operating income, cash flow and asset value.

## HELPFUL TIPS

- **Password:** select an easy one to remember
- **Zip Code:** verify for accuracy
- **Punctuation:** do not punctuate numbers
- **Updating Energy Use:** enter data monthly; select appropriate meter from the pick list; only select “New Meter” to add an additional meter
- **Label Eligibility:** review eligibility requirements; the system will generate a score, even though eligibility requirements have not been met
- **Energy Service and Product Providers:** a list of providers familiar with benchmarking and applying for the ENERGY STAR label are available on the Web site at [www.energystar.gov](http://www.energystar.gov)

## FINANCIAL RESULTS

*Energy upgrade investments typically have a 20 - 30% rate of return and are low risk. At a 10% capitalization rate, an owner can generate \$2 - \$3 in incremental asset value for each \$1 invested in energy performance improvements.*

*For typical office properties, reducing energy consumption by 30% is equal to increasing NOI by 5%.*

Use the **Financial Value Calculator** to quantify the financial impact of improved energy performance for your organization’s bottom line. Use **QuikScope** to quantify the energy and cost savings for tenants and landlords in commercial real estate.

## NEED FURTHER ASSISTANCE?

- Select “Help” on the rating system’s navigation bar
- Email ENERGY STAR support at: [energystarbuildings@epa.gov](mailto:energystarbuildings@epa.gov)
- Contact your account manager:

Deb Cloutier, [dcloutier@retechgroup.com](mailto:dcloutier@retechgroup.com)

Sherri Levin, [slecsc@aol.com](mailto:slecsc@aol.com)

Kim Wolf, [kwolf@icfconsulting.com](mailto:kwolf@icfconsulting.com)

John Klein, [jkecs@aol.com](mailto:jkecs@aol.com)

Brian Levite, [blevite@icfconsulting.com](mailto:blevite@icfconsulting.com)