

## ENERGY STAR® Data Checklist for Commercial Buildings

In order for a building to qualify for the ENERGY STAR, a Professional Engineer (PE) must validate the accuracy of the data underlying the building's energy performance rating. This checklist is designed to provide an at-a-glance summary of a property's physical and operating characteristics, as well as its total energy consumption, to assist the PE in double-checking the information that the building owner or operator has entered into Portfolio Manager.

**Please complete and sign this checklist and include it with the stamped, signed Statement of Energy Performance.**

NOTE: You must check each box to indicate that each value is correct, OR include a note.

| CRITERION                          | VALUE AS ENTERED IN PORTFOLIO MANAGER | VERIFICATION QUESTIONS   | NOTES | <input checked="" type="checkbox"/> |
|------------------------------------|---------------------------------------|--|-------|-------------------------------------|
| <b>Building Name</b>               | Office Sample Facility                | Is this the official building name to be displayed in the ENERGY STAR Registry of Labeled Buildings?   |       | <input type="checkbox"/>            |
| <b>Type</b>                        | Office                                | Is this an accurate description of the space in question?  |       | <input type="checkbox"/>            |
| <b>Location</b>                    | 1234 Main Street, Charlotte, NC 28227 | Is this address accurate and complete? Correct weather normalization requires an accurate zip code.  |       | <input type="checkbox"/>            |
| <b>Annual Occupancy Rate</b>       | 95 %                                  | Has the property maintained an average occupancy of 75% or higher across the 12 month period being assessed?   |       | <input type="checkbox"/>            |
| <b>Single Structure</b>            | Single Facility                       | Does this SEP represent a single structure? SEPs cannot be submitted for multiple-building campuses (with the exception of acute care or children's hospitals) nor can they be submitted as representing only a portion of a building  |       | <input type="checkbox"/>            |
| Office Space (Office)              |                                       |  |       |                                     |
| CRITERION                          | VALUE AS ENTERED IN PORTFOLIO MANAGER | VERIFICATION QUESTIONS   | NOTES | <input checked="" type="checkbox"/> |
| <b>Gross Floor Area</b>            | 52,452 Sq. Ft.                        | Does this square footage include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc. Also note that existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in the total. Finally gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. |       | <input type="checkbox"/>            |
| <b>Weekly operating hours</b>      | 90 Hours                              | Is this the total number of hours per week that the Office space is 75% occupied? This number should exclude hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.  |       | <input type="checkbox"/>            |
| <b>Workers on Main Shift</b>       | 1,300                                 | Is this the number of employees present during the main shift? Note this is not the total number of employees or visitors who are in a building during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100. The normal worker density ranges between 0.3 and 10 workers per 1000 square feet (92.8 square meters)  |       | <input type="checkbox"/>            |
| <b>Number of PCs</b>               | 63                                    | Is this the number of personal computers in the Office?  |       | <input type="checkbox"/>            |
| <b>Percent Cooled</b>              | 50% or more                           | Is this the percentage of the total floor space within the facility that is served by mechanical cooling equipment?  |       | <input type="checkbox"/>            |
| <b>Percent Heated</b>              | 50% or more                           | Is this the percentage of the total floor space within the facility that is served by mechanical heating equipment?  |       | <input type="checkbox"/>            |
| Data Center (Computer Data Center) |                                       |  |       |                                     |

| CRITERION                        | VALUE AS ENTERED IN PORTFOLIO MANAGER | VERIFICATION QUESTIONS   | NOTES | <input checked="" type="checkbox"/> |
|----------------------------------|---------------------------------------|--|-------|-------------------------------------|
| Gross Floor Area                 | 780 Sq. Ft.                           | Does this square footage include all supporting functions of the computer data center?   |       | <input type="checkbox"/>            |
| Weekly operating hours           | 168 Hours                             | Is this the total number of hours per week that the computer data center is in operation?  |       | <input type="checkbox"/>            |
| Parking lot (Parking)            |                                       |  |       |                                     |
| CRITERION                        | VALUE AS ENTERED IN PORTFOLIO MANAGER | VERIFICATION QUESTIONS   | NOTES | <input checked="" type="checkbox"/> |
| Gross Floor Area                 | 18,694 Sq. Ft.                        | Is this the total square footage of the entire parking area (enclosed + nonenclosed + open floor area)?  |       | <input type="checkbox"/>            |
| Enclosed Floor Area              | 1,476 Sq. Ft.                         | Is this the total square footage of the enclosed garage space? An enclosed garage is defined as having both sides and a roof.  |       | <input type="checkbox"/>            |
| Non-Enclosed Floor Area (w/roof) | 0 Sq. Ft.                             | Is this the total square footage of the nonenclosed garage space? This is typically defined as the portion of the garage above ground (contains no sides but is under a roof).           |       | <input type="checkbox"/>            |
| Open Floor Area (w/o roof)       | 17,218 Sq. Ft.                        | Is this the total square footage of the nonenclosed parking area without a roof? This is typically defined as open parking lots or the very top level of an above ground parking garage. |       | <input type="checkbox"/>            |
| Weekly Hours of Access           | 168 Hours                             | Is this the total number of hours per week when it is possible for a vehicle to enter or exit?   |       | <input type="checkbox"/>            |

## ENERGY STAR® Data Checklist for Commercial Buildings

### Energy Consumption

**Power Generation Plant or Distribution Utility:** Duke Energy Carolinas, LLC

| Fuel Type: Electricity  |            |                          |
|---|------------|--------------------------|
| Meter: Electric Meter (kWh)<br>Space(s): Entire Facility  |            |                          |
| Start Date  | End Date   | Energy Use (kWh)         |
| 07/01/2008  | 07/31/2008 | 45,000.00                |
| 06/01/2008  | 06/30/2008 | 47,000.00                |
| 05/01/2008  | 05/31/2008 | 42,000.00                |
| 04/01/2008  | 04/30/2008 | 54,200.00                |
| 03/01/2008  | 03/31/2008 | 67,800.00                |
| 02/01/2008  | 02/29/2008 | 57,600.00                |
| 01/01/2008  | 01/31/2008 | 59,800.00                |
| 12/01/2007  | 12/31/2007 | 77,200.00                |
| 11/01/2007  | 11/30/2007 | 67,200.00                |
| 10/01/2007  | 10/31/2007 | 52,600.00                |
| 09/01/2007  | 09/30/2007 | 54,800.00                |
| 08/01/2007  | 08/31/2007 | 45,600.00                |
| <b>Electric Meter Consumption (kWh)</b>   |            | <b>670,800.00</b>        |
| <b>Electric Meter Consumption (kBtu)</b>  |            | <b>2,288,769.60</b>      |
| <b>Total Electricity Consumption (kBtu)</b>   |            | <b>2,288,769.60</b>      |
| <b>Is this the total Electricity consumption at this building including all Electricity meters?</b> |            | <input type="checkbox"/> |

| Fuel Type: Natural Gas                                      |            |                  |
|---|------------|------------------|
| Meter: Natural Gas Meter (ccf)<br>Space(s): Entire Facility |            |                  |
| Start Date  | End Date   | Energy Use (ccf) |
| 07/01/2008  | 07/31/2008 | 2,109.00         |
| 06/01/2008  | 06/30/2008 | 2,109.00         |
| 05/01/2008  | 05/31/2008 | 1,276.00         |
| 04/01/2008  | 04/30/2008 | 1,729.00         |
| 03/01/2008  | 03/31/2008 | 280.00           |
| 02/01/2008  | 02/29/2008 | 141.00           |
| 01/01/2008  | 01/31/2008 | 91.00            |
| 12/01/2007  | 12/31/2007 | 166.00           |
| 11/01/2007  | 11/30/2007 | 310.00           |

|   |            |                          |
|---|------------|--------------------------|
| 10/01/2007  | 10/31/2007 | 287.00                   |
| 09/01/2007  | 09/30/2007 | 1,658.00                 |
| 08/01/2007  | 08/31/2007 | 1,436.00                 |
| <b>Natural Gas Meter Consumption (ccf)</b>  |            | <b>11,592.00</b>         |
| <b>Natural Gas Meter Consumption (kBtu)</b>   |            | <b>1,174,269.60</b>      |
| <b>Total Natural Gas Consumption (kBtu)</b>   |            | <b>1,174,269.60</b>      |
| <b>Is this the total Natural Gas consumption at this building including all Natural Gas meters?</b> |            | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| <b>Additional Fuels</b>  |                          |
| Do the fuel consumption totals shown above represent the total energy use of this building?<br>Please confirm there are no additional fuels (district energy, generator fuel oil) used in this facility. | <input type="checkbox"/> |

## Certifying Professional

(When applying for the ENERGY STAR, this must be the same PE that signed and stamped the SEP.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature is required when applying for the ENERGY STAR.