

ENERGY STAR® Commercial Buildings Program

Benchmark Your Restaurant Using EPA’s Portfolio Manager

The U.S. Environmental Protection Agency’s (EPA) ENERGY STAR Commercial Buildings program offers a strategic approach to energy management to help your organization improve its energy and financial performance. Benchmarking the energy use of your facility will allow you to track improvements and compare your restaurant against a national average. This guidance document provides step-by-step instructions on how to benchmark your restaurant using EPA’s free, online benchmarking tool, **Portfolio Manager**.

1. Create a user account in Portfolio Manager

- To create your own user account in Portfolio Manager, please visit: <https://www.energystar.gov/istar/pmpam>
- For help with setting up your account, view the step-by-step instructions in the Quick Reference Guide for non-ratable space types: http://www.energystar.gov/ia/business/QRG_NonRatable.pdf

2. ADD A PROPERTY

The screenshot shows the 'My Portfolio' page in Portfolio Manager. The 'Portfolio Averages' section displays 'Baseline Rating: N/A' and 'Current Rating: N/A', both with 'Facilities Included: 0'. Below this, it shows 'Change from Baseline: Portfolio Adjusted Percent Energy Use (%): N/A' with 'Facilities Included: 0'. A note states 'Averages are weighted by Total Floor Space.' and provides links for 'More about Baselines' and 'More about Change from Baseline: Adjusted Energy Use'. On the right-hand side, the 'Add a Property' link is circled in red, with other options like 'Import Facility Data Using Templates', 'Work with Facilities', 'Reporting and Analysis', and 'Apply for Recognition' listed below it.

- Select the response that most represents your property and click CONTINUE
- Enter the general facility information and click SAVE

3. ADD SPACE under the SPACE USE section

The screenshot shows the 'Space Use' section with the 'Add Space' link circled in red. Below it is a table with the following data:

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
Restaurant	Other - Fast Food	2,000	100	>10% of Total Floor Space more	Delete Space
Total		2,000	100		

Because more than 50% of your building is Fast Food, your building is designated as Fast Food within Portfolio Manager. This type of building is not eligible for an energy performance rating ([Click to learn more](#)). However, you can still compare this building’s performance with the national average for Fast Food. ([Click to learn more](#)).

- Enter a name for this space (i.e. Restaurant)
- For space type, select OTHER
- Keep the default “effective date” or update it with a date for when the facility started operating under the existing conditions, and click CONTINUE
- From the pull down menu of “Other” space types, select **FAST FOOD** under FOOD SERVICE
 - *This selection allows your restaurant to be compared against a national average energy use intensity of similar buildings*
- Enter the gross floor area including the square footage of your entire facility (seating, kitchens, restrooms, or other spaces within the building envelope), excluding parking space
- Enter the optional fields (number of computers, weekly operating hours and number of workers on main shift), and Click SAVE

4. Enter energy and water use data

Energy Meters Add Meter Update Multiple Meters View All Meter Data in Excel				
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	
No Meter Defined				

Water Meters Add Meter View All Meter Data in Excel				
Meter Name	Units	Use	Last Meter Entry (End Date)	AI
No Meter Defined				

- Click ADD METER
- Enter meter name, energy type and units and click SAVE
 - Select the correct unit for energy data by viewing the unit contained in the utility bill
 - *In Portfolio Manager, the prefix “k” equals 1,000 units and “M” equals 1,000,000 units*
- Enter the number of months and start date, click CONTINUE. You will need to enter at least 12 months of consecutive energy data in order to obtain the building’s weather-normalized energy use intensity (kBtu/sf)
 - For less than 12 months of data, enter all available data into the tool, and use the UPDATE feature to input each subsequent month’s usage
- Enter all energy use (required) and cost (optional), and click SAVE
- **Repeat this process to add meters for all energy sources**
- Optional: Enter water use data under the WATER METERS table (use the same instructions for adding an energy meter)

5. Review your performance

Facility Performance [Set Baseline Periods](#) | [Set Energy Performance Target](#)

Select View: Performance: Environmental [Create View](#) | [Edit View](#)

12 Months Ending	Current Rating (1-100)	Current Source Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline: Adjusted Energy Use (%)	Change from Baseline: GHG Emissions (MtCO2e)
September 2010	N/A	1,073.8	-0.8	1.82
Select Date				
Change				

[REFRESH VIEW](#)

- View your FACILITY PERFORMANCE
- Select CREATE VIEW to adjust which metrics appear in this menu

6. Compare your facility to a national average

ENERGY STAR PORTFOLIO MANAGER

Home > My Portfolio > Restaurant

Facility Summary: **Restaurant**
[How do I use this page?](#)

Building ID: 2544614
 Level of Access: Building Administrator

Electric Distribution Utility: Pepco - Potomac Electric Power Co
 Regional Power Grid: [RFC East](#)
[Select my Power Generation Plant](#) to calculate my electric emissions rate
 Electric Emissions Rate (kgCO₂e/MBtu): 152.3 ([what is this?](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information Edit	
Address: 123 Main Street , Washington, DC 20016	
Year Built: 2002	
Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
<input type="checkbox"/> View Period Ending Dates	
Water Period Ending Dates Current: N/A Baseline: N/A	Energy Period Ending Dates Current: September 2010 Baseline: June 2010
Eligibility for the ENERGY STAR	
N/A	

- On your Facility Summary page, click GENERATE A STATEMENT OF ENERGY PERFORMANCE
- Select period ending date and optional contact information, click GENERATE REPORT
- Under “National Average Comparison,” view the NATIONAL AVERAGE SOURCE EUI for “Fast Food” building types and the % DIFFERENCE FROM NATIONAL AVERAGE SOURCE EUI for your building

7. Next Steps

- Continue to update your facility information monthly
- Use the new “Generate Reports and Graphs” tool within Portfolio Manager, on the “My Portfolio” page, to visually display your energy consumption trends
- If you plan to benchmark many restaurant locations, see if a service provider that you currently work with provides [automated benchmarking](#), a direct data exchange with Portfolio Manager

Contact Information

Portfolio Manager Technical Support: buildings@energystar.gov