



Verifying the Application for **ENERGY STAR**[®] Tenant Space Recognition



What is ENERGY STAR Tenant Space?

- ENERGY STAR Tenant Space is a new EPA recognition for sustainability efforts in your leased office space.
- Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.



All applications for ENERGY STAR Tenant Space recognition must be verified by a Licensed Professional.

Agenda

- Role and Responsibilities of the LP
- Verifying the Application
 - Confirm Eligibility
 - Verify Metering Compliance
 - Review Tenant Space Information
 - Verify, Sign, & Stamp the Application

For detailed instructions on setting up your Tenant Space and applying for recognition, click [here](#).

The Tenant Space LP Guide is available at www.energystar.gov/tenantlpguide.



Role and Responsibilities of the Licensed Professional

Licensed Professional (LP) Requirements

- To verify applications for ENERGY STAR recognition, EPA requires an individual LP to meet the following qualifications:
 - Possess a current license in any U.S. State, Canadian Province, or territory of the U.S. or Canada as a Professional Engineer
 - (PE) or Registered Architect (RA) and be in good standing;(Note: the LP does not need to hold a PE or RA license in the state in which the space he/she is verifying is located.)
 - Have a working knowledge of energy use in office spaces, including energy metering and lighting fixture types and controls.
 - Understand all applicable state and territorial engineering and architectural licensure laws, professional ethics requirements, and regulations prior to offering or performing services in a jurisdiction.
- Only LPs meeting these qualifications are eligible to verify commercial Tenant Spaces for ENERGY STAR recognition.
- LPs do not need to be from third-party organizations, and may be employees of the applicant organization, but they are to provide unbiased services and are bound by law to uphold strict ethical standards.
- They must verify that the information contained in the application is accurate to the best of their knowledge, based on a site visit to the space, their technical expertise, and a good faith effort to comply with the given instructions.

Licensed Professionals

You must have a [Licensed Professional](#), or their designated representative, conduct a site visit in order to provide a professional observation of your property.

Professionals will only appear on this list if you have entered a license number and a state for the contact. [Add/Edit Contacts](#) to make any necessary changes.



More information at

www.energystar.gov/tenantlpguide

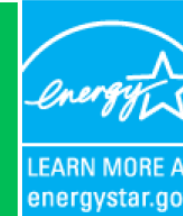
Site Visits

- Site visit to space must occur within **6 months** prior to application submission
- Walk through Tenant Space and building
- Space can be vacant at time of site visit (lighting and metering must be installed)

Verifying the Application

Tenant Space Recognition Application

ENERGY STAR® Tenant Space Recognition Application



About the Tenant Organization

Sample Tenant Space Property

Registry Name: Sample Tenant Space Property
Property Type: Financial Office
Tenant Space (Property) GFA (ft²): 8,000
Year Building was Built: 2000

Property & Contact Information

Property Address

123 Main Street
Washington, DC 20004

Property ID: 12639684

Primary Contact

Amy Tenant
37 Central Avenue
Fairfax, VA 22031
17035554123
amy.tenant@tenantservices.com

Confirm Eligibility



Confirm Eligibility

Tenant	LP	Verify that the tenant space:
<input type="checkbox"/>	<input type="checkbox"/>	Is operated solely as office/financial office space. It may include a data center, and may be a non-diagnostic medical office.
<input type="checkbox"/>	<input type="checkbox"/>	Represents all the tenant's usable square footage of office space in the building.
<input type="checkbox"/>	<input type="checkbox"/>	Is located in the United States.
<input type="checkbox"/>		Tenant agrees to share with the landlord, upon landlord's request, energy and other data needed to facilitate whole building benchmarking.

EPA-Calculated Property Type of Office/Financial Office


Property Type

Property Type - Self-Selected:

Financial Office  [Edit](#)

Property Type -Portfolio Manager-
Calculated:

Financial Office

 The *Portfolio Manager-Calculated* Property Type is used for your metrics (except for Mixed Use properties). [Learn more about property types.](#)

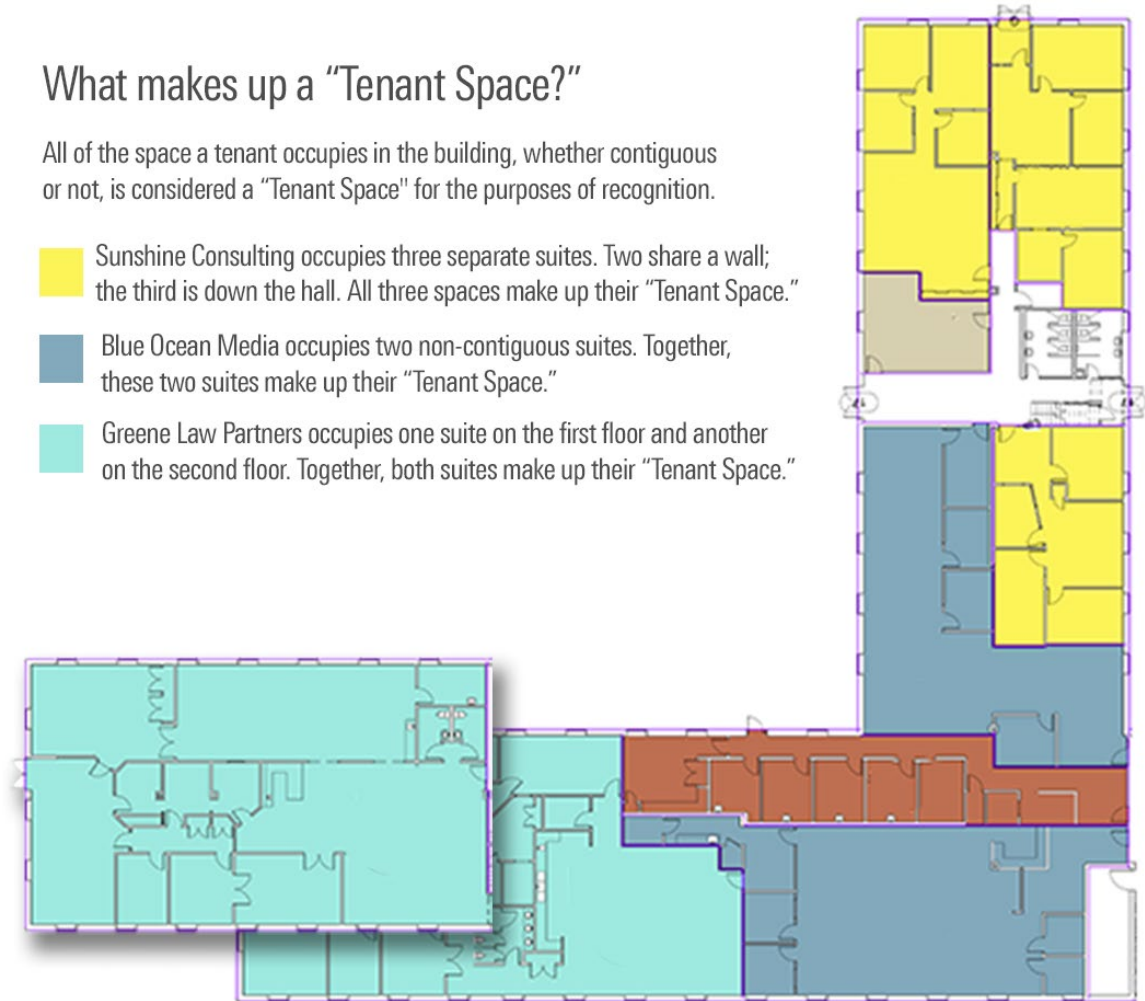
All Usable Square Footage Leased by Tenant

- All of the space a tenant occupies in the building, whether contiguous or not, is considered a “Tenant Space” for the purposes of recognition

What makes up a “Tenant Space?”

All of the space a tenant occupies in the building, whether contiguous or not, is considered a “Tenant Space” for the purposes of recognition.

-  Sunshine Consulting occupies three separate suites. Two share a wall; the third is down the hall. All three spaces make up their “Tenant Space.”
-  Blue Ocean Media occupies two non-contiguous suites. Together, these two suites make up their “Tenant Space.”
-  Greene Law Partners occupies one suite on the first floor and another on the second floor. Together, both suites make up their “Tenant Space.”



Located in United States



Verify Metering Compliance



Verify Metering Compliance

		Meter Energy Consumption
Tenant	LP	Requirement: Install appropriate metering that enables accurate monitoring and tracking of the tenant's contribution to total building energy use.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are in place to measure and allow tracking of all energy loads for which tenant has full operational control, on at least a monthly basis.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are rated with an accuracy of +/- 2%, as verified by the manufacturer through published specifications or a letter of attestation.

Review Tenant Space Information



Building, Space, and Envelope Information

Data Overview		
Building Name Sample Building	Sum of Tenant Floor/Suite Gross Floor Area (ft²) 8,000	Target Tenant Space LEUI (kWh/ft²) 1.70
Year Building was Built 2000	Tenant Space (Property) GFA (ft²) 8,000	Estimated Tenant Space LEUI (kWh/ft²) 1.65
Total Number of Conditioned Floors in Building 4-5	Estimated Tenant Space Site Energy (kBtu/ft²): 38.5 - 41.4 HVAC (kBtu/ft ²): 27.3 - 30.1 Lighting (kBtu/ft ²): 5.6 Plug Load (kBtu/ft ²): 5.6	Estimated LEUI at or below your target value? Yes
Heating Fuel for the Building Fossil Fuel/Steam/Other		
Building Gross Floor Area (ft²) 200,000	Estimated Tenant Space Source Energy (kBtu/ft²): 97.3 - 104.1 HVAC (kBtu/ft ²): 65.8 - 72.6 Lighting (kBtu/ft ²): 15.8 Plug Load (kBtu/ft ²): 15.7	

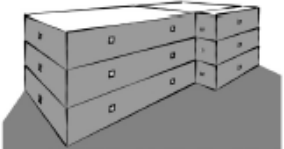
Tenant Floor/Suite Characteristics

Summary of Tenant Floor/Suite Characteristics						
Tenant Floor/Suite Name	Usable Floor Area (ft ²)	Weekly Operating Hours	Number of Workers on Main Shift	Thermostat Setbacks	Orientation of Exterior Exposure	Percentage of Exterior Walls which are Glass
First Floor Office Suite	5,100	45	6	Yes	North	26-50%
Second Floor Office Suite	2,900	50	13	Yes	East	11-25%
<input type="checkbox"/> Tenant	<input type="checkbox"/> LP	<p>The floor/suite information listed above accurately represents floor/suite characteristics, and accounts for all of the office space the tenant occupies within the building.</p>				

Percentage of Exterior Walls which are Glass

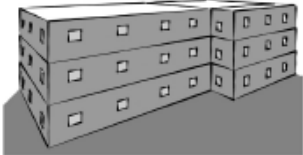
Percent Exterior Glass

1 1 percent or less



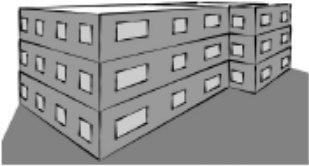
1 percent glass

2 2 to 10 percent



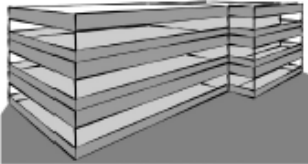
6 percent glass

3 11 to 25 percent



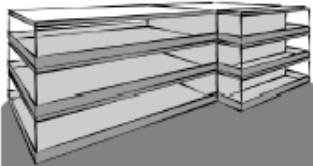
18 percent glass

4 26 to 50 percent



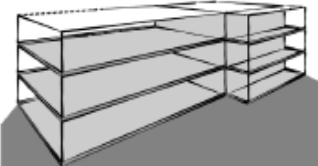
40 percent glass

5 51 to 75 percent



65 percent glass

6 76 to 100 percent



90 percent glass

Tenant Equipment Information

Tenant Floor/Suite Name Second Floor Office Suite	Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified is Unknown
	Laptop Computers	9	9	<input type="checkbox"/>
	Desktop Computers(non server)	4	4	<input type="checkbox"/>
	Conference Room Large Screen Displays	2	2	<input type="checkbox"/>
	Desktop Printers	4	4	<input type="checkbox"/>
	Full Sized Copy Machines/ Printers/Scanners	0	0	<input type="checkbox"/>
	Refrigerators	1	1	<input type="checkbox"/>
	Commercial Coffee Makers	1		<input checked="" type="checkbox"/>
	Vending Machines	1		<input checked="" type="checkbox"/>
	Multi-Media Projectors	2	N/A	
	Microwave Ovens	1	N/A	
	Residential Coffee Makers/ Beverage Heaters	0	N/A	
	Servers (from a Server Closet, not from a Data Center)	0	0	<input type="checkbox"/>

Sleep Settings: The tenant has confirmed that the sleep settings for computer equipment have been enabled, or will be enabled once computers are installed.

<input type="checkbox"/> Tenant	<input checked="" type="checkbox"/> LP	The equipment counts listed above accurately represent all of the specified equipment found in the respective tenant floors/suites, and in total accurately represent all of the specified equipment in the tenant space.
<input type="checkbox"/>	<input type="checkbox"/>	



Tenant Lighting Information

Tenant Floor/Suite Name Second Floor Office Suite		Fixture Name	Light Source	Number of Bulbs	Bulb Wattage	Fixture Wattage	Total Number of Fixtures	Motion Sensor	Daylight Sensor	Tuning
<input type="checkbox"/> Tenant <input checked="" type="checkbox"/> LP		G - 2x4 Recessed	LED Bulb or TLED	2	15	N/A	20	Occupancy	No	No
		H - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	26	Occupancy	No	No
		I - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	2	Occupancy	No	No
		J - 1x4 Strip Fixture	LED Fixture	N/A	N/A	30	1	None	No	No
		K - 1x4 Direct/ Indirect Linear Pendant	LED Bulb or TLED	1	30	N/A	2	None	No	No
		L - Under Cabinet Fixture	LED Fixture	N/A	N/A	15	8	None	No	No
		M - 6" Downlight	LED Fixture	N/A	N/A	15	7	None	No	No
		N - 2x2 Recessed	LED Bulb or TLED	2	10	N/A	13	None	No	No
	<p>The lighting information listed above accurately and fully represents the lighting fixtures found in the respective tenant floors/suites (specialty/task lighting excluded), and in total accurately and fully represents the lighting fixtures found in the tenant space.</p>									

Equipment Procurement Policy

Procurement Policy

Before submitting the final application to EPA, the applicant will need to upload a written procurement policy that includes language specifying that the tenant space will procure ENERGY STAR certified equipment when available and whenever possible. The LP does not need to review the procurement policy, but should confirm that the policy is in effect and that the applicant will upload it with the application.



Summary

As LP, you will need to perform or supervise a site visit at the Tenant Space and verify:

- Basic eligibility criteria
 - *Office/Financial Office, all usable space in building leased by single tenant, located in US*
- Metering compliance
 - *Meters rated accurate within +/-2%, in place for all loads over which tenant has full operational control*
- Building and Tenant Space information
 - *Basic building information and GFA*
 - *Floor/suite usable area, workers, hours, orientation of exposure, glazing %*
 - *Equipment inventory, including computer sleep settings and presence of efficient equipment procurement policy*
 - *Lighting inventory*



Verify, Sign, & Stamp the Application

Sign and Stamp the Application

4. Signature & Stamp of Verifying Licensed Professional

_____ (Name) visited this site on _____ (Date). Based on the conditions observed at the time of the visit to this property, I verify that the information contained within this application is accurate and in accordance with the ENERGY STAR Tenant Space Guide for Licensed Professionals.

Signature: _____

Date: _____

Licensed Professional

License: U.S. License 554534534 in AK

Jane The LP
1010 School Street
Fairfax, VA 22031
703-555-4321
janethelp@example.com

Note: When applying for ENERGY STAR Tenant Space Recognition, the signature of the Verifying Professional must match the stamp.

Professional Engineer Stamp



View Tenant Spaces that have Earned Recognition

Tenant spaces that earn recognition will be listed on the Tenant space webpage:

<https://www.energystar.gov/tenantrecognition>



Polling Questions

- A tenant space is required to meet which qualifications in order to apply for ENERGY STAR Tenant Space recognition? (select all that apply)
- Which of the following checks is the LP responsible for when verifying the accuracy of applications for Tenant Space recognition? (select all that apply)
- Which of the below is NOT required for ENERGY STAR Tenant Space recognition? (select all that apply)

Featured in LP Finder!



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**Find a Licensed Professional
(Professional Engineers and Registered Architects)**

Use this tool to find Licensed Professionals who have verified properties in your area for ENERGY STAR® recognition.

5	1141	Data Center, Financial Office, Hotel, K-12 School, Mixed Use Property, Multifamily Housing, Non-Refrigerated Warehouse, Office, Retail Store, Tenant Space (Office)	No
4	4	Office	No



Additional webinars and resources

How to Apply for ENERGY STAR Tenant Space Recognition – available at <https://www.energystar.gov/buildings/tools-and-resources/presentation-how-apply-energy-star-tenant-space-recognition>

Guidance on how to apply, LP verification, and more available at www.energystar.gov/tenantrecognition



Questions?

Go to

www.energystar.gov/tenantrecognition

or email

TenantRecognition@energystar.gov

for more information