Answers to your questions about hosting an ENERGY STAR Battle of the Buildings Competition!

If your question is not answered here, please visit www.energystar.gov/buildingshelp

General Questions

1.   What ENERGY STAR® logo can we use on winner awards?
You can use the ENERGY STAR Partner mark or the Learn More mark on winner awards. However, competitors that receive recognition bearing the ENERGY STAR name or marks must have their energy and square footage data verified by a Professional Engineer or Registered Architect. You can find a list of professionals on the ENERGY STAR website at www.energystar.gov/buildings/tools-and-resources/list-registered-architects-and-licensed-professionals.

Upon request, EPA can provide you with a high resolution ENERGY STAR Partner mark or Learn More mark to use on your recognition materials.

2.   Can any type of building compete in an ENERGY STAR Battle of the Buildings competition? Can a portion of a building compete?
Any building or space for which energy use intensity (kBtu per square foot) can be measured in Portfolio Manager® may compete. For the purposes of the competition, it makes most sense to ensure all competing buildings or spaces are measuring their energy consumption in the same way (e.g., whole building energy use, or plug load only for spaces within a building).

Data Request Questions

3.   What is the best way to request data from competitors?
You can request data from multiple competitors by creating a custom template report in Portfolio Manager that you share with prospective competitors. Portfolio Manager aggregates the collected data into one report, from which you can calculate many summary statistics or program figures, such as total greenhouse gas emission reductions or total cost savings.

More detail about how to create a custom report and request data from others is available at www.energystar.gov/buildings/tools-and-resources/portfolio-manager-custom-reporting-guide

4.   In order to create a data request, I need to know what metrics are available in Portfolio Manager. Where can I find this list?
There are more than 150 metrics available in Portfolio Manager. A complete list of all your options—from greenhouse gas emissions to use of district chilled water—is available here: www.energystar.gov/buildings/tools-and-resources/full-list-portfolio-manager-custom-reporting-metrics

5.   Is there a resource to help competitors respond to a data request?
Yes. Instructions for responding to a data request are available at: www.energystar.gov/buildings/tools-and-resources/how-respond-data-requests-portfolio-manager

Portfolio Manager Questions

6.   Are there resources I can give competitors to help them get their data into Portfolio Manager?
Yes. The Quick Start Guide to Benchmarking in Portfolio Manager steps the reader through creating a property and entering meter data. You can download it and other training resources from the ENERGY STAR training page, www.energystar.gov/buildings/training.

This webpage also has two 5-minute animated videos showing how to set up a property in Portfolio Manager and how to add meter data to the property. You can also find "How-To" guides on topics such as reporting and sharing. Additionally, ENERGY STAR has an ongoing live and recorded series of webinars on benchmarking in Portfolio Manager, available at https://esbuildngs.webex.com

7.   How long does it take to benchmark a building?
This depends on the complexity of the building being benchmarked, and the availability of its utility bills. All Portfolio Manager users need to enter building characteristics and energy data to properly benchmark a building. If competitors have this information at their fingertips and they are entering data for the first time, it can take less than an hour. Thereafter, inputting monthly updates requires little time.

8.   If competitors or I have technical questions about using Portfolio Manager, where can we go to find answers?
You can search the ENERGY STAR knowledgebase for answers to your questions at www.energystar.gov/buildingshelp. If you don't find an answer to your question there, you can also submit questions directly to EPA via the same webpage.

9.   Are there common data-related issues about which competitors might ask?
Yes, there are several common issues for which you can provide simple answers.

Question: How do I know if I have successfully submitted my data to the competition?
Answer: When you have successfully submitted your data, you will receive a receipt via email with a file attached that summarizes the data that you have submitted. Check the receipt to confirm that you have released all data you intended to release.

Question: Why wasn't I able to submit my building data in response to your data request?
Answer: The data release report requests data for a particular period of time, and if your data is not current though that date, the building will not be included in the report. For example, if the competition's baseline year for which data is required is calendar year 2014, ensure you have energy data for each competing building through December 31, 2014.

10.   If a competitor realizes they submitted incorrect data and they want to resubmit their data, what happens in Portfolio Manager with the data that I've collected?
If a competitor resubmits their building data, the data request report will automatically update with the latest data for that building. The report also includes a field indicating the date of data submission so you can keep track of who submitted data at what time.

11.   Is there a way for competitors to enter all their buildings to the competition at once, not just a single building?
Yes. When responding to a data release request, the respondent can easily choose to enter one, several, or all of the buildings in a portfolio. Instructions for responding to a data request are available at www.energystar.gov/buildings/training.