# How to Apply for Tenant Space Recognition

This guide is intended to assist tenants in navigating the process of setting up a tenant space in ENERGY STAR Portfolio Manager and applying for ENERGY STAR® Tenant Space recognition. Tenants must complete the application form, provide relevant supporting materials, and have a Licensed Professional (LP) visit the site and complete, sign, and stamp the application form prior to submittal. Licensed Professionals verifying applications for Tenant Space recognition should review the Tenant Space LP Guide. At this time, your tenant space must be a general administrative office, financial office, or non-diagnostic medical office (such as a doctor’s office that does not include diagnostic equipment) to be eligible for recognition. It may include a data center. More information eligibility requirements can be found on the ENERGY STAR® Tenant Space recognition homepage.

## Required Information

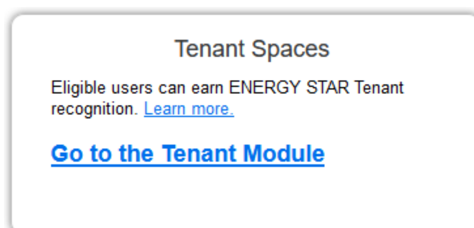
Prior to setting up a tenant space and applying for recognition, tenants should review the criteria for recognition and collect the required information in order to successfully navigate the tenant space application process. Review the information found here to better understand the requirements and data needed for Tenant Space recognition.

Two critical requirements for recognition are to have your tenant space metered for energy use and to have a procurement policy in place that specifies purchase of ENERGY STAR certified products whenever applicable (or substantially similar language). If you do not already have the required meters in place, please jump to the Metering section of this guide for more information on what is required before proceeding. For more information on the procurement policy requirement and how to submit the policy with your application, jump to the Submit Application section.

## Accessing the Tenant Module

To get started, you will need to establish an account in EPA’s ENERGY STAR Portfolio Manager (www.energystar.gov/benchmark) and enter your tenant space. See How to Enter and Manage Tenant Spaces in ENERGY STAR Portfolio Manager for a step-by-step guide, as your tenant space needs to be set up correctly to be able to access the Tenant module before you’ll be able to apply for recognition. To access the Tenant module, your property must:

- Be entered in Portfolio Manager as Office or Financial Office space
- Be designated “part of a building” in your Basic Property Information section
- Be located in the United States

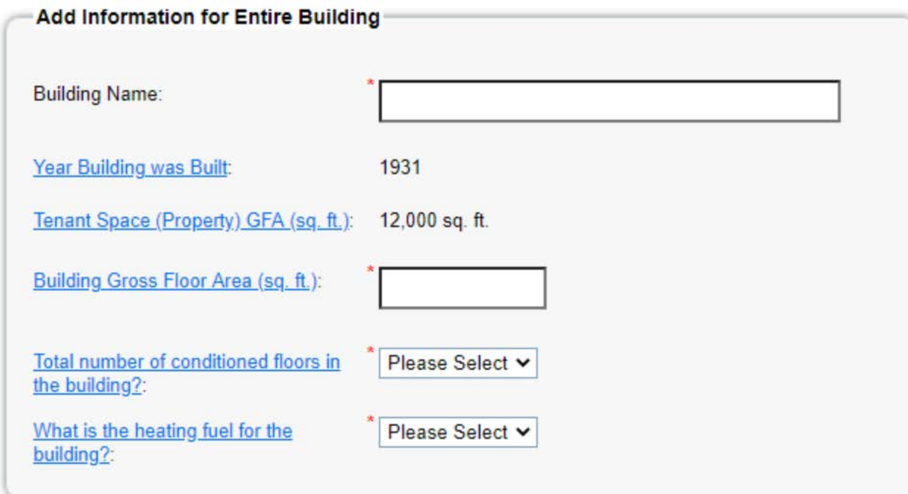



If those three requirements are met, you will see the Tenant module link appear in the lower left corner of your property’s Summary page.

In Portfolio Manager, your “property” is your tenant space – all the parts of the building in which your tenant office space exists. Once you have created your property, you will have access to all the standard Portfolio Manager features which include property Details, Energy, Water, and Waste tracking, along with goal setting and reporting capabilities. This functionality can be used at your discretion, but it is outside of the scope of the Tenant Space recognition process and is not used or needed at this time for the Tenant Space recognition application process.

## Step 1: Add Building Information

As a first step of the application process, and prior to entering information specific to your tenant space, you will need to answer a few questions related to the whole building. This information helps in calculating many of the metrics needed for your application. You may need to reach out to your landlord or property manager for some of the information that you will need, which includes the building name, gross floor area, total number of conditioned floors, and primary heating fuel (you will choose from electric or fossil fuel/steam/other), as shown below. (You'll notice that the year the building was built and the gross floor area of the tenant space will be pulled directly from the property information you entered upon property setup – see the How to Enter and Manage Tenant Spaces guide for more information).

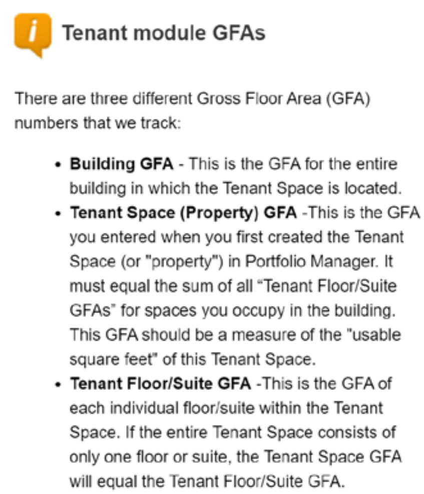

Add Information for Entire Building

| | |
|---|---|
| Building Name: | * |
| Year Building was Built: | 1931 |
| Tenant Space (Property) GFA (sq. ft.): | 12,000 sq. ft. |
| Building Gross Floor Area (sq. ft.): | * |
| Total number of conditioned floors in the building?: | * Please Select |
| What is the heating fuel for the building?: | * Please Select |

When entering square footage information, refer to the information in the "Tenant Tool GFAs" tip to understand different types of gross floor area calculations.

Once you have entered building information, you will be directed to the Tenant module home page, where you will enter information about each floor/suite that you occupy in the building. Each floor/suite will be individually added to your tenant space, with its own characteristics, equipment, and lighting information, until you have included all space that you occupy in the building.

This home page also allows you to track your overall Tenant Space metrics (including estimated source and site energy and lighting EUI metrics), as well as edit floors/suites that have been previously entered. This is also where you will be able to see whether your Tenant Space is eligible for recognition (and, if so, begin the application process) once all floor/suite information has been entered.


**Tenant module GFAs**

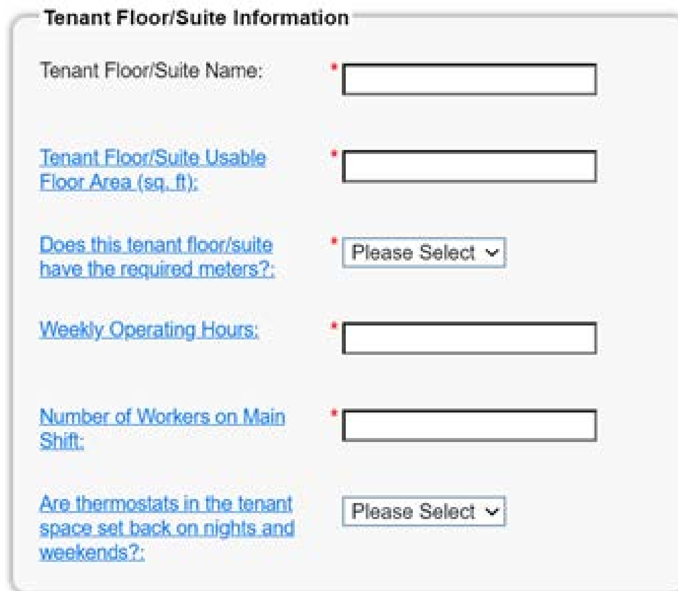
There are three different Gross Floor Area (GFA) numbers that we track:

- **Building GFA** - This is the GFA for the entire building in which the Tenant Space is located.
- **Tenant Space (Property) GFA** -This is the GFA you entered when you first created the Tenant Space (or "property") in Portfolio Manager. It must equal the sum of all "Tenant Floor/Suite GFAs" for spaces you occupy in the building. This GFA should be a measure of the "usable square feet" of this Tenant Space.
- **Tenant Floor/Suite GFA** -This is the GFA of each individual floor/suite within the Tenant Space. If the entire Tenant Space consists of only one floor or suite, the Tenant Space GFA will equal the Tenant Floor/Suite GFA.

## Step 2: Add Floor/Suite Information

Click "Add a Tenant Floor/Suite" to begin entering information about each floor/suite you occupy in the building. For each floor/suite included in your Tenant Space, you'll need to provide the name of the floor/suite, its usable floor area, whether the required meters are in place, weekly operating hours (round to nearest whole number), number of workers on main shift, and whether thermostats are set back on nights and weekends.


Information on the building envelope is also needed on this page. Please provide the orientation(s) for which the tenant floor/suite has exterior exposure, and the percentage of exterior walls that are glass (click on the highlighted text to access a visual guide to help in choosing the appropriate percentage range for your space).


This information is used to estimate the energy use for your tenant space. Details on how the module calculates estimated energy use can be found here.

### Metering

Tenant Space recognition requires that energy meters are installed in the tenant space. One or more meters must be in place to measure and track, on at least a monthly basis, all energy loads for which the tenant has full operational control. This will typically include lighting and plug loads only, as the tenant is usually not required to meter HVAC supplied from a central system. Metering of HVAC load is required only if the tenant has full operational control of the HVAC equipment (for example, a rooftop unit that services only the tenant's leased space).

#### Metering Criteria

1. Each meter must be certified by its manufacturer to be +/- 2% accurate. The tenant must provide the LP with documentation that each meter in the space is certified to this level. You may need to contact the meter manufacturer directly in order to obtain this information.
2. Meters must be permanently installed – data loggers or other tracking devices that are for temporary use do not satisfy this criterion.
3. Meters must be installed before the application can be completed so that the LP reviewing the application may verify that the meters are in place.

a. Individual energy loads do not have to be separately metered, except in the case of a data center. If a data center is present in the space, it must be metered separately. Acceptable data center metering includes any metering configuration that allows separate tracking of IT energy use and/or total data center energy use. Note that a data center (as opposed to a server closet, computer training area, telecom closet, or print/copy room) is intended for sophisticated computing and server functions which typically include:

- High density computing equipment (such as server racks used for data storage and processing)
- Dedicated power and cooling systems
- A constant power load of 75 kW or more
- Uninterruptible power supplies (UPS)
- Raised floors

b. Other energy loads subject to the metering criterion may be metered separately or by a single meter.

Accurate measurement of energy use is critical to good energy management. Having meters in place to measure and track energy use in the tenant space will allow the applicant to establish an energy baseline, measure progress in reducing energy over time, and ultimately to determine how efficient the space is in operation. The requirement for +/- 2% accuracy is intended to ensure that the meters are accurately measuring energy use, without specifying relatively costly utility grade meters. This performance specification should allow applicants to use newer and evolving meter technology that is flexible and cost-effective.

A best practice is to make sure the data reported by the meters is relayed to a dashboard or other system that provides the tenant with actionable information rather than raw data.

After you have entered the basic floor/suite information, proceed to the Equipment Information section.

## Step 3: Add Equipment Information

The next piece of information needed is equipment, including computers, printers, and appliances. This information is used to estimate the energy use for your tenant space. The resulting estimate is meant to help tenants understand the potential impact of operating and equipment choices and does not affect eligibility for recognition. It is based on simplified modeling assumptions and is not a substitute for actual, metered energy use. Details on how the module calculates estimated energy use can be found here. Please indicate any pieces of equipment that are ENERGY STAR certified. Here are a few ways to find out if your product is ENERGY STAR certified:

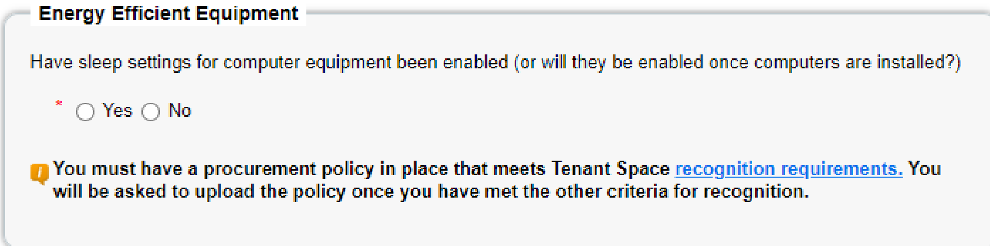
- Is there an ENERGY STAR label or other mark somewhere on the product?
- If not, check the Energy Efficient Products page and search by make and model.

If you can't determine whether a piece of equipment is ENERGY STAR certified, you can indicate that the number is unknown by checking the box in the last column of the equipment table as shown below.

| Equipment | Total Number | Number ENERGY STAR Certified | Number of ENERGY STAR Certified Unknown? |
|---|---|---|---|
| Laptop Computers | * 24 | | ☑ |
| Desktop Computers(non server) | * 0 | 0 | ☐ |
| Conference Room Large Screen Displays | * 2 | | ☑ |
| Desktop Printers | * 0 | 0 | ☐ |
| Full Sized Copy Machines/Printers/Scanners | * 2 | 1 | ☐ |
| Refrigerators | * 1 | 1 | ☐ |
| Commercial Coffee Makers | * 1 | 1 | ☐ |
| Vending Machines | * 0 | 0 | ☐ |
| Multi-Media Projectors | * 2 | N/A | |
| Microwave Ovens | * 1 | N/A | |
| Residential Coffee Makers/Beverage Heaters | * 1 | N/A | |
| Servers | * 1 | 1 | ☐ |

When you go to submit your application for recognition (at a later step), you will need to upload an efficient equipment procurement policy. If you wish to learn more about this requirement now, you may jump to that section here.

After entering floor/suite level equipment counts, you must affirm that you have enabled sleep settings for computer equipment or that you will enable sleep settings once computers are installed. See Activate Power Management on Your Computer for a guide on how to configure power management features on your computer.




After you have entered all equipment for the floor/suite, move on to the Lighting Information section.

## Step 4: Add Lighting Information

Lighting information is the next section in the Tenant Space application process. This information is required to assess whether you meet the lighting requirement.

1. Based on the size of the space and the weekly hours of operation you entered in Step 2, the module generates a target Lighting Energy Use Intensity (LEUI) level.
2. You enter detailed lighting information for the floor/suite.
3. The module then calculates an estimated LEUI for your space. This LEUI estimate is based on the weekly operating hours you entered under Step 2 as well as the type and quantity of light fixtures and controls in the space. Details about how target and estimated LEUI levels are calculated can be found here.
4. The module then determines whether the estimated LEUI for your space is at or below the target. This is done at the suite/floor level as well as for the entire tenant space if you have multiple suites/floors (on a weighted average basis). Your weighted average LEUI for the entire space must be at or below the target to be eligible for recognition.

To complete this requirement, document all lighting fixtures in the tenant space, by floor or suite. The following are needed to accurately track lighting information:

- Fixture name (you may enter any name you like to identify the fixture)
- Light source (LED bulb or TLED, LED fixture, fluorescent tube, CFL, halogen or incandescent)
- Number of each type of bulb (N/A for LED fixtures)
- Bulb wattage (N/A for LED fixtures)
- Fixture wattage (for LED fixtures only)
- Total number of fixtures
- Motion sensor (Vacancy, Occupancy, or None)
- Daylight sensor (Yes/No)
- Tuning (Yes/No)

An example lighting table for one suite is shown below:

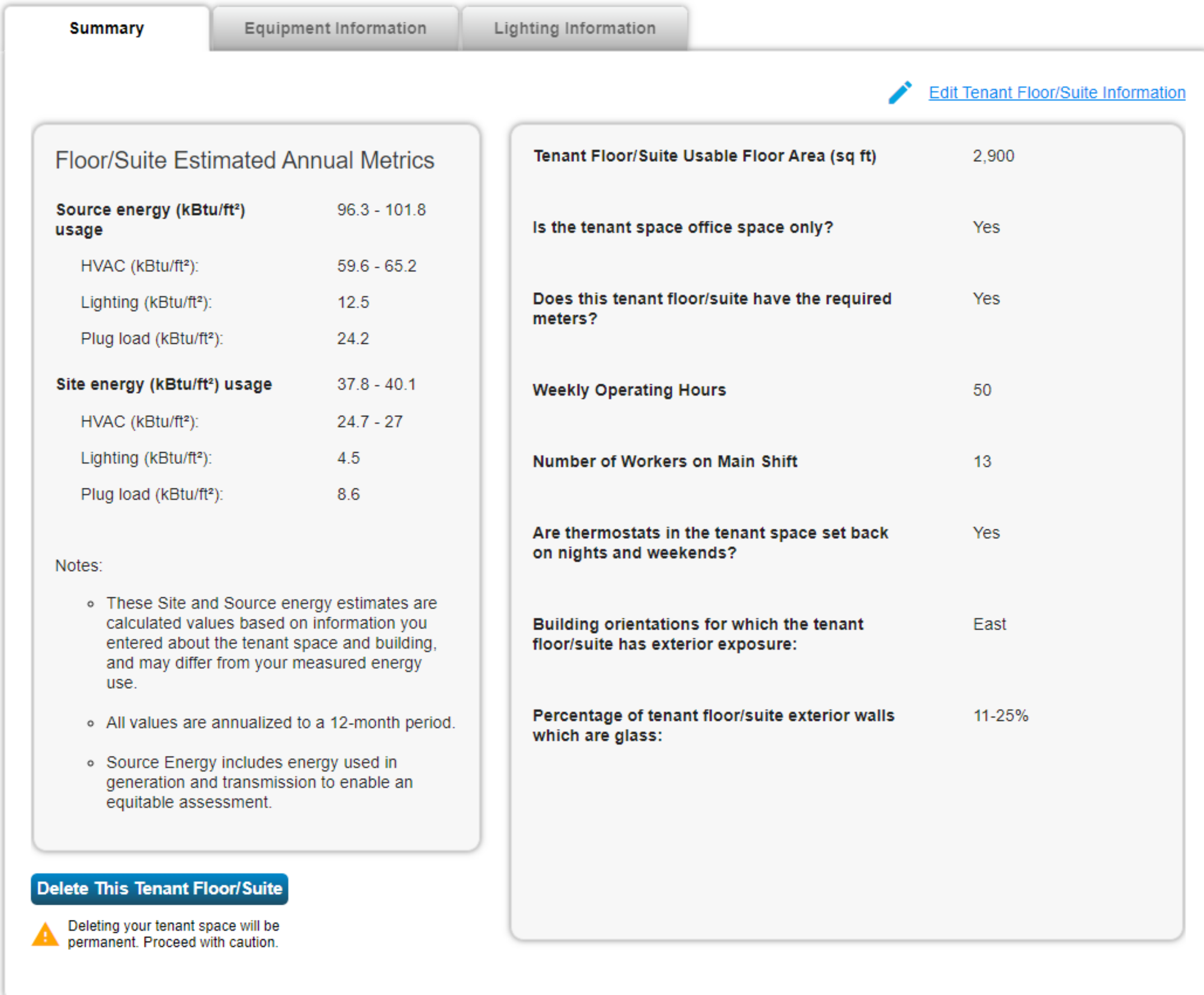
| ☐ | Fixture Name | Light Source | Number of Bulbs | Bulb Wattage | Fixture Wattage | Total Number of Fixtures | Motion Sensor | Daylight Sensor | Tuning |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | X1 | LED Bulb or TLED | 2 | 20 | N/A | 10 | Vacancy | Yes | No |
| ☐ | B1 | LED Fixture | N/A | N/A | 18 | 1 | Vacancy | Yes | No |
| ☐ | A1 | Fluorescent Tube (T8, T5) | 1 | 32 | N/A | 16 | None | Yes | No |
| ☐ | C1 | CFL | 1 | 20 | N/A | 10 | Occupancy | Yes | Yes |
| ☐ | YX1 | Halogen and Incandescent | 2 | 20 | N/A | 6 | Occupancy | Yes | Yes |
| | Click here to add another fixture | | | | | | | | |

After entering lighting information, you have completed the information requirements for the floor/suite. When you click Continue, you will be brought back to the Tenant Space home page. To double check the suite/floor details you just entered, click on the floor/suite name in the blue box, or use the drop-down menu to directly access and edit specific sections:

| Floor/Suite Name | Floor/Suite Gross Floor Area (GFA) | Action |
|---|---|---|
| First Floor Office Suite | 5,100 sq ft | I want to... |
| Second Floor Office Suite | 2,900 sq ft | I want to... |
| Sum of Tenant Floor/Suite GFA: | 8,00 | |
| Tenant Space (Property) GFA (from Portfolio Manager): | 8,00 | |

I want to...
Edit Summary Floor/Suite Information
Edit Lighting
Edit Equipment
View Summary Floor/Suite Information and Metrics

Clicking the name of the tenant space (or selecting "View Summary Floor/Suite Information and Metrics" in the drop-down menu) will take you to a summary page that lists the information you just entered in the prior three sections: tenant floor/suite information, equipment information, and lighting information. From there, you will be able to review and, if necessary, edit all information entered in steps 2-4 above.



## Completing your Tenant Space

Information entered for a single floor/suite is not necessarily the final information used to evaluate eligibility for Tenant Space recognition, as you may have more than one floor/suite. However, it can be used to assess performance on a suite-by-suite or floor-by-floor level. To keep track of how your overall tenant space metrics are calculated, view the overall metrics summary box in the lower left side of the home page.

Overall Tenant Space Metrics

| | |
|---|---|
| **Estimated Source Energy (kBtu/ft²):** | 97.3 - 104.1 |
| HVAC (kBtu/ft²): | 65.8 - 72.6 |
| Lighting (kBtu/ft²): | 15.8 |
| Plug load (kBtu/ft²): | 15.7 |
| **Estimated Site Energy (kBtu/ft²):** | 38.5 - 41.4 |
| HVAC (kBtu/ft²): | 27.3 - 30.1 |
| Lighting (kBtu/ft²): | 5.6 |
| Plug load (kBtu/ft²): | 5.6 |
| **Target Tenant Space LEUI (kWh/ft²):** | 1.7 |
| **Estimated Tenant Space LEUI (kWh/ft²):** | 1.65 |
| **Estimated LEUI at or below your target value?** | Yes ✔ |

Notes:

- All values are annualized to a 12-month period. Source Energy includes energy used in generation and transmission to enable an equitable assessment.
- To view LEUI for individual floors/suites, click on the Floor/Suite name, then go to the Lighting tab

If your tenant space consists of multiple floors/suites, repeat steps 2 through 4 above to add more suites/floors until your entire tenant space is accounted for (see Appendix A for more on what constitutes a Tenant Space).

There are a few things to keep in mind if your Tenant Space includes multiple floors/suites:

- Choosing names for each floor/suite in advance will help organize the information, ensuring that all space has been accounted for.
- After you enter your first floor/suite, you will note that below the floor/suite table on the Tenant Home Page there are two Gross Floor Areas (GFAs) displayed: the Sum of Tenant Floor/Suite GFA, and the Tenant Space (Property) GFA (from Portfolio Manager). The latter value is what you entered when you first set up your property, before accessing the Tenant module. **In order to be eligible for recognition, these values must match.** In the example shown below, the first floor/suite entered ("Tenant Space 1") only accounts for 12,000 sq. ft. out of the total 100,000 sq. ft. that this tenant occupies in the building. Remaining floors/suites will need to be added to account for the remaining 88,000 sq. ft.
- Evaluation of the lighting requirement (for purposes of determining eligibility for recognition) is based on a weighted average for all your tenant floor/suites. Therefore, your estimated LEUI for one of multiple floors/suites can be higher than the target – as long as the other floors/suites are efficient enough to compensate, you won't be ineligible for ENERGY STAR Tenant Space recognition.

| Floor/Suite Name | Floor/Suite Gross Floor Area | Action |
|---|---|---|
| Tenant Space 1 | 12,000 sq. ft. | I want to... |
| Sum of Tenant Floor/Suite GFA: | 12,000 (sq. ft.) | |
| Tenant Space (Property) GFA (from Portfolio Manager): | 100,000 (sq. ft.) | |

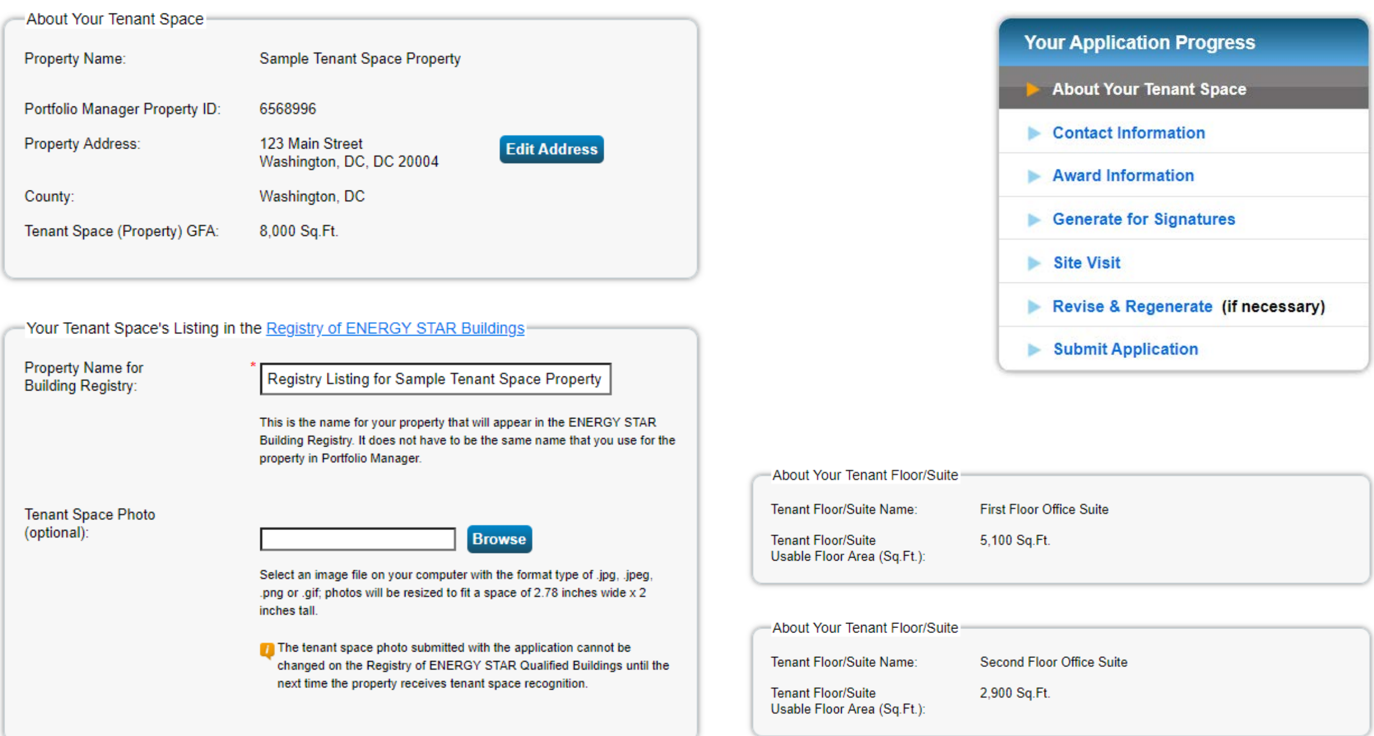
# Applying for ENERGY STAR Tenant Space Recognition

Now that you've set up your tenant space, your next step is to apply for recognition. To get started click the "Eligible to Apply for Tenant Space Recognition" link at the top-right corner of the Tenant module home page to open the application portal.


If your Tenant Space is not currently eligible to apply for recognition, you will instead see a link that says "Not Eligible to Apply for Tenant Space Recognition." There are a number of reasons why your Tenant Space may not be eligible, including a mismatch between the property GFA and the sum of floor/suite GFAs, LEUI exceeding the target value, lack of required meters, or lack of sleep settings for computer equipment.

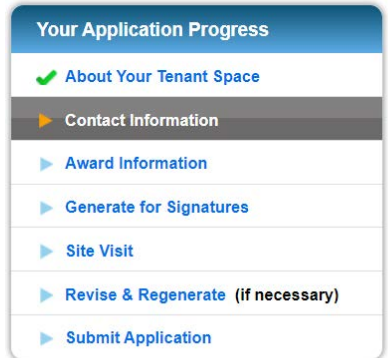
## Step 1: About Your Tenant Space

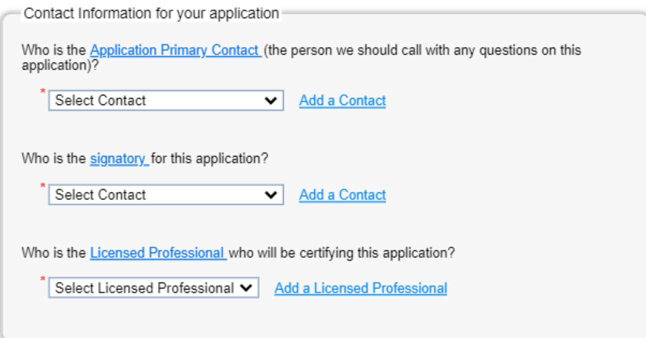
This page is where you can review your basic Tenant Space and floor/suite information and make edits as needed. You can also provide a customized property name for the publicly available ENERGY STAR Building Registry and a photo of your space.



## Step 2: Contact Information

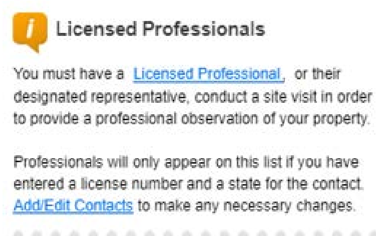
In the next step, you'll be asked to select the Primary Contact for the Application (this is the person who will receive emails with any questions about the application), the Signatory (this should be a direct employee of the tenant organization – not a consultant or SPP), and the Licensed Professional who will perform/supervise the site visit and verify the application contents.



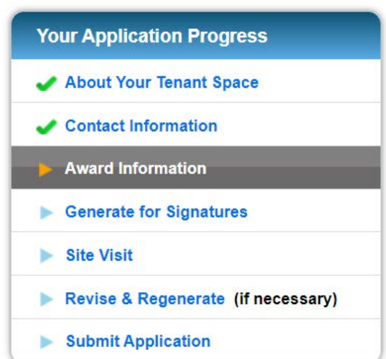

You can choose contacts from the drop-down menus provided or add a new one. If you choose from existing contacts in Portfolio Manager, ensure that all contact information (including email addresses) are up to date for that contact.

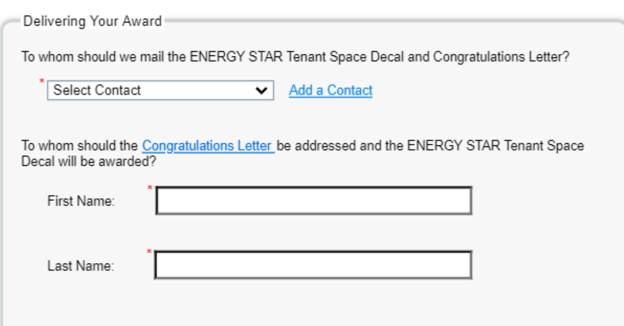
The LP (or someone designated by the LP and operating under their direction) must visit the space in order to verify that the specified lighting and meters are in place. The LP will also review the documentation that the meters are +/-2% accurate, as well as all sections of the application. Finally, the LP will stamp and sign the application, confirming his or her review and verification of the criteria. More details about the role and responsibilities of the LP can be found in the ENERGY STAR Tenant Space LP Guide.



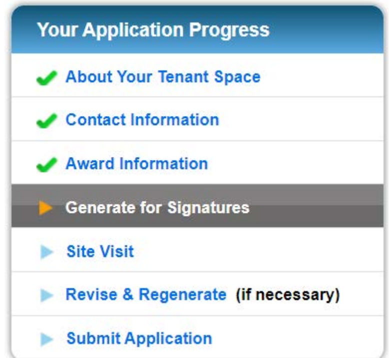

## Step 3: Award Information

Next, select where you would like the ENERGY STAR Tenant Space Decal, Certificate, and Congratulatory Letter mailed (again be sure that the address is correct for any pre-populated contacts in Portfolio Manager). Also enter the name of the person to whom the letter should be addressed.

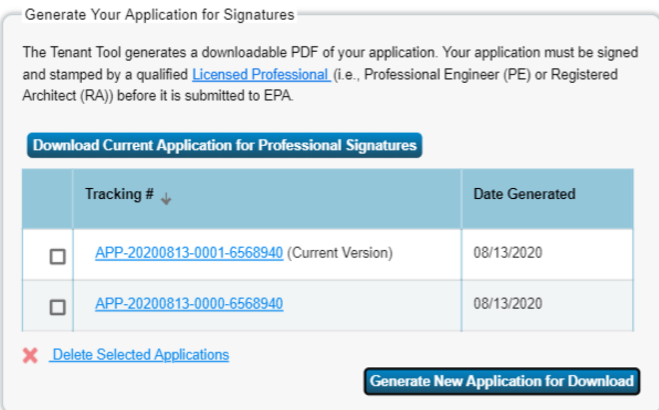


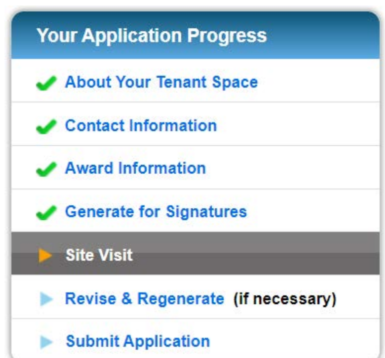
## Step 4: Generate Application for Signatures



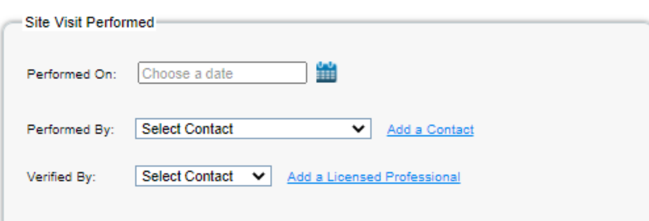

In the next step, you will generate your PDF application for review and signatures. The PDF that you generate at this step should be provided to the Licensed Professional for review during the site visit so that the LP can verify all information. Assuming no issues are found during the site visit that require correction, the LP can then sign and stamp the application and pass it along to the Signatory for their signature as well. (If issues are found that require correction, a new PDF can be generated once corrections have been made – more on this below).

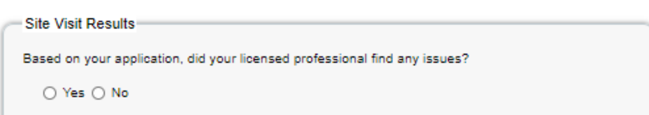



## Step 5: Site Visit

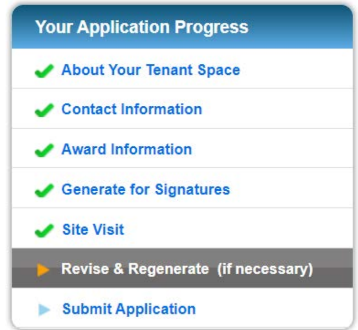



In this step, you'll be asked to provide details on when the site visit was performed, who performed it, and who verified it (this should be the Licensed Professional). You will also be asked if the LP found any issues during the site visit.



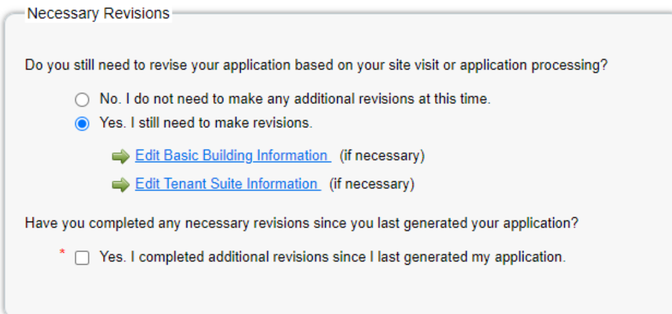



## Step 6: Revise & Regenerate


Your Application Progress

- About Your Tenant Space
- Contact Information
- Award Information
- Generate for Signatures
- Site Visit
- Revise & Regenerate (if necessary)
- Submit Application

If you selected “Yes” to the final question in the Site Visit step, indicating that issues were found, you’ll be directed to the Revise & Regenerate step. In this step, you’ll indicate the areas where corrections need to be made. If revisions were made since you last generated your PDF application in Step 4, you’ll be able to generate a new PDF with updated information for the LP and Signatory to complete and sign.


Necessary Revisions

Do you still need to revise your application based on your site visit or application processing?

No. I do not need to make any additional revisions at this time.

Yes. I still need to make revisions.

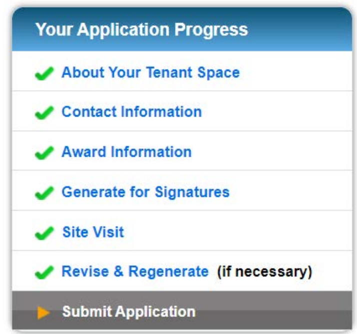
Edit Basic Building Information (if necessary)

Edit Tenant Suite Information (if necessary)

Have you completed any necessary revisions since you last generated your application?

* Yes. I completed additional revisions since I last generated my application.

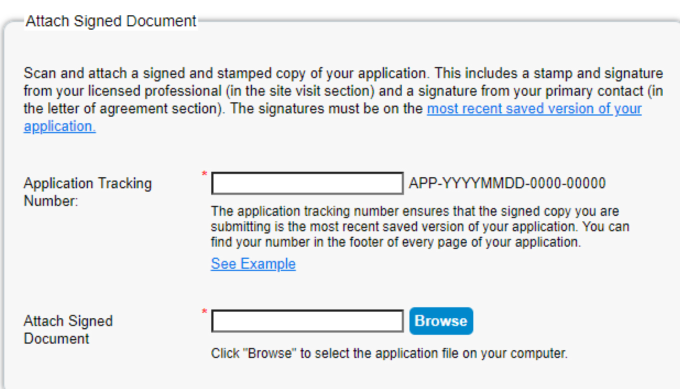
## Step 7: Submit Application


Your Application Progress

- About Your Tenant Space
- Contact Information
- Award Information
- Generate for Signatures
- Site Visit
- Revise & Regenerate (if necessary)
- Submit Application

In the final step of the application process, you’ll enter your application tracking number – you can find this in the lower right-hand corner of your final signed and stamped PDF application. If you generated multiple PDFs during the course of the application process, please be sure that the number you enter matches the final, correct, signed version. You’ll also attach a copy of the completed PDF application at this stage.

You will also be prompted to upload your efficient equipment procurement policy here. The policy may be specific to the tenant space or adopted at a higher level of the organization leasing the space (i.e., corporate-wide). The policy must contain language that confirms that the Tenant will procure ENERGY STAR Certified equipment whenever possible. An example procurement policy can be found in the Resources section on the Tenant Space page.


Attach Signed Document

Scan and attach a signed and stamped copy of your application. This includes a stamp and signature from your licensed professional (in the site visit section) and a signature from your primary contact (in the letter of agreement section). The signatures must be on the most recent saved version of your application.

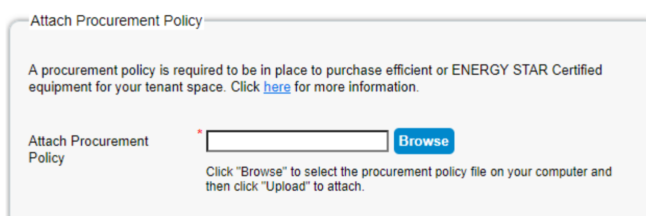
Application Tracking Number: * APP-YYYYMMDD-0000-00000

The application tracking number ensures that the signed copy you are submitting is the most recent saved version of your application. You can find your number in the footer of every page of your application.

See Example

Attach Signed Document * Browse

Click "Browse" to select the application file on your computer.


Attach Procurement Policy

A procurement policy is required to be in place to purchase efficient or ENERGY STAR Certified equipment for your tenant space. Click here for more information.

Attach Procurement Policy * Browse

Click "Browse" to select the procurement policy file on your computer and then click "Upload" to attach.

Once you have uploaded your application and procurement policy, click “Submit.” E-sign your application with your Portfolio Manager credentials and click “Submit to EPA” to finalize your submission.

Once your application has been submitted, please be sure to have your Primary Application Contact pay close attention to their email and watch out for questions from our review team. If you haven’t heard back from our Tenant Space Recognition Review Team by 2 weeks after your application was submitted, you can reach out to TenantRecognition@energystar.gov to inquire about your application’s status.

## Appendix A: What Constitutes a Tenant Space?