

# ENERGY STAR® Tenant Space

What you need to know about EPA's new recognition for office tenants

The simple choice for  
energy efficiency.



## 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.

## Who will be eligible to apply?

Tenants who lease office space in the U.S. – including administrative, financial, and non-diagnostic medical offices – will be eligible to apply for ENERGY STAR Tenant Space recognition. Applications must include all the office space the tenant leases within the building.

## When can we apply?

By the end of 2020. Keep an eye out for more details, which we'll post at [www.energystar.gov/tenantrecognition](http://www.energystar.gov/tenantrecognition).

## What are the criteria for recognition?

To earn ENERGY STAR Tenant Space recognition, you must:

- **Estimate energy use.** Understanding your energy use helps identify actions you can take to make the biggest impact. You will not have to meet an energy use target to qualify for recognition.
- **Meter energy use.** You can't manage what you don't measure!
- **Light efficiently.** Lighting is a major energy user and one of the most cost-effective upgrades. You will need to meet a lighting energy use target to qualify for recognition.
- **Use efficient equipment.** Upgrading equipment reduces the large energy draw from plug loads.
- **Share meter data with the landlord (if requested).** Your data may enable whole building benchmarking, which supports strategic investment in energy performance and is often needed for compliance with local laws and mandates.

## How do I apply?

You will use a new tenant tool within ENERGY STAR Portfolio Manager to apply for recognition. Based on information you enter the tool will estimate energy use for your space and compare your estimated lighting energy use intensity to a target. Learn more about Portfolio Manager [here](#).

## What can I do now to get ready?

1. Gather information about your space
  - Confirm that meters are or will be installed in your space, accounting for all energy that you are directly responsible for and control. Typically, this includes lighting and plug load and may include supplemental HVAC. Document that the meters are certified by the manufacturer to be +/-2% accurate.
  - Document all lighting fixtures and controls in your space. See *What information will I need?* on the next page for details.
  - Record equipment counts. See *What information will I need?* for details.
2. Ensure that a procurement policy is in place, either at the tenant space or corporate level, specifying that the tenant will procure ENERGY STAR certified equipment whenever possible.
3. Set up your tenant space in ENERGY STAR Portfolio Manager®. Refer to [How To Enter and Manage Tenant Spaces in ENERGY STAR Portfolio Manager](#) for step-by-step guidance.
4. Identify a licensed professional (Professional Engineer or Registered Architect) who will be ready to review and stamp your application. Find one near you using our [Licensed Professional Finder](#).

ENERGY STAR® is the simple choice for energy efficiency. For more than 20 years, EPA's ENERGY STAR program has been America's resource for saving energy and protecting the environment. Join the millions making a difference at [energystar.gov](http://energystar.gov).

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## What information will I need?

You can prepare now by gathering the information listed below. You'll need a few pieces of information for the building but most of the information is specific to each floor (or suite) you occupy.

### 1. About the Building

- Building name
- Year built
- Gross floor area (sq. ft.)
- Total number of conditioned floors
- Heating fuel

### 2. About Your Space

You'll need the following information *for each suite or floor you occupy*.

#### Basic Characteristics

- Usable floor area (sq. ft.)
- Are thermostats set back on nights and weekends? (yes/no)
- Orientations with exterior exposure
- Percentage of exterior walls which are glass (based on a visual scan and ranges depicted [here](#))

#### Lighting

- Light source (e.g. LED bulb or fixture, CFL)
- Number of each type of bulb
- Bulb or fixture wattage
- Total number of fixtures
- Sensors: motion (vacancy, occupancy, none); daylight (yes/no); tuning (yes/no)

#### Occupancy

- Weekly operating hours
- Number of workers on main shift

#### Equipment

- Laptop and desktop computers
- Conference room display screens
- Desktop printers
- Full sized copy machines/printers
- Refrigerators
- Commercial coffee makers
- Residential coffee makers
- Vending machines
- Multi-media projectors
- Microwave ovens
- Servers

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