Benchmarking Checklist for Accurate Building Energy Performance Standards

Use this checklist to ensure your energy benchmarking is detailed and accurate enough to establish the correct BEPS targets. If you change any of the information below in ENERGY STAR Portfolio Manager (ESPM) for your annual benchmarking report, you will will need to resubmit your current and any applicable historical reports via the Montgomery County Energy Benchmarking Reporting Portal for DEP to capture the updated information.

Energy Customer Support: (240)-777-7707 | **Email**: Energy@MontgomeryCountyMD.gov

1 VERIFY GROSS FLOOR AREA (GFA)

- GFA is the total building square footage to the outside surface of the exterior walls (not just rentable space). Blueprints, building permits or field measurements are helpful.
- Compare your square footage to what we have on file using the Building Energy Performance Map.
- **Action**: If there is a difference, revise your GFA entry in ESPM and resubmit.

2 CONFIRM BUILDING USE TYPES

- Review how each area of the building is classified in ESPM.
- Make sure all use types and square footage are correct.
- More detailed categorization often leads to more accurate benchmarking. Ask yourself:
  - Has the building been repurposed, or has tenant turnover occurred?
  - Have there been additions or demolitions that affect square footage?
- DEP recommends breaking out property use types and GFA if they meet one of the following criteria:
  - The space accounts for at least 10% of the property's total GFA
  - The space is a high-intensity use type (e.g. lab, data center, restaurant, grocery store)

- **Action**: If yes, update ESPM accordingly and resubmit.

3 CHECK HOW PARKING AREAS ARE METERED AND REPORTED

- Parking energy use (lighting, ventilation, etc.) is considered a transportation use and does not need to be included in your total building energy use.

- Does your building include parking? Is it open, partially or fully enclosed? Is it heated? Is the parking energy included with the building energy meters?

- **Action**: If parking energy is sub-metered or separate, exclude this energy use *and* parking floor area. If parking energy isn't metered separately, add it as a distinct property use in ESPM.

4 IDENTIFY SPECIAL FEATURES OR FACILITIES

- Does the building have a heated swimming pool or EV charging stations? If so, collect the following information:
  - Heated Swimming Pool
    - Pool size — recreational (20x15 yds), short course (25x20 yds), Olympic (50x25m)
    - Indoor vs. outdoor
    - Months in use
  - EV Charging Stations
    - Number of charging stations
    - Type – level 1, level 2 or DC fast

- **Action**: If these are not metered separately to exclude their energy use, add them as a distinct property use in ESPM and add all the details necessary.

5 VERIFY ENERGY DATA

- Confirm whole-building energy use is being captured in ESPM. If you had billing errors in the past year, the auto-upload may need corrections.
- Use utility data aggregation and verify that all meters are accounted for.
- Check that energy meters are using the correct units of measurement in ESPM.
- If generating onsite renewable energy, make sure it's recorded in ESPM.

- **Action**: Update ESPM if you find any missing or incorrect data and resubmit.

6 MONITOR STATUS AND BUILDING PERFORMANCE

- Up to date benchmarking compliance status, building performance metrics, and building energy performance standards for each covered building can be viewed at https://mcbeps.org/.

- **Action**: If you see data you suspect is incorrect, review these steps again or contact DEP for help.