

Compliance Checklist

In 2015, covered buildings are required to complete these steps no later than **August 1st**.

All completed benchmarking submissions received by August 1, 2015 will be treated as in compliance with the ordinance this year. **After 2015, June 1st will remain the ongoing annual deadline.** Please visit the **Chicago Energy Benchmarking Website** for step-by-step guidance, training sign-up, and other free resources: www.CityofChicago.org/EnergyBenchmarking.

<input type="checkbox"/> 1. Get Started - Suggested 2015 Completion Date: May 8, 2015		
<input type="checkbox"/>	Determine whether your building(s) must comply in 2015	<ul style="list-style-type: none"> Commercial and municipal buildings 50,000-250,000 square feet and residential buildings 250,000 square feet and larger must benchmark (Step #2), verify (Step #3), and report (Step #4). Commercial buildings 250,000 square feet and larger that complied in 2014 must benchmark (Step #2) and report (Step #4).
<input type="checkbox"/>	Identify a benchmarking lead	<ul style="list-style-type: none"> Designate a building staff member or 3rd party partner. Arrange for in-house or 3rd party data verification (Step #3).
<input type="checkbox"/> 2. Benchmark Your Building(s) - Suggested 2015 Completion Date: May 29, 2015		
<input type="checkbox"/>	Create a Portfolio Manager account	<ul style="list-style-type: none"> Visit http://www.energystar.gov/portfoliomanager You may use existing Portfolio Manager accounts and profile(s)
<input type="checkbox"/>	Gather basic information required by Portfolio Manager and set up property profile(s)	<ul style="list-style-type: none"> Required info for various property use types is available at: http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details Refer to the <i>Benchmarking Guide</i> at http://www.CityofChicago.org/EnergyBenchmarking
Obtain monthly, whole-building energy use data for January-December 2014 (all fuel types)		
<input type="checkbox"/>	<input type="checkbox"/>	Electricity: Request whole-building 2014 electricity use through ComEd's Energy Use Data System: www.ComEd.com/EnergyUsageData
	<input type="checkbox"/>	Natural Gas: Request whole-building 2014 natural gas use data from Peoples Gas: www.PeoplesGasDelivery.com/Business/Aggregation.aspx
	<input type="checkbox"/>	Other Fuel Types: Refer to monthly bills for other fuel types (ex: chilled water, steam, diesel, oil, etc.)
<i>Note: Buildings may also enter monthly energy use data directly from energy bills.</i>		
<input type="checkbox"/>	Enter property uses & details into profile(s)	<ul style="list-style-type: none"> On the DETAILS tab, use the ADD ANOTHER TYPE OF USE menu to select a property use. Click ADD and enter requested info, and repeat for add'l property uses.
<input type="checkbox"/>	Enter energy use data for all fuel types	<ul style="list-style-type: none"> On the METERS tab, click ADD ANOTHER METER. Enter requested info, and repeat for add'l meters or fuel types. <i>Note: Chicago's ordinance does not require water or cost data.</i>
<input type="checkbox"/>	Enter your Chicago Energy Benchmarking ID(s)	<ul style="list-style-type: none"> On the DETAILS tab, click UNIQUE IDENTIFIERS (IDS). From STANDARD IDS, select CHICAGO ENERGY BENCHMARKING ID. Enter the 6-digit ID (listed on notification letter).

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<input type="checkbox"/> 3. Verify Building Data - Suggested 2015 Completion Date: June 19, 2015 (for first-time compliers only; official data verification is required every three years)		
<input type="checkbox"/>	Generate a Data Verification Checklist in Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, under ENERGY STAR PERFORMANCE DOCUMENTS, click DATA VERIFICATION CHECKLIST. Specify SINGLE YEAR timeframe, ending DEC 2014 using the dropdown boxes, and download the Data Verification Checklist. Buildings do not need to submit the signed Data Verification Checklist to the City, but buildings are required to produce it upon request.
<input type="checkbox"/>	Have a recognized professional review and sign the Data Verification Checklist and save it for your records.	Recognized data verifier credentials (as of March, 2015): <ul style="list-style-type: none"> Professional Engineer (State of IL) Licensed Architect (State of IL) Building Operator Certification Level I (MEEA) Building Energy Technology Certificate (City Colleges of Chicago) Certified Energy Manager (AEE) Building Energy Assessment Professional(ASHRAE)
<input type="checkbox"/>	Add data verifier information to Portfolio Manager	<ul style="list-style-type: none"> On the DETAILS tab, scroll down to the PROPERTY NOTES field. In the text field, type: verifier's name, organization, email, recognized credential, unique identifying information (ex: license or certificate number), and date of verification.
<input type="checkbox"/> 4. Report to the City – Suggested 2015 Completion Date: July 1 – August 1, 2015. (All completed benchmarking submissions received by August 1, 2015 will be treated as in compliance with the ordinance this year. After 2015, June 1st will remain the ongoing annual deadline.)		
<input type="checkbox"/>	Generate and review the building's report in Portfolio Manager	<ul style="list-style-type: none"> Click on the reporting link at www.CityofChicago.org/EnergyBenchmarking. Scroll down to YOUR RESPONSE, select building(s) from the PROPERTIES dropdown box, and click GENERATE RESPONSE PREVIEW. Review any data alerts or other instructions that may appear. In the TEMPLATES AND REPORTS table, find the row for 2015 CHICAGO ENERGY BENCHMARKING REPORTING; under the ACTION menu in that row, select DOWNLOAD PREVIEW IN EXCEL from the dropdown box. Review the resulting Excel preview data that will be shared with the City (fields that do not apply to the building will be left blank).
<input type="checkbox"/>	Submit the report to the City through Portfolio Manager	<ul style="list-style-type: none"> On the REPORTING tab, in the TEMPLATES AND REPORTS table, find the row for 2015 CHICAGO ENERGY BENCHMARKING REPORTING; under the ACTION menu, select SEND RESPONSE (<i>Note: reporting to the City is distinct from sharing data through Portfolio Manager's SHARE tab</i>). Review any data alerts or other instructions that may appear. Enter requested information, e-sign with your Portfolio Manager username and password, and click SEND DATA. Save the ENERGY STAR Portfolio Manager confirmation email.

Questions? We Can Help!

- Guidance, training, and other free resources: www.CityofChicago.org/EnergyBenchmarking
- Chicago Energy Benchmarking Help Center: (855) 858-6878 (M-F, 9:00am-5:00pm) or email Info@ChicagoEnergyBenchmarking.org