Data Needed for Energy Use Intensity (EUI) Benchmarking

Use this worksheet to collect the data you will need for a complete submission in the free EUI benchmarking.

About You / Your Organization

Your name and email *(only used for your account, please use business email matching organization since suspicious accounts will be deleted)* and your organization name *(if we can include you in the list of participants)*

Your organization type: _____

(Please pick from list on site – can be used to filter the results in the online report)

About Your Facility and Energy Use

Your facility Gross Floor Area: _____

(The Gross Floor Area (GFA) is the total property square footage, see below for more detail.)

Your facility type: _____

(pick from list on site – can be used to filter the results in the online report)

Your facility age: _____

(in years – will be grouped into categories and can be used to filter results in the online report)

Your facility climate zone: _____

(pick from list on site – can be used to filter the results. Find your climate with this tool for US locations: http://energy-models.com/tools/ashrae-climate-zones-city *)*

Your facility's annual energy use by type of energy in kWh:

From your utility - Electricity: _____ Natural Gas: _____

District systems - Heating: _____ Cooling: _____

Onsite - Renewable: _____ Generator/CHP: _____

All Other Fuels: _____

(Enter data in kWh - thousand-watt hours. See below for unit conversions.)

Next Steps

1. Open the survey and enter your data. Click submit to save
2. You will receive an email confirming the email address and facility ID used for your submission, and the link to the report. (Normally this is within a few minutes, but it may take longer.)
3. It will take a day for your data to show up on the chart

Contact us at email below with any questions.

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Key Data Definitions

The Gross Floor Area (GFA) is the total "property" square footage, and a "property" can be a:

- Single building
- Campus of buildings
- Part of a building (such as a single tenant space).

Depending on which above type you have, your exact GFA is determined differently:

- "Single buildings" and "campuses of buildings," measure the GFA between the outside surface of the exterior walls of the building(s). This includes all areas inside the building(s) including supporting areas. GFA is not the same as rentable space, but rather includes all area inside the building(s).

  Include in GFA: lobbies, tenant areas, common areas, meeting rooms, break rooms, atriums (count the base level only), restrooms, elevator shafts, stairwells, mechanical equipment areas, basements, storage rooms.

  Do not include in GFA: exterior spaces, balconies, patios, exterior loading docks, driveways, covered walkways, outdoor play courts (tennis, basketball, etc.), parking (How to enter parking?), the interstitial plenum space between floors (which house pipes and ventilation), crawl spaces. Although you do not include these areas in your GFA, you do include their energy use. The energy use evaluated should be all the energy required to operate your building, which includes the energy used both inside and out.

- "Parts of a building," such as tenant spaces, measure the GFA of the "usable square feet." Usable square feet include the specific area the tenant occupies to do business. Learn more about how to benchmark a tenant space.

The annual energy by type of energy and units should include all sources of energy for the total energy consumed by the building in one year. If your energy use is not for a complete year, prorate for 365 days.

The most common types of energy are electricity and natural gas provided by your power company. Any other type of energy (heating/cooling district, diesel, fuel oil, solar/wind power, geothermal, etc.) should be combined and entered in the "all other" filed.

The most common energy units can be selected for each energy type (kWh, kCF, kBtu – all units in thousands). Contact your energy supplier or engineering consultant to convert energy from other sources into one of these units for entry. Some conversions:

- 1 Cubic Feet (CF) Of Natural Gas = 0.2931 Kilowatt-hours (kWh)
- 1 British Thermal Unit (Btu) = 0.0003 Kilowatt-hours (kWh)
- 1 dekatherm = 1 million Btu = 300 kWh
- Steam energy can be converted to enthalpy (heat content) using a default conversion value of 1,194 Btus per pound of steam (heat content of saturated steam at the most common district system delivery pressure of 150 psi).