

Benchmarking Checklist: Previously Benchmarked Buildings

Has there been a change in building management or ownership?

Have you changed natural gas providers?

If you answered no to both questions, continue with the following steps. If you answered yes, please follow the detailed instructions on our website at www.denvergov.org/EnergizeDenver > Benchmarking Ordinance > Benchmarking Help.



1
Log in to your ENERGY STAR account and check your Denver Building ID is entered correctly.



2
Check that all energy data for your building is entered for the entire reporting year.



3
Run the data checker in ENERGY STAR.



4
Download the Energize Denver Benchmarking Data Request.



5
Generate, Review, and submit your report. Done!

1) Update your Portfolio Manager Account

- Verify that the Building's Denver Building ID (DBID) is Entered Correctly.**

In the property's 'details' tab, check that the correct Denver Benchmarking ID is entered as a 'Standard ID'. Find your Denver Building ID at www.denvergov.org/EnergizeDenver > Benchmarking Ordinance > Benchmarking Help.

2) Verify Your 2019 Data is Complete

- In the 'Energy' tab verify that all energy data is entered from January 2019 - January 2020.
- Within the 'details' tab in the "Property Notes" field, enter any contextual information about your building that you wish to have publicly disclosed.

3) Run Data Checker

- In the 'Summary' tab run Portfolio Manager's Data Quality Checker.

4) Download the Energize Denver Benchmarking Data Request

- Load the 2020 Denver Benchmarking Data Request.** Go to bit.ly/2020EnergizeDenver

5) Generate and Send your Report to the City

- Send the Response.**
In your Portfolio Manager account, using the 2020 Denver Benchmarking Data Request, Generate, Preview, and Send your response to submit your report to the City.
- Receive Confirmation.**
Within 24 hours, you will receive a confirmation email from Energize Denver letting you know the building is either "In Compliance" or "In Progress". **** Your building is not in compliance until you have received confirmation from Energize Denver. You can check your building's status on the compliance status report, available at www.denvergov.org/EnergizeDenver > Benchmarking Ordinance. ****

Questions? Visit denvergov.org/EnergizeDenver, email EnergizeDenver@denvergov.org,

or call the Help Center at 844-536-4528