

BENCH & MARKING REPORTING

SEATTLE
ENERGY

*Review the Director's Rule
at [www.seattle.gov/dpd/
EnergyBenchmarking](http://www.seattle.gov/dpd/EnergyBenchmarking) to confirm
that your property is subject to
Seattle's benchmarking
requirements*

Compliance Checklist

Follow these steps to use the U.S. EPA's Portfolio Manager to comply with the City of Seattle's Energy Benchmarking and Reporting requirements. Our How-To Guide and Benchmarking Training Webinar provide detailed step-by-step instructions. Both can be found under the Education and Training tab at www.seattle.gov/dpd/EnergyBenchmarking.

1. Get started

- Confirm the accuracy of the building information provided by the City of Seattle. Please e-mail corrections to EnergyBenchmarking@seattle.gov
- Gather building and space attribute information. Use the Portfolio Manager Data Collection Worksheet as a guide: www.energystar.gov/ia/business/downloads/PM_Data_Collection_Worksheet.doc

2. Create a building profile in Portfolio Manager

- Log into Portfolio Manager at www.energystar.gov/benchmark and create a record for your building
- Enter general information about your building
- Input size and use attributes for the spaces within your building

3. Set up automated benchmarking for utilities serving your building

- Compile a list of all gas, electric or steam meters serving your building (not meter readings)
- Sign up with each utility for automated data upload, following their specific instructions
 - Seattle City Light:** www.seattle.gov/light/accounts/energyusage/
 - Puget Sound Energy:** www.pse.com/accountsandservices/PropertyManagers/Pages/Automated-Benchmarking.aspx
 - Seattle Steam:** www.seattlesteam.com
- After 48 hours, confirm that each utility has uploaded aggregated energy use data for each of the previous 24 months

4. Authorize annual reporting to the City of Seattle

- Select the **City of Seattle Annual Reporting** as an authorized service provider for your building
- Input the City of Seattle Building ID as listed in your notification letter (contact the Benchmarking Technical Support Hotline if missing)

*Benchmarking Technical Support
EnergyBenchmarking@seattle.gov
(206) 727-8484
8:00 AM to 5:00 PM
Monday - Friday*