

Elevate Buildings

BENCHMARKING AND TRANSPARENCY COMPLIANCE CHECKLIST

INTRO

Salt Lake City requires commercial buildings above 25,000 sqft to benchmark and report energy usage as part of our commitment to reduce greenhouse gas emissions and improve air quality. This document guides the owner or designated owner through the necessary steps for compliance.

The following table shows first year benchmarking compliance dates:

Who	First Reporting Date	First Disclosure Date
Municipal Facilities	May 1, 2018	September 1, 2018
Governed Buildings 50,000 sqft and above	May 1, 2019	September 1, 2020
Governed Buildings 25,000 sqft and above	May 1, 2020	September 1, 2021

GET STARTED

1. Decide who will be your benchmarking administrator, the person responsible for gathering building data and entering it into the Portfolio Manager.
2. Find out if you need to comply here (coming soon online). Remember to correct any information on the building or contact. Apply for an exemption if applicable (Exemption forms coming soon).

SETUP

3. Get your unique building identifier ([Click here!](#)).
4. Create an account in [EPA's Portfolio Manager](#), a free, online energy tracking tool.
5. Add a Property to enter information about the building and its use(s). You will have to know characteristics like gross floor area, space attributes, occupancy, operating hours, plug-loads.
6. Sign up for automated utility data for both [electric](#) and [gas](#). You'll need your Energy Star Portfolio Manager account information, Rocky Mountain Power meter numbers for each electric meter servicing your building (found on the bill), and Dominion Energy meter numbers (also on bills).

DATA ENTRY

7. Update any information necessary for the reporting year.
8. In "Property Notes" box in Portfolio Manager, enter any contextual information about your building's energy performance that you wish to be included in disclosures. Particular stories, upgrades, etc.
9. Run data quality check.

REPORT RESULTS

10. Access the SLC Reporting Template (available January on SLCgreen.com) and generate the report via Portfolio Manager.
11. Click "Send Response" to submit. If not using Portfolio Manager please [use this spreadsheet](#) and submit to benchmarking@slcgov.com.
12. Retain the confirmation email that you receive and other records related to energy benchmark reporting.

BEYOND BENCHMARKING

13. Understand your score. Find ways to improve your score. Boost your efficiency using the many resources and incentives in Salt Lake City (coming soon!).

Please email benchmarking@slcgov.com with any questions.