

# 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. To find out your compliance status, [click here](#). Remember to correct any information on the building or contact. Apply for an exemption if applicable (exemption form [here](#)).

### SETUP

3. Find your Salt Lake City Building ID ([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). **Enter your Salt Lake City building ID into the [Standard ID](#) field of your building profile.** You will need to know characteristics like gross floor area, space attributes, occupancy, operating hours, plug-loads.
6. Enter 12 months of the previous year's electricity and natural gas consumption information for all of your building's meters (energy data for 2018 is reported on May 1, 2019). If you choose, you can subscribe to automated energy benchmarking services made available by both [Rocky Mountain Power](#) and [Dominion Energy](#) that will enter your energy data automatically.

### 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. Visit [slcgreen.com/elevate](http://slcgreen.com/elevate). Click on the "Report Data Here" button.
11. Click "Send Response" to submit.
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, at the [Elevate Buildings](#) page.

Please email [benchmarking@slcgov.com](mailto:benchmarking@slcgov.com) with any questions.