

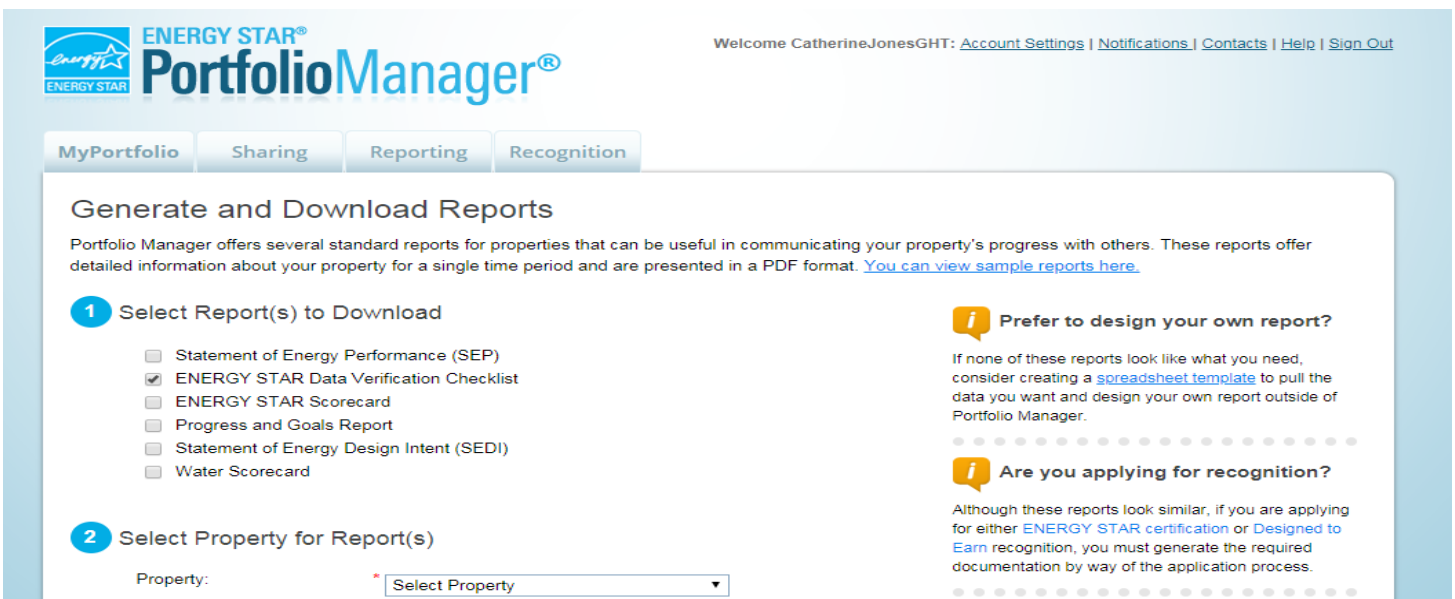
ENERGY STAR Data Verification Checklist Guide

1. Select the REPORTING tab in your ENERGY STAR Portfolio Manager and navigate to DATA VERIFICATION CHECKLIST under the ENERGY STAR Performance Documents title.



The screenshot shows the ENERGY STAR Portfolio Manager interface. The 'Reporting' tab is selected. On the right, under 'ENERGY STAR Performance Documents', the 'Data Verification Checklist' link is highlighted. Below the main content area, there is a table for 'Templates & Reports (14)' with columns for Name, Status, and Action.

2. Under Select Report(s) to Download, check the box for ENERGY STAR Data Verification Checklist.



The screenshot shows the 'Generate and Download Reports' page. Under the '1 Select Report(s) to Download' section, the 'ENERGY STAR Data Verification Checklist' is selected. There are also informational sections on the right: 'Prefer to design your own report?' and 'Are you applying for recognition?'.

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3. Continue following the questions by selecting the name of your property, timeframe for the report, and appropriate contacts. Complete this step by clicking GENERATE & DOWNLOAD REPORT(S).

1 Select Report(s) to Download

- Statement of Energy Performance (SEP)
- ENERGY STAR Data Verification Checklist
- ENERGY STAR Scorecard
- Progress and Goals Report
- Statement of Energy Design Intent (SEDI)
- Water Scorecard

2 Select Property for Report(s)

Property: *

3 Select Timeframe for Report(s)

Timeframe: * for:

4 Select Contacts for Report(s)

Select Property Contacts:

Primary Contact: [Add Contact](#)
Property Owner: [Add Organization](#)
Verifying Professional: [Add Contact](#)

Prefer to design your own report?

If none of these reports look like what you need, consider creating a [spreadsheet template](#) to pull the data you want and design your own report outside of Portfolio Manager.

Are you applying for recognition?

Although these reports look similar, if you are applying for either [ENERGY STAR certification](#) or [Designed to Earn](#) recognition, you must generate the required documentation by way of the application process.

Metrics on your Reports

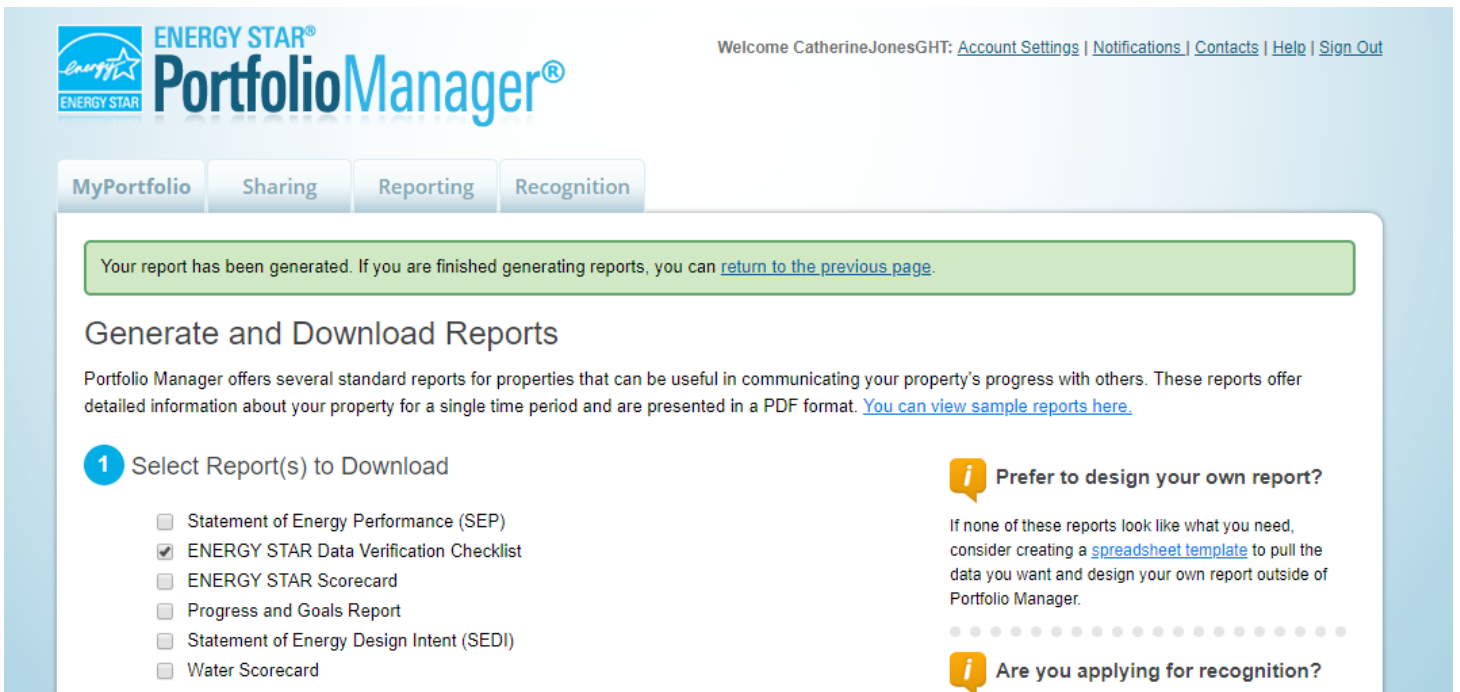
In order to calculate metrics for your property for a given time period, there must be 12 months of complete meter data and property use detail information. If metrics (including the score) cannot be calculated for any reason, they will appear as "N/A" in your report.

[Generate & Download Report\(s\)](#) [Cancel](#)



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4. Once your report has been generated you will see a message in a green box at the top of your page.




The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR PortfolioManager®". At the top right, it says "Welcome Catherine.JonesGHT: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)". Below the header are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". A green message box states: "Your report has been generated. If you are finished generating reports, you can [return to the previous page](#)." Below this is the section "Generate and Download Reports" with the text: "Portfolio Manager offers several standard reports for properties that can be useful in communicating your property's progress with others. These reports offer detailed information about your property for a single time period and are presented in a PDF format. [You can view sample reports here](#)." Underneath is a numbered step "1 Select Report(s) to Download" with a list of reports: "Statement of Energy Performance (SEP)", "ENERGY STAR Data Verification Checklist" (checked), "ENERGY STAR Scorecard", "Progress and Goals Report", "Statement of Energy Design Intent (SEDI)", and "Water Scorecard". To the right, there are two informational boxes. The first is titled "Prefer to design your own report?" and says: "If none of these reports look like what you need, consider creating a [spreadsheet template](#) to pull the data you want and design your own report outside of Portfolio Manager." Below this is a row of 15 dots. The second box is titled "Are you applying for recognition?"



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5. Your Data Verification Checklist should generate and will automatically pop-up on your screen. You can use this tool to see the status of your energy, water, or waste data without generating an application. This is useful to compare year over year data and to stay on track to achieve goals. If you have questions, contact oes@ghtltd.com.



LEARN MORE AT
energystar.gov

ENERGY STAR® Data Verification Checklist

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ENERGY STAR®
Score¹

Sample Building

Registry Name: Sample Building
Property Type: Office
Gross Floor Area (ft²): 238,319
Built: 1988

For Year Ending: Feb 28, 2018
Date Generated: Apr 16, 2018

1. The ENERGY STAR score is a 1-to-100 assessment of a building's energy efficiency as compared with similar building nationwide, adjusting for climate and business activity.

Property & Contact Information

Property Address

Sample Building
1110 N. Glebe Road
Arlington, Virginia 22201

Property ID: 6205298

Property Owner

() - _____

Primary Contact

() - _____

1. Review of Whole Property Characteristics

Basic Property Information

