Brisbane Building Efficiency Program Reporting Checklist

A checklist for complying with the Brisbane Building Efficiency Program requirement using ENERGY STAR Portfolio Manager.

☐ Check to See if Your Building is Required to Comply

a. Check the Master Buildings List to see if your property must comply and to obtain your Unique Building Identifier (UBID), which is needed for benchmarking in ENERGY STAR Portfolio Manager.

b. Required properties include:
   ○ Privately owned property and the building has a Gross Floor Area of 10,000 square feet or more; or
   ○ Property owned by any other governmental agency that is required to comply with the City's building codes under California Government Code Section 53090, et seq., or successor legislation, and the building has a Gross Floor Area of 10,000 square feet or more.

c. Excluded properties are:
   ○ One- and two-family dwellings and related accessory structures;
   ○ Multifamily properties with four or fewer dwellings;
   ○ Condominium projects as defined in California Civil Code §§ 4125 and 6542;
   ○ Broadcast antennas; utility pumping stations; and
   ○ Other buildings not meeting the purpose of this Chapter, as determined by the Department.

☐ Create a Portfolio Manager Account if You Do Not Already Have One

a. Building owners who need to comply must create a Portfolio Manager account prior to entering annual energy and water data.

☐ Add Your Building in Portfolio Manager

a. Once an account is created, owners can add the building to the account. In “My Portfolio” click “Add a Property” and carefully read and follow the steps to add your building. For help, here is the Portfolio Manager Quick Start Guide

☐ Add Building IDs

a. Add the following required information to your building in Portfolio Manager under ‘Details’ > ‘Unique Identifiers’
   ○ Custom IDs:
     ■ Custom ID 1: “Number of Floors” (e.g. 1, 2, 3, etc)
     ■ Custom ID 2: “Electricity Provider” (e.g. PCE or PG&E or Direct Access)
     ■ Custom ID 3: “Electricity Rate” (e.g. PCE EcoPlus (default PCE tariff) or PCE Eco100, or PG&E E-Green Tariff, or PG&E Default)
   ○ Unique Building ID: Each building required to report has a Unique Building Identification (UBID). Your UBID can be found here. (e.g. 849VMHPW+PXV-9-9-9-10 is the City Hall UBID)

☐ Enter your Building’s Energy and Water Data
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a. Building owners must report calendar year (Jan 1 through Dec 31) whole-building energy and water data.

b. **Energy:** *Includes consumption of electricity, natural gas, solar, propane, etc.*
   ○ Use [Pacific Gas & Electric’s Building Benchmarking Portal Instructions](#) to set up automatic upload of aggregated whole-building energy data directly into your Portfolio Manager account for the fuels which PG&E provides you. Manually upload monthly energy data provided by other parties under a separate energy meter.

c. **Water:** *Includes consumption of potable water, reclaimed water, well water, etc.*
   ○ Create a water meter under the property’s ‘Water’ tab for all types of water provided to you. Manually upload monthly consumption data for each meter month by month or in bulk.

☐ **Run the Data Quality Checker**
   a. Once all energy data for the entire calendar year has been entered into Portfolio Manager, owners must run the Data Quality Checker under “Check for Possible Errors” on the Summary tab. Any red errors found related to energy use must be addressed before a report can be submitted.

☐ **Submit your Data Report to the City of Brisbane**
   a. To comply with the Brisbane Building Efficiency Program, you must submit your energy and water report to the city through Portfolio Manager every year. Click the required reporting link by selecting the reporting URL from the city website.

☐ **Share your Data with Brisbane’s ENERGY STAR Portfolio Manager Account**

   In order to share a property with the City of Brisbane, you must first be “connected” to them in Portfolio Manager. Follow the summarized instructions below or refer to the linked instructions.

   1. Click “Contacts” in the upper right-hand corner of the Portfolio Manager home screen and then follow these steps:
      a. Click “Add Contact” and search for “City of Brisbane Building Efficiency Program”
      b. Click “Connect” to send a connection request
   2. You will receive a confirmation once they accept and then you can share property(ies)
   3. Under the “Sharing” tab on the Portfolio Manager home screen, click “Share (or Edit Access to) a Property”, and then follow these steps:
      a. Select the property(ies) you want to share from the drop-down menu. You can select a single property, multiple properties, or all properties in your account.
      b. Select “City of Brisbane Building Efficiency Program” as the contact to share your property(ies) with
      c. Choose your preferred level of sharing permissions (any level will suffice) and click “Share Property(ies)"