

The City of Seattle flags annual benchmarking reports with possible errors for further review, including buildings with outlier energy use (either extremely low or high), buildings who could be missing a fuel or meters, and buildings with potential errors in reporting square footage. Accurate annual reporting is a requirement per Seattle Municipal Code (22.920.120). Reports with possible errors or inaccuracies require additional verification to be considered compliant. If your report is flagged for verification, you must review the following and submit this document to energybenchmarking@seattle.gov for review:

STEP 1 VERIFY ENERGY SOURCES AND METERS

The benchmarking report must include common area and tenant meters for heating and cooling, hot water, cooking and electricity that is billed by Seattle City Light, Puget Sound Energy, and/or CenTrio (formerly Enwave/Seattle Steam), as well as any delivered fuels like heating oil. NOTE: Fuel used for back-up or emergency generators does not need to be included. If the report uses an "aggregate" or "virtual" meter from Seattle City Light (SCL) or Puget Sound Energy (PSE), contact the utilities to obtain meter lists. **Please circle ALL fuel sources used in common and tenant spaces used at this building.**

Electricity	Steam	Other, specify:
Gas	On-Site PV	_____

- I certify that all energy sources are accurately reported in the Portfolio Manager metric calculations.
- I certify that all active (current) energy meters are included in the energy metrics.

STEP 2 VERIFY GROSS FLOOR AREA AND PARKING ACCURACY

Parking floor area should not be included in the total Portfolio Manager gross floor area (GFA). Review King County Assessor records and building documentation. Update Portfolio Manager GFA as needed.

- I certify that all the total and parking square footage in the Portfolio Manager account is accurate.

STEP 3 VERIFY THAT ALL SPACE TYPES ARE CORRECTLY BENCHMARKED

Review all space types in your building and ensure they are accurately entered into Portfolio Manager.

- I certify that all of the property uses and use details are accurate and up to date.

STEP 4 UPDATE ALL DEFAULT SPACE USE DETAILS WITH ACTUAL VALUES

If your building has been flagged for default data, review all space use details to ensure no 'default' data is used.

- I certify that no default data is used for space use details and all values are up to date.

STEP 5 SIGN AND SUBMIT THIS FORM TO THE CITY OF SEATTLE

Initial all statements that begin with "I CERTIFY".
 Email to energybenchmarking@seattle.gov with your building ID and contact information.

For support, contact the Help Desk at energybenchmarking@seattle.gov or 206-727-8484. In person help available by appointment.

NOTE: It is the responsibility of the building owner on record to confirm accurate annual compliance. Failure to correct an inaccurate benchmarking report will result in fines.