Building Energy Asset Score: Quick Start Guide - *Audit Template*

The Audit Template feature of the web based Building Energy Asset Score tool may be used to collect, store and report building energy audit data. After entering building audit data into the tool, users may generate an audit data report which lists all of the data entered and calculated tables and charts outlining the building energy use by energy type and end use, and the cost and payback of energy saving opportunities. The audit data report will be available to download in PDF, CSV, or XML* file formats by the user and by city officials who have been granted City Access to submitted reports associated with the selected report type.

How to Access and Input Data

To access the Audit Template, visit https://buildingenergyscore.energy.gov, register for an Asset Score account, and log in. To create and submit a building audit data report file in the Asset Score tool, follow the seven steps outlined on the next page of this guide.

The data entry input fields available in the Audit Template and the audit data report follow the ASHRAE/ACCA Standard 211P, Standard for Commercial Building Energy Audits. Additional data fields required by specific cities are included where applicable. The icons below identify input categories on the data entry screens in the tool:

- ☑ ASHRAE Level 2 inputs
- ⛃ City specific inputs
- ★ Fields required for city reporting

Users may gather data pertaining to an ASHRAE/ACCA Standard 211P, Standard for Commercial Building energy audit separately prior to using the tool, or may enter data directly into the tool as it is being gathered using a mobile device.

Submitting to a City

Some cities include a minimum set of reporting requirements that are specific to ordinances governing audit submissions. The Audit Template tool verifies the minimum reporting requirement for each of these ordinances and will prompt the user if any of the requirements are not met. Once the reporting requirements are complete, the audit report may be submitted to the City through the submission page. To begin the data entry and submission process, if you are submitting to:

- ***New York City in compliance with the Local Law 87 (LL87):*** Select "NYC Energy Efficiency Report" for New York City audit reports from the Audit Reporting Tool button drop down menu and enter Borough, Block, and Lot (BBL) information. Multiple buildings may be added to a BBL Property, linked by their Building Information Numbers (BIN), however, individual building data is entered and submitted separately.

- ***The City of San Francisco in compliance with the Existing Commercial Buildings Ordinance (ECBO)****:* Select "Other City Report" from the Audit Reporting Tool button drop down menu and "San Francisco" from the Report Type drop down menu

- ***The City of Berkeley in compliance with the Building Energy Savings Ordinance (BESO):*** Select "Other City Report" from the Audit Reporting Tool button drop down menu and "Berkeley" from the Report Type drop down menu

Where to go for Help

To assist with data entry, each screen has a Help icon ❓ that links to an associated module of an online Audit Template User Guide. The User Guide is connected to the Asset Score Help Desk, which may be used to submit a support ticket to request additional assistance.

- Audit Template User Guide: https://help.buildingenergyscore.com/support/solutions/8000051362
- Asset Score Help Desk: https://help.buildingenergyscore.com/support/home

* The XML files follow the format of BuildingSync® XML developed by National Renewable Energy Laboratory. BuildingSync® is a standardized language for commercial building energy audit data that software developers may use to exchange data between audit tools. For information on BuildingSync, visit https://buildingsync.net.

Audit Template Data Input

Enter data into the Audit Template by navigating among the tabs available on the data entry screens below, and submit when complete.

1. Building Information

Select "NYC Energy Efficiency Report" for New York City audit reports from the green Audit Reporting Tool button drop down menu, and complete BBL and BIN entries. Select "Other City Report" for all other audit reports. Enter building name, report type, year of construction, gross floor area, and location. Click the "Create Building" button to continue.

Note: Report type selections identify the name of the city or jurisdiction that will be receiving the audit report.

2. Contact Information and Audit Details

Complete sections that include audit details including and audit completion dates, and audit team and building staff contacts.

3. Facility Description

Complete sections related to information of the audited building, including building use types, building envelope characteristics and major installed equipment components such as HVAC, lighting, and service hot water systems. The information may be based on on-site observations, review of architectural drawings and specifications, measurements or engineering calculations.

4. Utility Data and Benchmarking

Specify energy supply sources and enter energy use data. An annual summary displaying average annual energy use and cost by energy supply source will be generated. Metering and energy systems configuration entries may be required for selected city reports. Benchmarking data, including the building's Energy Use Intensity (EUI) and target energy savings may also be provided in this section.

5. Energy Use Breakdown and QA/QC

Enter estimated building energy use by end use for all energy supply sources. Totals will be calculated and displayed in an 'End Use Summary' table. These will be used to verify that the estimated energy use by end use estimates align with historical energy use.

6. Energy Savings Opportunity

Enter packages of recommended low cost, no cost, and potential capital energy efficiency measures and energy and cost savings that have been manually calculated or generated by a third party energy modelling software. Calculated net measure costs, ROI and payback years will be displayed.

7. Submit to City

Select the "Submit to City" button to submit a completed audit report to city officials associated with the selected Report Type. Once the building has been submitted, the City would be notified that audit report files are available to download. Users will also receive a confirmation email and may download the same files for their own records.

Note: Some Cities may have a specific certificate that would need to be signed and submitted along with the audit report. The 'Submit to City' screen allows auditors to upload a completed and signed version of such documents. Some City reports may also include a prompt for a confirmation of audit completion affidavit that must be entered before submission.