

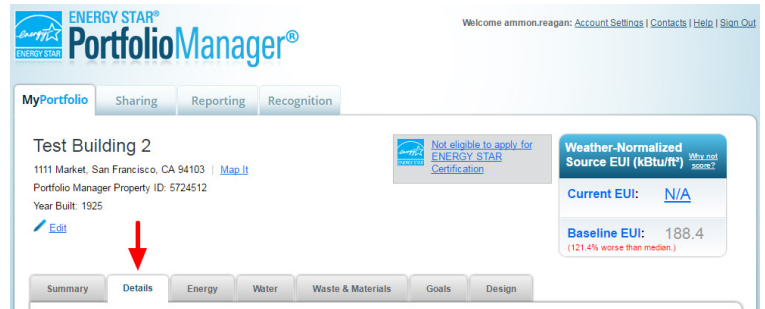


Correcting "Default" & Temporary Values in ENERGY STAR Portfolio Manager

The Existing Commercial Buildings Ordinance requires commercial building owners to track how much energy their building uses each year, and every 5 years to have a professional identify opportunities to save money by saving energy. For more information on the ordinance, please visit sfenvironment.org/ecb. The City of San Francisco can not accept benchmarks that contain default and temporary values. This guide shows how to update the default values to actual values.

1. Login into Portfolio Manager:

- Log into www.energystar.com/portfoliomanager with your Portfolio Manager username and password.
- Click on the property that contains default or temporary values to open its summary page.
- Click on the details tab.



2. Correcting Property Details:

- Under "Property Uses and Use Details" click on the right facing triangles to show the property use details for each property use type. (You may only have one property use type)
- A property use type contains "default" or temporary values if "default value" is in parentheses adjacent to a value or if the temporary value field says "Yes". (All of these values need to be updated.)
- Once you determine which property use has the default/temporary values, under the "Action" drop down menu, select "I want to ... Correct Mistakes".

Name	Property Use Type	Gross Floor Area	Action
Museum Use	Museum	500,000 ft ²	I want to...
Financial Office Use	Financial Office	50,000 ft ²	I want to...
Value			
★ Gross Floor Area	50000 ft ²	Current As Of	Temporary Value?
★ Weekly Operating Hours	65 (default value)	01/01/1925	Yes
★ Number of Workers on Main Shift	115 (default value)	01/01/1925	Yes
★ Number of Computers	100 (default value)	01/01/1925	No
★ Percent That Can Be Heated	50 % or more (default value)	01/01/1925	No
★ Percent That Can Be Cooled	50 % or more (default value)	01/01/1925	No
Property GFA (Buildings):		550,000	(used to calculate EUI)
Property GFA (Parking):		0	





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3. Unchecking Default and Temporary Values and Value Checking:

- The history log has now opened up. Go through each of the boxes and uncheck the "temporary value" boxes and "Use a default" boxes. Make sure to update values with the correct information.

History Log for Financial Office Use

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to [update these Property Use Details in BOTH the parent and child properties.](#)

★ **Gross Floor Area**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1925 (to present)	50,000 <input type="text"/> Sq. Ft. ▾	<input type="checkbox"/>	Ammon Reagan	01/13/2017

✗ Delete Selected Entries

★ **Weekly Operating Hours**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1925 (to present)	65 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	Ammon Reagan	01/13/2017

✗ Delete Selected Entries

★ **Number of Workers on Main Shift**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1925 (to present)	115 <input type="text"/>	<input checked="" type="checkbox"/>	Ammon Reagan	01/13/2017

✗ Delete Selected Entries

★ **Number of Computers**

<input type="checkbox"/>	Current As Of	Value	Temporary Value?	Revised By	Revised Date
<input type="checkbox"/>	01/01/1925 (to present)	100 <input type="text"/> <input checked="" type="checkbox"/> Use a default	<input type="checkbox"/>	Ammon Reagan	01/13/2017

- Once the boxes have been unchecked and the values have been replaced with actual values. Click "Save Corrections".
- Repeat for other property use types for this building, then resubmit the energy benchmark.

February 7th, 2017

