

## Property Information Request – From Building Owner to Tenant

<b>Building Information</b>	
Building Address:	_____
Owner:	_____
Date of Request:	_____
Information is requested for calendar year	_____
Please return this form to:	_____
and return by:	_____

### Instructions to Owner

In order to complete your energy and water report, you will need to enter characteristics about how the property is used. These property use details, such as the number of employees or the operating hours, allow Portfolio Manager to develop an accurate comparison to similar buildings. When entering this information in Portfolio Manager, determine which characteristics you do not have accurate information for; you must request the information from your tenants.

Fill out the top of this form, and check off each row below for the information that you need. For any field below marked with an asterisk, you must enter accurate information into Portfolio Manager, i.e. no default values, in order to receive an Energy Star score for the building.

### Instructions to Tenant

Under the Building Energy Reporting and Disclosure Ordinance, owners of large buildings in Boston are required to report their annual energy and water use and greenhouse gas emissions to the City, which will then make the information publicly available. This ordinance will help reduce energy costs for tenants and owners alike and help reduce Boston's greenhouse gas emissions.

The ordinance requires that tenants provide owners with necessary information if requested. (Residential tenants are not required to disclose any individual energy use data). Tenants who sub-lease their units, or condo owners who rent their units, are responsible for getting the requested data from the occupant.

Please provide information on the checked-off lines below, and return to the owner at the date listed above.

### **General characteristics (information that is necessary for all use types)**

- \_\_\_\_\_ Weekly operating hours\*
- \_\_\_\_\_ Number of workers on main shift\*
- \_\_\_\_\_ Number of computers\*
- \_\_\_\_\_ Percent of the space that can be heated (round to the nearest 10%)\*
- \_\_\_\_\_ Percent of the space that can be air-conditioned/cooled (round to the nearest 10%)\*

(continued on reverse)

**The fields below are specific to property use types that may be found in a building.**

**Retail:**

- \_\_\_\_\_ Number of cash registers\*
- \_\_\_\_\_ Number of open or closed refrigeration/freezer units\*
- \_\_\_\_\_ Number of walk-in refrigeration/freezer units\*

**Data centers:**

- \_\_\_\_\_ IT energy configuration\*. Select from:
  1. Uninterruptible Power Supply (UPS) meter supports only IT equipment
  2. UPS meter includes non-IT load of 10% or less
  3. UPS meter includes non-IT load greater than 10%. Non-IT load is sub-metered
  4. UPS meter includes non-IT load greater than 10%. Non-IT load is not sub-metered
  5. Facility has no UPS Meter
- \_\_\_\_\_ UPS system redundancy\*. Select from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above
- \_\_\_\_\_ Cooling system redundancy\*. Select from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above

**Distribution centers and warehouses:**

- \_\_\_\_\_ Number of walk-in refrigeration/freezer units\*

**Multifamily housing:**

- \_\_\_\_\_ Percent of gross floor area that is common space
- \_\_\_\_\_ Government subsidized housing:
- \_\_\_\_\_ Number of bedrooms
- Number of laundry hookups:
  - \_\_\_\_\_ in units
  - \_\_\_\_\_ in common areas
- \_\_\_\_\_ Number of dishwasher hookups
- \_\_\_\_\_ Primary hot water fuel type

**Hotels:**

- \_\_\_\_\_ Number of rooms\*
- \_\_\_\_\_ Cooking facilities? Write yes or no.\*
- \_\_\_\_\_ Number of commercial refrigeration/freezer units\*
- \_\_\_\_\_ Hours per day that guests are on-site. Select from: under 15, between 15 and 19, or over 20.
- \_\_\_\_\_ Average occupancy (%)
- \_\_\_\_\_ Number of guest meals served per year
- \_\_\_\_\_ Type of Laundry Facility. Select from:
  1. Both linens and terry
  2. Linens only (e.g., bed/table linens)
  3. No laundry facility
  4. Terry only (e.g., towels, bathrobes)
- \_\_\_\_\_ Amount of laundry processed on-site annually. Indicate units.
- \_\_\_\_\_ Floor area of full-service spa
- \_\_\_\_\_ Floor area of gym/fitness center

**Supermarkets and wholesale clubs:**

- \_\_\_\_\_ Number of cash registers\*
- \_\_\_\_\_ Cooking facilities?\* Enter yes or no.
- \_\_\_\_\_ Number of open or closed refrigeration/freezer units\*
- \_\_\_\_\_ Number of walk-in refrigeration/freezer units\*

**Medical offices:**

- \_\_\_\_\_ Surgery Center Floor Area (sq. ft.)
- \_\_\_\_\_ Number of Surgical Operating Beds
- \_\_\_\_\_ Number of MRI Machines

**Property uses that have a swimming pool:**

- \_\_\_\_\_ Pool size. Select from one of the following:
  1. Olympic (50 meters x 25 meters)
  2. Recreational (20 yards x 15 yards)
  3. Short course (25 yards x 20 yards)
- \_\_\_\_\_ Months in use per year
- \_\_\_\_\_ Indoor or outdoor?