How to Benchmark

• Benchmarking is an important first step in a more comprehensive energy management process.

• Compare to others &/or to self over time

• You are doing this a first time, but may be doing it regularly as part of good 21st century management
How to Benchmark

• The standard Energy Benchmark for office space is BTU/ Gross SF

• For comparative purposes, “normalize” for various features of your buildings:
  – Operating hours
  – Types of activities (e.g., data centers)
  – Climate
How to Benchmark

(1) Plan Process & Organize Team
(2) Collect and Enter Data
(3) Review Results
(4) Determine Use & Follow-ups
How to Benchmark
(1) Plan

• Plan Your Process & Organize Your Team
  – Not rocket science but a lot of detailed data
  – Adequate time, focus, responsibility & authority

“Well begun is half done”
How to Benchmark
(1) Plan

• Assign clear responsibility and authority
  – In-house or outside consultant?
  – Organizational Support
    • Authority with respect to staff of buildings and departments to get data collected
How to Benchmark
(1) Plan

• Communicate with tenants, esp direct-metered ones
How to Benchmark
(1) Plan

• Identify the tool(s) to be used
  – US EPA EnergyStar Portfolio Manager
  – NYSERDA
  – Portability to other energy databases
How to Benchmark
(2) Collect & Enter Data

• Familiarize team with the tool
  – Portfolio Manager on-line tutorials

• Set-up data collection protocols and procedures
How to Benchmark
(2) Collect & Enter Data

• Whole-building
  – Need all energy sources
  – Need all accounts, including those of tenants

• Identify all accounts and meters
  – Get account #’s (for direct-data downloads from utility websites)
How to Benchmark
(2) Collect & Enter Data

• Other kinds of facility data
  – Floor area (gross)
  – Activities
  – Operating Hours
  – Population
How to Benchmark
(2) Collect & Enter Data

• Enter data
  – Manual “cut-and-paste” process for small sets of buildings
  – Will you do this on an on-going basis?

• Data Quality Check
How to Benchmark (3) Review Results

- Rankings achieved for all sites?
- Outliers? Assess for cause.
- Are we satisfied?
How to Benchmark
(4) Determine Use & Follow-up

• We now have all this data and information. What will we do with it?