

Energy & Water Benchmarking Compliance – Phase One Checklist

This Benchmarking Compliance Checklist is intended to guide you through the compliance process for Phase One of Columbus' 2021 Benchmarking and Transparency Ordinance reporting cycle. All steps below must be completed **by June 1, 2021**. Please visit [Columbus' Energy and Water Benchmarking and Transparency Ordinance website](#) for additional resources and assistance.

1. Determine Eligibility, Share Contact Information, and Collect CBUS ID

<input type="checkbox"/>	Determine whether your building(s) must comply	<ul style="list-style-type: none"> Buildings 100,000 square feet and above will be required to comply with the Benchmarking Ordinance in 2021. Find your building on the Covered Buildings List here.
<input type="checkbox"/>	Identify a benchmarking leader and share your contact information	<ul style="list-style-type: none"> Designate an in-house building staff member or 3rd party provider to be your benchmarking leader. Fill out the Building Contact Form to receive electronic notifications and updates.
<input type="checkbox"/>	Look up your building(s)' CBUS ID	<ul style="list-style-type: none"> Use the Building ID Lookup Tool to find your CBUS ID. If you can't find your ID but believe your building meets the benchmarking requirements, reach out to the Help Desk.

2. Set up your ENERGY STAR Portfolio Manager property profiles

<input type="checkbox"/>	Create an ENERGY STAR Portfolio Manager Account	<ul style="list-style-type: none"> Visit energystar.gov/portfoliomanager to create an account. You may use an existing Portfolio Manager account.
<input type="checkbox"/>	Gather basic information required to benchmark	<ul style="list-style-type: none"> Collect the basic information required to benchmark using the Data Collection Worksheet.
<input type="checkbox"/>	Create a property and enter use details	<ul style="list-style-type: none"> On the "MyPortfolio" tab, select "Add a Property" and following the guiding steps to create your property. On the DETAILS tab, use the ADD ANOTHER TYPE OF USE menu to select a property use. Click ADD and enter the requested information.
<input type="checkbox"/>	Enter your CBUS ID	<ul style="list-style-type: none"> On the DETAILS tab, click EDIT under UNIQUE IDENTIFIERS. From STANDARD IDs, select COLUMBUS BUILDING ID. Enter the CBUS ID associated with your building. CBUS IDs can be found using the Building ID Lookup Tool.

Phase Two – Add whole-building energy and water data to Portfolio Manager

Additional notifications will be sent that outline steps for adding whole-building energy and water data to Portfolio Manager, when data is made available by the local utility companies.

If you already have access to your whole-building energy and water data for calendar year 2020, submit your 2021 Benchmarking Report directly to the City of Columbus via the [Data Reporting Link](#).