Last Updated 01/24/2024

INTRODUCTION

In order to benchmark your property, you will need to create a property profile with basic information about the property itself, how it is used, and the energy and water meters serving it. Follow the instructions below to create a Property Profile in Energy Star Portfolio Manager (ESPM) for buildings in the City of Los Angeles. This guide is intended for **first time** compliance.

*This guide does not replace the ESPM How-to Guides posted at energystar.gov/buildings/training/how_to_guides.

BEFORE YOU BEGIN NOTES

✔ If you have already created a Property Profile, you can reuse it for future benchmarking. However, if any information has changed, please update property information as needed. Once you have reviewed and updated your property, proceed to Guide 5: HOW TO MANUALLY BENCHMARK or Guides 6-7: HOW TO ENROLL IN LADWP WEB SERVICES and HOW TO ENROLL IN SCG WEB SERVICES to enter or receive the building's usage data.

✔ A **Portfolio Manager account** is required to complete the steps below. Refer to Guide 3: HOW TO CREATE A PORTFOLIO MANAGER ACCOUNT if you don't have one yet.

✔ Before you get started, refer to the **Data Collection Worksheet** at portfoliomanager.energystar.gov/pm/dataCollectionWorksheet, and select your property type from the **drop-down list** to see what information you will need in order to create your Property Profile.
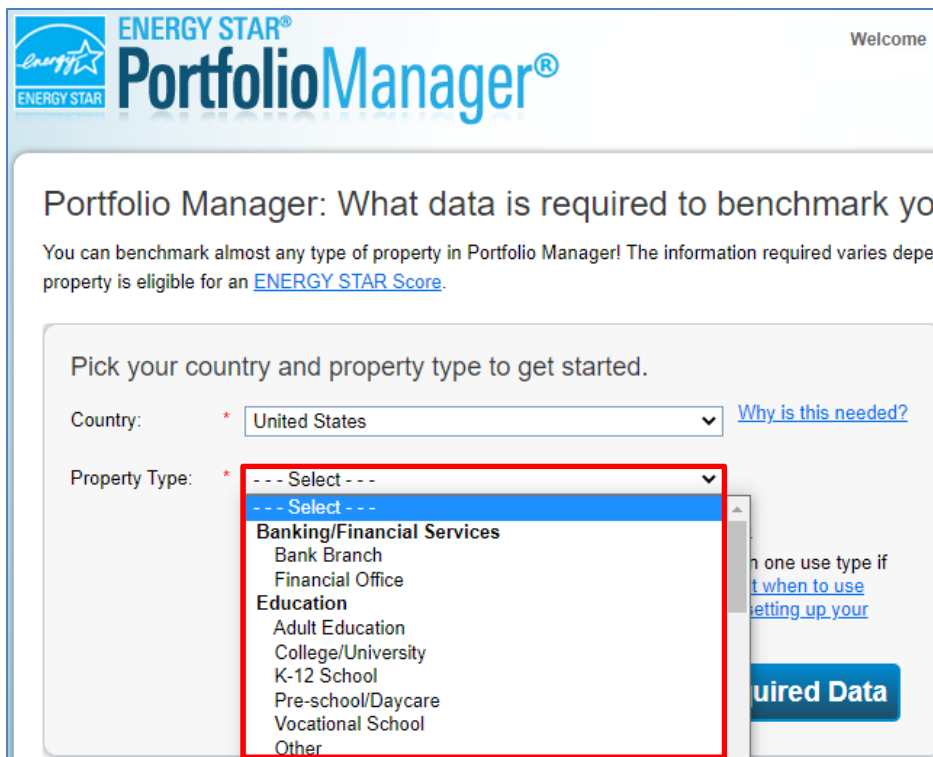
✔ If you are not sure how to classify your property, refer to list of property types at: energystar.gov/buildings/benchmark/understand_metrics/property_types.

INSTRUCTIONS

1. After completing the data collection worksheet, log into Portfolio Manager and add a property by clicking **Add a Property** on the **My Portfolio** tab. You can also upload multiple properties by clicking **Upload and/or update multiple properties**.

2. From within the **Your Property Type** section, select your property's primary function from the **dropdown menu**.

   Within the **Your Property's Buildings** section, select **One: My property is a single building**.

   Within the **Your Property's Construction Status** section, select **Existing** for construction status.

   Then click **Get Started!**.

NOTE: If your property has **More than One** buildings and you are are interested in setting up a campus, please see our Benchmarking FAQ # 28, posted at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

3. Enter the property's name, address, LA City Building ID and other general information and click **Continue**

    NOTE: The **Los Angeles Building ID** is under the Standard ID – City/Town drop-down list.

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Welcome LADBS: Account | Notifications 🔴 | ENERGY | Contacts | Help | Sign
Settings   STAR   Out
                                            Notifications

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: * --- Select ---

Street Address: *

City/Municipality: *

County:

State/Province: * --- Select ---

Postal Code: *

Year Built: *

Gross Floor Area: *   Sq. Ft. ⌄   ☐ Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior
surfaces of the building(s). **Do not include parking.** Details on what to include.

Irrigated Area: Sq. Ft. ⌄

Occupancy: * Select ⌄ %

Property Photo
(optional):   Choose File No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be
resized to fit a space of 2.78 inches wide x 2 inches tall.

i Tip

The name you choose for your property
does not have to be unique. But, it may
make it easier for you to work with
properties in your portfolio if you do not
use the same (or similar) names.

i Tip

The property photo that you upload here
can be used on the Registry of ENERGY
STAR Qualified Buildings if you submit
the photo with your application for
ENERGY STAR certification. Once a
photo has been approved with an
application, it cannot be changed until
the next time that the property receives
ENERGY STAR certification.

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Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See this FAQ if you need help finding your Standard ID.

Standard ID - City/Town:
Los Angeles Building ID   ID: [   ]

Standard ID - County/District:
[   ]   ID: [   ]

Standard ID - State/Province:
[   ]   ID: [   ]

Standard ID - Other:
[   ]   ID: [   ]
          ➕ Add Another

Do any of these apply?

☐ My property's energy consumption includes parking areas
☐ My property has a Data Center that requires a constant power load of 75 kW or more
☐ My property has one or more retail stores (that are eligible for a Retail score)
☐ My property has one or more restaurants/cafeterias

ℹ️ **Tip**

Answering these simple questions will help us guide you in entering your property correctly.

[Back]   [**Continue**] Cancel

NOTES:

- The City **requires** that the square footage and utility data for **subterranean and/or structured above ground parking that is physically attached** to a building be included with that building's data.

  o If your property includes **subterranean and/or structured above ground parking that is physically attached** to the building, click **My property's energy consumption includes parking area**. You will then be prompted to enter the square footage of the parking area as a separate property use type.

  o If you will be requesting usage data from LADWP (refer to Guide 6: HOW TO ENROLL IN LADWP WEB SERVICES), LADWP will upload the parking area data along with the rest.

- If a parking structure is **not physically connected** to a building **and** it is **above the minimum size**, it must be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here.

  o You can confirm your building's ID by referring to the document posted under "Find your building ID" tile at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

- Click the appropriate boxes if your property contains a **data center** (>75kW constant power), **retail store**, or **restaurant**, and be sure to **add those Use Types** (**Step 5** below).

4. Enter the specific information on how your building is used. The fields required will depend on the selections made in **Steps 2 and 3** for your **Property Type** and characteristics.

For example, if you indicated your building's property type is **Office**, you would be asked to supply the Gross Floor Area, Weekly Operating Hours, Number of Computers, Number of Workers on Main Shift, Percent that can be Heated, and Percent that can be Cooled.

If you indicated that your building had a Data Center or Parking, additional fields pertaining to these uses would also be required. Some space attributes, like "Gross Floor Area," are always required. You can also rename the primary function by clicking **Edit** next to **Property Type**, on the **Details** tab.

▼ **Building Use**   ✏ Edit Name

Office refers to buildings used to conduct commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, restrooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a Property Use Type that can get an ENERGY STAR Score (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

More on this rule.

Property Use Detail	Value			Current As Of	Temporary Value
⭐ Gross Floor Area	*20,000	Sq. Ft. ▾		1/1/2000 📅	☐
⭐ Weekly Operating Hours		☐ Use a default		1/1/2000 📅	☐
⭐ Number of Workers on Main Shift		☐ Use a default		1/1/2000 📅	☐
⭐ Number of Computers		☐ Use a default		1/1/2000 📅	☐
Percent That Can Be Heated	▾	☐ Use a default		1/1/2000 📅	☐
⭐ Percent That Can Be Cooled	▾	☐ Use a default		1/1/2000 📅	☐

⭐ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

NOTE:

- If more than 10% of a building's gross floor area is vacant, the **vacant square footage** must be described as a distinct space type.

- To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details

5. To add another space to your facility, click **Add Another Type of Use**, select the type of space you would like to add and click **Add**. Complete the required fields as you did in **Step 4**.

NOTE: Adding Another Type of Use

Portfolio Manager uses the term "Type of Use" to characterize the various spaces within a building. Your building may have one or more space types. For example, an office building might have occupied office space, a data center, and parking. Each of these must be entered as a separate "Type of Use" and will require different information.

6. Continue with the procedure described in **Step 5** until your building's total gross floor area is completely accounted for. Make sure the sum of all spaces is equal to the total gross floor area of the facility. To finalize your entries, click **Add Property**.

▼ **Building Use**   ✎ Edit Name

Office refers to buildings used to conduct commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, restrooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

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Property Use Detail	Value		Current As Of	Temporary Value
⭐ Gross Floor Area	*20,000 Sq. Ft. ✔		1/1/2000 📅	☐
⭐ Weekly Operating Hours		☐ Use a default	1/1/2000 📅	☐
⭐ Number of Workers on Main Shift		☐ Use a default	1/1/2000 📅	☐
⭐ Number of Computers		☐ Use a default	1/1/2000 📅	☐
Percent That Can Be Heated	✔	☐ Use a default	1/1/2000 📅	☐
⭐ Percent That Can Be Cooled	✔	☐ Use a default	1/1/2000 📅	☐

⭐ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Back   **Add Property**   Cancel

7. After saving your entries, you will see a green bar at the top of the Summary tab, confirming you have successfully created your property.

8. Proceed with Guide 5: HOW TO MANUALLY BENCHMARK **or** Guides 6-7: HOW TO ENROLL IN LADWP WEB SERVICES and HOW TO ENROLL IN SCG WEB SERVICES to enter or receive the building's usage data.