



How to Create a Property Profile

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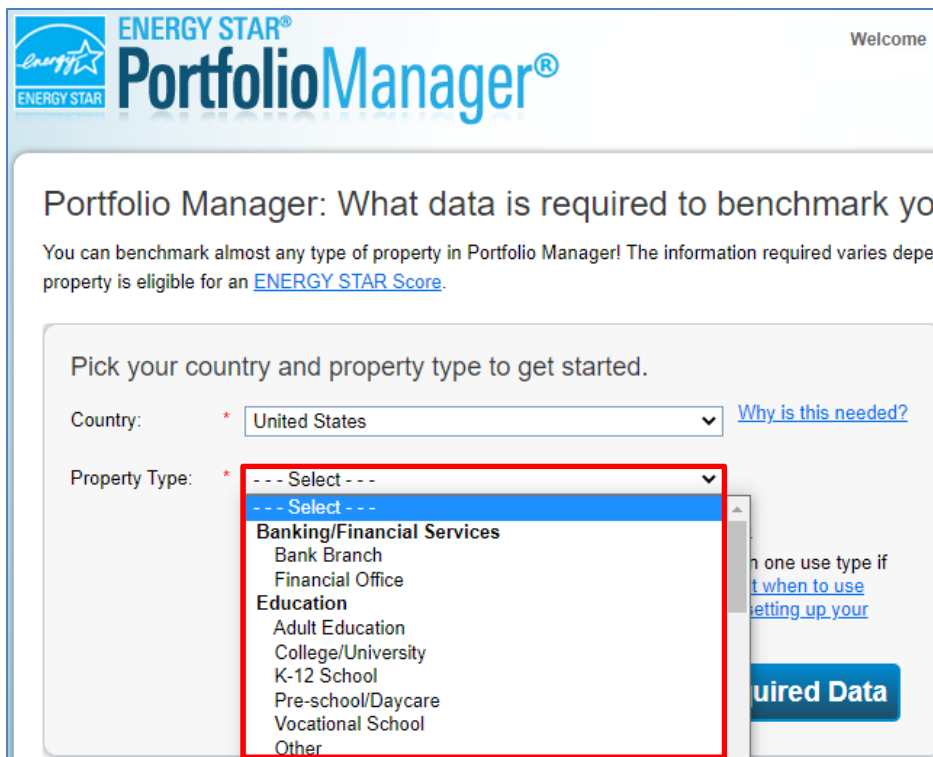
INTRODUCTION

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.



How to Create a Property Profile

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**.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with links for Welcome, Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. Below this, the 'MyPortfolio' tab is selected, with sub-tabs for Sharing, Reporting, and Recognition. The main content area is divided into two sections: 'Properties (0)' and 'Manage Portfolio'. In the 'Properties (0)' section, a red box highlights the 'Add a Property' button. In the 'Manage Portfolio' section, a red box highlights the link 'Upload and/or update multiple properties'. To the right of these sections, a large text box contains the following text: 'You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.' Below this text are two icons: one for 'Set up your first property' and one for 'Add up to five sample properties'.



EBEWE Benchmarking Compliance Instructions



How to Create a Property Profile

- 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!**.

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

None: My property is part of a building (e.g., a Tenant Space)

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Tip
To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip
Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties
You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).


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



How to Create a Property Profile

- 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.



Welcome LADBS: [Account](#) | [Notifications](#) ● | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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.

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.

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.



How to Create a Property Profile



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

Continue [Cancel](#)

Tip

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

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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.
 - 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.
 - 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.
 - 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)**.



How to Create a Property Profile

- 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	* <input type="text" value="20,000"/> <input type="text" value="Sq. Ft."/> ▾	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>

★ 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



How to Create a Property Profile

- 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**.

Add Another Type of Use ▼ Add

Building Use [Edit Name](#)

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- 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	* <input type="text" value="20,000"/> Sq. Ft. ▼	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>

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.



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How to Create a Property Profile

- 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.

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- 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	* <input type="text" value="20,000"/> <input type="text" value="Sq. Ft."/> <input type="button" value="v"/>	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/> <input type="button" value="calendar"/>	<input type="checkbox"/>

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



EBEWE Benchmarking Compliance Instructions



How to Create a Property Profile

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.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo. To the right, there is a navigation menu with links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation menu are four tabs: 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. A green notification box is displayed, containing the text: 'Congratulations! You have successfully created your property. Next, you can: • Add energy use information, so that you can see your energy performance metrics.'

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.