



EBEWE Benchmarking Considerations for Benchmarking Buildings in the City of Los Angeles



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INTRODUCTION

Regardless of your Portfolio Manager Property setup (campus or individual property), follow the instructions below to ensure you are meeting LADBS EBEWE's benchmarking requirements.

INSTRUCTIONS

1. For **each individual and/or child property that is required to comply**, make sure the correct **Los Angeles Building ID** has been added in the Details tab of the Portfolio Manager Property Profile.

Do not add multiple Los Angeles building IDs in a Parent Property, Child Property or individual Property.

The image displays two side-by-side screenshots of the Portfolio Manager interface, specifically the 'Details' tab. Both screenshots show the 'Basic Information' section with the following details: Construction Status: Existing property that is part of a building; Property GFA - Self-Reported: 36,800 Sq. Ft.; Occupancy: 95%. Below this is the 'Unique Identifiers (IDs)' section. In the left screenshot, the 'Standard IDs' section shows 'Standard ID - City/Town' and 'Los Angeles Building ID: 1234567890', which is circled in orange with a checkmark. In the right screenshot, the 'Standard IDs' section shows 'Standard ID - City/Town' and 'Los Angeles Building ID: 1234567890 9874561230, 111222333444', which is circled in red with a red X.

Refer to **Guide 10** of the [Benchmarking User Instruction Guides](#) for more details.



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- For properties that **share a meter** and where sub-meters are not available, **add a meter to each property and calculate/prorate the usage of each property based on property size/use**. The calculated/prorated entries should be marked as "Estimation", as shown below.

The screenshot shows the Energy Star Portfolio Manager interface for 'Test Campus - Child 1'. The 'Basic Meter Information' section is expanded, showing a meter selection of 'Prorated Natural Gas - 170674135'. Under the 'Monthly Entries' section, a table displays a single entry for the period 1/1/2022 to 2/2/2022 with a usage of 100 ccf. The 'Estimation' checkbox for this entry is checked and highlighted with an orange circle and a checkmark. Below the table, there are options to delete selected entries, add another entry, learn how to copy/paste, or delete all meter data for this meter. There is also a 'Download to Excel' button. At the bottom, there is an 'Upload' section with a 'Choose File' button (showing 'No file chosen') and an 'Upload' button. A 'Save Bills' button is located at the bottom right of the interface.

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2022	2/2/2022	100		<input checked="" type="checkbox"/>	1/10/2023 LADBS

Refer to **Guide 5** of the [Benchmarking User Instruction Guides](#) for instructions on how to create meters and manually enter usage data.



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- For each individual and/or child property that is required to comply, the individual (manual or virtual) meters and prorated meters for that property must be included in the metrics.

Meters - Used to Compute Metrics (2) Add A Meter

[Change Meter Selections](#)

[View as a Diagram](#)

Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 166252024	Electric - Grid	02/01/2022	Yes
Prorated Natural Gas 170674135	Natural Gas	02/02/2022	Yes

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

Settings Notifications

MyPortfolio
Sharing
Reporting
Recognition

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [Test Campus - Child 1](#) so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the total energy consumption for [Test Campus - Child 1](#) (a single building).

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Prorated Natural Gas 170674135	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 166252024	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

These meter(s) account for the total energy consumption for [Test Campus - Child 1](#) (a single building).

 These meter(s) do not account for the total energy consumption for [Test Campus - Child 1](#) (a single building).

Apply Selections

Cancel



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NOTE: If your property is a campus with individual buildings, each individual building will be listed so that you can easily make all associations for the whole property all in one place. You will notice that meters created for individual buildings can be associated to the individual building AND to the parent property so that you do not have to create and maintain duplicate meters at the building and property levels. Meters created for one individual building cannot be reused for another individual building (i.e. sibling buildings may not share meters).

To illustrate how you would select metrics, say you have a campus that consists of 2 towers (Tower A and Tower B). Tower A and Tower B are both separately metered for electricity, but they share a natural gas meter.

When you select Energy meters for the Campus (parent property), you will select three meters: The **Shared Natural Gas** meter, which is entered at the parent level and the **Electric Grid Meter** for Tower A and B, which were entered at the child level. The Prorated Natural Gas meters were not included in Parent level metrics because it will cause the Gas usage to be duplicated.

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [1 Test Campus - Parent](#) so that we can provide you with the most accurate metrics possible.

Summary

3

Meters representing the total energy consumption for [1 Test Campus - Parent](#) (a campus of 2 buildings).

i About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type	Meter Location
<input checked="" type="checkbox"/>	Shared Natural Gas 170674142	Natural Gas	1 Test Campus - Parent
<input type="checkbox"/>	Prorated Natural Gas 170674135	Natural Gas	Child 1 - Tower A
<input checked="" type="checkbox"/>	Electric Grid Meter 166252024	Electric - Grid	Child 1 - Tower A
<input checked="" type="checkbox"/>	Electric Grid Meter 166252359	Electric - Grid	Child 2 - Tower B
<input type="checkbox"/>	Prorated Natural Gas 173622051	Natural Gas	Child 2 - Tower B

Total of 3 meter(s). Tell us what this represents:

- * These meter(s) account for the total energy consumption for [1 Test Campus - Parent](#) (a campus of 2 buildings).
- These meter(s) do not account for the total energy consumption for [1 Test Campus - Parent](#) (a campus of 2 buildings).



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4. A Benchmark report must be submitted for **each individual and/or child property** that is required to comply.

Your Response

Select Information to Include:

Timeframe: *

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * **Select Properties** [Selected Properties: 0](#)

The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Generate Response Preview [Cancel](#)

Select Properties

Search: Selected Properties: 2 ([View Selection](#))

<input type="checkbox"/>	Name	Part of Larger Property	Property Type	State/Province
<input checked="" type="checkbox"/>	2 Test Prop	1 Test Campus	Multifamily Housing	CA
<input checked="" type="checkbox"/>	1 Test Prop	1 Test Campus	Multifamily Housing	CA
<input type="checkbox"/>	1 Test Campus	1 Test Campus	Multifamily Housing	CA
<input checked="" type="checkbox"/>	1 Test Property	Not Applicable: Single Building	Office	CA

Filter Properties (491)

Filter by Group ([Create New Group](#))

Filter by Property Type

- Adult Education (1)
- Bank Branch (1)
- College/University (2)

Filter by Construction Status

- Existing (487)
- Test (4)

Filter by State/Province

- California (491)

Filter by Shared from

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Selected Properties: 2 ([View Selection](#))

Apply Selection [Cancel](#)

See **Guide 9** of the [Benchmarking User Instruction Guides](#) for more details.

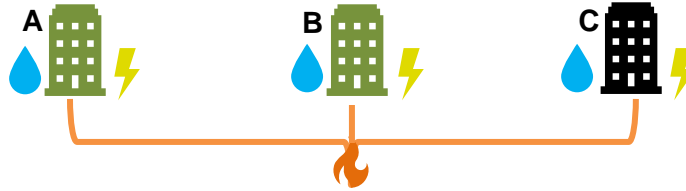


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EXAMPLE

Let's consider three buildings (A, B, C) that each have their own electric and water meters but share one gas meter. Building A and B has been assigned a LA City Building ID and is required to comply with EBEWE requirements. Building C has a gross floor area of less than 20,000 sq ft.



NOTE: The following are not recommendations, but one of many possible setups using the above instructions.

*Possible Setup 1: Set up as a Campus with 3 Child properties.

	Parent – Campus	Child 1 – Building A	Child 2 – Building B	Child 3 – Building C
Electric Meter	N/A* *See NOTE on page 4	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills
Gas Meter	Manually benchmark bills OR Enroll in Web Service* *Entered the actual data at the Parent level	Prorate usage	Prorate usage	Prorate usage
Water Meter	N/A* *See NOTE on page 4	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills
What to include in the Metrics	Electric and Water Meters from Children Gas Meter	Electric, Gas and Water	Electric, Gas and Water	Electric, Gas and Water
Add Los Angeles Building ID	NO	YES	YES	NO
Submit Benchmark Report to LADBS	NO	YES	YES	NO

Possible Setup 2: Set up as 2 Individual properties.

	Building A	Building B
Electric Meter	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills OR Enroll in Web Service
Gas Meter	Prorate usage	Prorate usage
Water Meter	Manually benchmark bills OR Enroll in Web Service	Manually benchmark bills OR Enroll in Web Service
Add Los Angeles Building ID	YES	YES
Submit Benchmark Report to LADBS	YES	YES