

## Commercial & Multifamily Assessor Quick Guide Building Energy Saving Ordinance (BESO)

1. Check the [Large Building Status List](#) for buildings over 25,000 ft<sup>2</sup> or the Property Status List for buildings under 25,000 ft<sup>2</sup> for compliance status of all buildings. Both are available on the [BESO website](#) for compliance status of building.
2. [Refer to Assessment Requirements Chart](#): This chart summarizes all Energy Assessment, EnergyStar© Portfolio Manager, and Assessor qualification requirements for all building types. Available in Appendix D of the [BESO Administrative Regulations](#). Conduct appropriate assessment level for building, format not regulated by City.
3. Submit all required content of Energy Assessment:
  - a. Currently, we are accepting the following audit types for each type of building:

Commercial Buildings	Multifamily Large Buildings	Mixed Use Buildings
PDF report (any format, but must include all required aspects listed in <a href="#">administrative regulations</a> ) for specified ASHRAE standard <b>AND</b> Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	PDF report (any format, but must include all required aspects listed in <a href="#">administrative regulations</a> ) for specified ASHRAE standard <b>AND</b> Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	Use <a href="#">Assessment Requirements Chart</a> to determine if it is required to complete Multifamily <u>and</u> Commercial assessments or just one for predominant use type.
<b>OR</b>	<b>OR</b>	
Asset Score report (full scoring capability, submitted through portal)	Multifamily LCAT report & excel format once deployed for piloting in 2019	
<b>OR</b>	<b>OR</b>	
Asset Score Reporting Template (submitted through portal)	Asset Score Reporting Template (submitted through portal)	

**\*Please note that the Asset Score Reporting Template and Multifamily LCAT tool are still being tested. The program may require them permanently pending pilot feedback, and encourage BESO assessors to test and give input on these tools. Email the BESO Team for more information.**

4. [EnergyStar© Portfolio Manager Reporting](#): For large buildings, please refer to the [Benchmarking Instructions webpage](#). For smaller buildings, see below:
  - a. Set up building record for property, populate with building data. Include “Statement of Energy Performance”, available as pdf on ESPM website.
  - b. *If new buyer cannot obtain 12 months of utility data:*
    - i. Create new account for building owner, using their own unique log-in.
    - ii. Share building record with building owner’s ESPM account. Set up PG&E data upload for future usage.
    - iii. Inform buyer to request a 12-month deferral for ESPM score from City.
    - iv. Include reasoning for exclusion of ESPM score in Energy Assessment.
  - c. *If utility data cannot be obtained from tenants:*

- i. Inform buyer to request exemption for ESPM score from City. Please note data may be obtained through PG&E's data aggregation portal. Please contact BESO Team for assistance.
    - ii. Include reasoning for exclusion of ESPM score in Energy Assessment.
  - d. *If ESPM unable to generate score for certain building type:* Include EnergyStar® weather-normalized site Energy Usage Intensity (EUI).
5. Reporting to the City: Please note compliance will not be complete until the BESO Team receives all of the following:
  - Energy Assessment
  - Benchmarking report (if required)
  - Supplemental spreadsheet (if required)
  - Appropriate deferral/exemption materials (if applicable)
  - [BESO application](#) and associated filing fee (these may be submitted by assessor or building owner). Fee only required for assessment submissions, not benchmarking.