



# BESO GUIDE

## HOW TO RUN THE ENERGY STAR DATA QUALITY CHECKER?

Benchmarks must be complete and accurate before submitting them to the City. If there are errors with the benchmark it will not be approved. Please use the following guide to check for errors with your benchmark before submitting.

1) Click on the properties **Summary** tab and select **Check for Possible Errors**.

**Summary** | Details | Energy | Water | Waste & Materials | Goals | Design

Source EUI Trend (kBtu/ft<sup>2</sup>)

CO<sub>2</sub>e

2008 2010 2012 2014 2016 2018

[Change Metrics](#)  
[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

**Check for Possible Data Errors**

Run a check for any 12-month time period to see if there are any possible errors found with your data.

**Check for Possible Errors**

2) Select calendar year of the benchmark needed with the year ending in December 31 and click **Run Checker**.

**Select Timeframe & Run Checker**

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending: \*   **Run Checker**

If there is an error, an alert icon will appear in the field that contains the error. **All errors labeled with the RED Stop Sign must be corrected before submitting the benchmark.**

- Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.
- Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property

- Review the list of alerts (if any) and follow Portfolio Manager’s suggestions to address the issue(s).
- Check other fields and verify the information entered is correct.
- Once you have made all applicable changes, run the data checker again to ensure that all alerts have been addressed.