

BESO GUIDE

HOW TO SUBMIT THE 2020 ENERGY BENCHMARK

The [Building Emissions Saving Ordinance \(BESO\)](#) requires annual building energy benchmarking through Energy Star Portfolio Manager as well as an energy assessment for all large buildings in Berkeley every 5 years. For all BESO requirements, please visit the [BESO Large Building Requirements](#) page.

Step 1: Verify Energy Data

Before submitting the 2020 Benchmark, please verify that all energy data for your building has been inputted into ENERGY STAR for the full 2020 calendar year and no months are missing data.

- Click on the "Energy" tab of your property
- Scroll down to the "Meters—Used to Compute Metrics"
- Click on each meter and confirm that all months for 2020 are accounted for

Meter Selection:

Basic Meter Information (**click on the arrow to the left to expand this section)

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Updated
<input type="checkbox"/>	<u>12/3/2019</u>	1/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			5/19/2020 BESOHelpde
<input type="checkbox"/>	1/3/2020	2/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	2/3/2020	3/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	3/3/2020	4/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	4/3/2020	5/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	5/3/2020	6/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	6/3/2020	7/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	7/3/2020	8/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	8/3/2020	9/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	9/3/2020	10/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	10/3/2020	11/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	11/3/2020	12/3/2020	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde
<input type="checkbox"/>	12/3/2020	<u>1/3/2021</u>	10,000		<input type="checkbox"/>	<input type="checkbox"/>			4/28/2021 BESOHelpde

[Delete Selected Entries](#)
[Add Another Entry](#)

[Download to Green Button XML](#) [Download to Excel](#)

If you've set up an automatic data transfer from PG&E and are missing 1 or more months of data or have duplicate entries, see the following guide: www.bit.ly/BESO-Energy-Data-Issues

Step 2: Update Building Use Details for COVID-19 Impacts (Commercial Buildings Only)

The COVID-19 pandemic changed the way many buildings in the United States and Berkeley operate. All commercial buildings should update the following use details to reflect changes in operations due to COVID-19:

- Weekly Operating Hours
- Number of Workers on Main Shift

To update these values:

- Click on the "Details" tab of your property
- Under "Property Uses and Use Details" select "I want to..." then "Update with New Information"
- Update the Weekly Operating Hours and Workers on Main Shift and specify the "Current As Of" date for the date these values changed in 2020.
- Repeat for each Commercial Property Use Type

The screenshot shows a software interface with a 'Details' tab selected. On the left, there is a 'Basic Information' panel with fields for Construction Status, Property GFA (98,800 Sq. Ft.), and Occupancy (100%). Below it is a 'Unique Identifiers (IDs)' panel. The main area is titled 'Property Uses and Use Details' and contains a table with columns: Name, Property Use Type, Gross Floor Area, and Action. The table lists several metrics for 'Center Street City Space' (Office, 68,000 ft²). A dropdown menu is open over the 'Action' column, showing options: 'I want to...', 'Update with New Information' (highlighted), 'View Update History', 'Correct Mistakes', and 'Delete use'. A red arrow points to the 'Update with New Information' option.

Name	Property Use Type	Gross Floor Area	Action
Center Street City Space	Office	68,000 ft²	I want to... I want to... Update with New Information View Update History Correct Mistakes Delete use
Gross Floor Area	Value	68000 ft²	Current As Of: 01/01/2010
Weekly Operating Hours	Value	75	Current As Of: 08/01/2000
Number of Workers on Main Shift	Value	228	Current As Of: 01/01/2010
Number of Computers	Value	230	Current As Of: 01/01/2010
Percent That Can Be Heated	Value	50 % or more	Current As Of: 08/01/2003
Percent That Can Be Cooled	Value	50 % or more	Current As Of: 08/01/2003

Only these specific use details should be updated to account for changes due to COVID-19. All other inputs, such as "Number of Computers" (for offices and other building types), etc. should only be updated if the changes were **NOT** due to the impacts of COVID-19.

****Note that Occupancy should not be updated,** as this input does not affect your ENERGY STAR Score or any other metrics.

Step 3: Submit the 2020 Benchmark

- Open the [2020 benchmark link](#)
- Sign-in to ENERGY STAR Portfolio Manager
- Scroll down to the bottom of the page "Your Response"
 - Select "One Property"
- Choose your property
- Click "Generate Response Preview"

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

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.

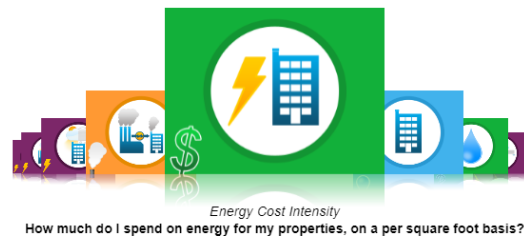
Properties: *

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](#)

- Scroll down to 2019 Data Request
- Click the "i want to..." on the row labeled with the "City of Berkeley - Annual Energy Benchmark Summary for 2020 Data"
- Click "Send Response"

Charts & Graphs



ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

My Custom Reports ENERGY STAR Reports [Create a New Template](#)

Your new response preview(s) has been generated.

Name	Status	Action
Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2019 (Request from BESO Helpdesk)	Response Preview Generated: 5/19/2020 1:49 PM	<ul style="list-style-type: none"> I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response
Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2017 & 2018 Data (Request from Billi Romain)	No Response Preview Generated	

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- Scroll down to "E-Sign your Data Response"
- Check the box next to the line that says "I hereby certify..."
- Sign your username and password
- Click the box that says "E-Sign Response"
- Click "Send Data"

(A popup will ask you to confirm the data request, click continue)

2 What format would you like your data in for the email attachment?

- Excel
- XML

3 E-Sign your Data Response

¹ hereby certify that I am releasing data about my properties, or on behalf of someone else, to San Francisco Department of Environment with Green Building Program.

Your username:

²

Your password:

³

⁴

[Cancel](#)

The benchmark has now been sent to the City of Berkeley. Please reach out to the BESO Team if you have any questions about the process or the status of your submittal (BESO@CityofBerkeley.info).