

# Evanston Benchmarking Compliance Checklist

Updated 2/12/18

Helpful Resources: [Energy Star Portfolio Manager](#) [City of Evanston Benchmarking Guide](#)

| 1. Getting Started - Suggested Completion Date: Mid-March (Page 8)                               |  |  |              |   |   |  |
|--|--|--|--------------|---|---|--|
| <input type="checkbox"/>   | 1.1 Determine whether your property must comply. (Page 8)  | <p>1) <a href="#">View the Covered Building List.</a></p> <p>2) If you believe that you are not required to comply, please fill out this <a href="#">exemption form.</a></p>   |              |   |   |  |
| 2. Benchmark Your Building - Suggested Completion Date: End of April (Page 10)                   |  |  |              |   |   |  |
| <input type="checkbox"/>   | 2.1. Create Energy Star Portfolio Manager (ESPM) account. (Page 10)                              | <a href="#">Energy Star Portfolio Manager (ESPM)</a>   |              |   |   |  |
| <input type="checkbox"/>   | 2.2. Gather information required by ESPM and set up property profile(s). (Page 10)               | <p>1) ESPM Data Collection Worksheet</p> <p>2) ESPM Quick Start Guide</p> <p>3) Refer to the Benchmarking Guide (page 10) for more information.</p> <p>4) Make sure to include Evanston Building ID</p>  |              |   |   |  |
| <input type="checkbox"/>   | 2.3. Request whole-property data from utilities or enter montly usage data from bills. (Page 11) | <p><b>Electricity:</b> <a href="#">ComEd Energy Use Data</a></p> <p><b>Water:</b> <a href="#">WaterSmart Portal</a></p> <table border="1"> <tr> <td rowspan="3">Natural Gas:</td> <td>Fill out the <a href="#">Landlord Agreement</a></td> </tr> <tr> <td>Fill out the <a href="#">Unit/Tenant List</a></td> </tr> <tr> <td>Email completed forms to G2landlord@southernco.com</td> </tr> </table> | Natural Gas: | Fill out the <a href="#">Landlord Agreement</a> | Fill out the <a href="#">Unit/Tenant List</a> | Email completed forms to G2landlord@southernco.com |
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|  | Fill out the <a href="#">Unit/Tenant List</a>  |  |              |   |   |  |
|  | Email completed forms to G2landlord@southernco.com   |  |              |   |   |  |
| <input type="checkbox"/>   | 2.4. Enter energy and water use data into ESPM. (Page 13)  | Enter property perfomance data, such as property size, water use, energy use, etc.   |              |   |   |  |
| <input type="checkbox"/>   | 2.5. Check for possible data errors. (Page 14)   | <p>To check, follow these steps:</p> <p>Log into ESPM -&gt; Click on your property's "Summary" tab -&gt; Click the box titled "Check for Possible Errors"</p>  |              |   |   |  |
| 3. Verify Building Data - Suggested Completion Date: End of May (Page 15)                        |  |  |              |   |   |  |
| (data verification is required for the first year of compliance and every third year thereafter) |  |  |              |   |   |  |
| <input type="checkbox"/>   | 3.1. Identify a Certified Professional. (Page 15)  | <p>1) <a href="#">Certified Professional List</a></p> <p>2) Can be a certified professional on staff or a third-party certified professional.</p>  |              |   |   |  |
| <input type="checkbox"/>   | 3.2. Generate a Data Verification Checklist in ESPM. (Page 15)                                   | <p>1) Log into ESPM -&gt; Clk on the "Reporting" tab -&gt; Click on the PDF of the Data Verification Checklist</p> <p>2) Note: Indoor Environmental Standards section is <i>Optional</i>; water is not included and thus water verification is <i>Optional</i>.</p>  |              |   |   |  |
| <input type="checkbox"/>   | 3.3. Request Data Verification and Submission of Credentials. (Page 16)                          | <p>1) A certified professional must review and sign the Data Verification Checklist. Save this for your records.</p> <p>2) A certified professional is not required to physically visit the property, but it is highly recommended.</p> <p>The certified professional must submit their credentials and signiature through this <a href="#">online form.</a></p>                                   |              |   |   |  |

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| 4. Report to the City - Required Completion Date: June 30 (Page 17) |   |   |
|---|---|---|
| <input type="checkbox"/>  | <b>4.1. Generate and review your property's report in ESPM. (Page 17)</b> | Generate the Response Preview and review the accuracy of the data.  |
|   |   | Double check you have not made any of these common errors:<br>1) All property details and energy/water use data for all 12 months is in the ESPM property profile.<br>2) The property's Evanston ID is entered in the Evanston Building IDs.<br>3) Data has been verified by a certified professional (if required).<br>4) The verifier's information is entered in the property's profile. |
| <input type="checkbox"/>  | <b>4.2. Submit your report to the city through ESPM. (Page 18)</b>        | 1) Submit report to the City of Evanston by June 30th.  |
|   |   | 2) For more information about submitting your report, refer to the <a href="#">City of Evanston's Benchmarking website</a> .  |
| <input type="checkbox"/>  | <b>4.3. Retain your records for three years. (Page 18)</b>                | 1) Information supporting energy and water use inputs (e.g. bills, calculations, and correspondence).   |
|   |   | 2) Completed Energy Star Data Verification checklist is signed by a certified professional.   |
|   |   | 3) Confirmation email from ESPM that contains proof of your data submission.  |

## Extended Links:

- 1) [Energy Star Portfolio Manager \(ESPM\)](https://portfolioenergymanager.energystar.gov/pm/login.html): <https://portfolioenergymanager.energystar.gov/pm/login.html>
- 2) [City of Evanston Benchmarking Guide](https://www.cityofevanston.org/home/showdocument?id=9979): <https://www.cityofevanston.org/home/showdocument?id=9979>
- 3) [Covered Buildings List](https://data.cityofevanston.org/dataset/Evanston-Benchmarking-Covered-Building-List-2017/p2tc-9fkv/data): <https://data.cityofevanston.org/dataset/Evanston-Benchmarking-Covered-Building-List-2017/p2tc-9fkv/data>
- 4) [Exemption Form](https://arts.formstack.com/forms/benchmarking_request_form): [https://arts.formstack.com/forms/benchmarking\\_request\\_form](https://arts.formstack.com/forms/benchmarking_request_form)
- 5) [ComEd Energy Use Data](https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx): <https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx>
- 6) [Nicor forms](https://www.cityofevanston.org/Home/ShowDocument?id=40209): Landlord Agreement - <https://www.cityofevanston.org/Home/ShowDocument?id=40209>, and Unit/Tenant List - <https://www.cityofevanston.org/benchmarking>
- 6) [WaterSmart Portal](https://cityofevanston.watersmart.com/index.php/welcome): <https://cityofevanston.watersmart.com/index.php/welcome>
- 7) [Certified Professional List](https://www.cityofevanston.org/government/departments/community-development/building-inspection-services/benchmarking-ordinance/verify): <https://www.cityofevanston.org/government/departments/community-development/building-inspection-services/benchmarking-ordinance/verify>
- 8) [Form for Professionals to Submit Credentials](https://arts.formstack.com/forms/benchmarking_request_form): [https://arts.formstack.com/forms/benchmarking\\_request\\_form](https://arts.formstack.com/forms/benchmarking_request_form)
- 9) [City of Evanston Benchmarking Website](http://www.cityofevanston.org/benchmarking): [www.cityofevanston.org/benchmarking](http://www.cityofevanston.org/benchmarking)

## Beyond Benchmarking: Tips to Reduce Electricity and Water Use



**Electricity:** Turn off or remove unnecessary lighting and maximize sunlight use, and enable power-saving modes on office equipment.



**Water:** Repair leaking pipes, fixtures and seals, and use water-efficient fixtures by looking for the EPA WaterSense label.

## Questions? Let us help.

- For questions and concerns, contact us at (847) 448-4311 or [benchmarking@cityofevanston.org](mailto:benchmarking@cityofevanston.org)
- Instructions, helpful materials, and the compliance process: [cityofevanston.org/benchmarking](http://cityofevanston.org/benchmarking).