

Building Benchmarking Compliance Checklist

Step One: Getting Started

Determine if your building is subject to benchmarking ordinance

Assign a primary contact person for benchmarking

Step Two: Get Started with Portfolio Manager

Set up an account using EPA's ENERGY STAR Portfolio Manager

Create a new property for your building in the Portfolio Manager account

Step Three: Enter Your Utility Meter Data

Set up your utility meters in Portfolio Manager account

Obtain and enter utility data into Portfolio Manager account

Step Four: Add Additional Property Information

Enter City of Pittsburgh Building ID

Add building narrative

Verify Portfolio Manager information

Step Five: Report Data to the City of Pittsburgh

Review building information for accuracy

Access the data request form on the City of Pittsburgh Benchmarking website
(*Link to be added*)

Complete and submit the data request form