# Tenant Information Request

Building Information

Building address:

Building owner:

Date of request: \_\_\_\_\_\_\_ \_\_ Information is requested for calendar year: \_\_\_\_\_\_\_\_\_

Please return this form to:

and return by:

Instructions to Building Tenant

Under the [Boulder Building Performance Ordinance](https://www.municode.com/library/co/boulder/codes/municipal_code?nodeId=TIT10ST_CH7.7COINENEF), owners of commercial and industrial buildings in Boulder are required to report their annual energy use to the City. These new requirements will help reduce monthly energy costs and improve indoor environmental quality for tenants. See the program website for more information: [www.BoulderBuildingPerformance.com](http://www.BoulderBuildingPerformance.com). **The ordinance requires that tenants provide building owners with any requested information within 30 days of the request or the tenants can be in violation of the ordinance requirements.** Please **provide the information below** by filling in the blanks or selecting the accurate response from the list, and return to the building owner by the date listed above.

*For definitions please view the Portfolio Manager glossary at* [*http://portfoliomanager.energystar.goc/pm/glossary*](http://portfoliomanager.energystar.goc/pm/glossary)*. This form does not contain a comprehensive list of space use types. For the details required for use types not listed on this form, view the “List of Portfolio Manager Property Types and Use Details” PDF at* [*http://www.energystar.gov/buildings/training*](http://www.energystar.gov/buildings/training)*. Note - some use types require only the general characteristics, such as office and strip mall.*

**Energy use characteristics (required)**

 Does the tenant pay the electricity bill for the rented space? (Y/N)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, what company provides the electricity?

 Does the tenant pay the natural gas bill for the rented space? (Y/N or N/A)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, what company provides the natural gas?

**Parking (required)**

 Do the tenant energy bills include energy consumption from parking? (Y/N)

**If yes:**

 Open parking lot size (sqft)

 Partially enclosed parking garage size

 (sqft)

 Completely enclosed parking garage

 size (sqft)

 Supplemental heating? (Y/N)

**General characteristics (required)**

 [Weekly operating hours](https://portfoliomanager.energystar.gov/pm/glossary#WeeklyOperatingHours)\*

 [Number of workers on main shift](https://portfoliomanager.energystar.gov/pm/glossary#NumberOfWorkersOnMainShift)\*

 [Number of computers](https://portfoliomanager.energystar.gov/pm/glossary#NumberOfComputers)\*

\_\_\_\_\_\_\_\_\_\_ Primary space use (fill in type)

 [Percent of the space that can be heated](https://portfoliomanager.energystar.gov/pm/glossary#PercentThatCanBeHeated) (round to the nearest 10%)\*

 [Percent of the space that can be air-conditioned/cooled](https://portfoliomanager.energystar.gov/pm/glossary#PercentThatCanBeCooled) (round to the nearest 10%)\*

**The fields below are specific to property use types that may be found in a building. Only complete the requests for use types relevant to your tenant space – leave all others blank (required). Definitions found** [here](http://portfoliomanager.energystar.goc/pm/glossary)**.**

***Retail:***

 Number of cash registers\*

 Number of open or closed refrigeration/freezer units\*

 Single store\* (Y/N)

 Number of walk-in refrigeration/freezer units\*

 Exterior Entrance to Public\* (Y/N)

 Cooking Facilities (Y/N)

 Gross square footage of space

***Data centers:***

 IT energy configuration\*. **Select**:

1. Uninterruptible Power Supply (UPS) meter supports only IT equipment
2. UPS meter includes non-IT load of 10% or less
3. UPS meter includes non-IT load greater than 10%. Non-IT load is sub-metered
4. UPS meter includes non-IT load greater than 10%. Non-IT load is not sub-metered
5. Facility has no UPS Meter

 UPS system redundancy\*. **Select** from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above

 Cooling system redundancy\*. **Select** from one of the following: N, N+1, N+2, 2N, greater than 2N, or none of the above

 Gross square footage of space

***Distribution centers and warehouses:***

 Number of walk-in refrigeration/freezer units\*

 Gross square footage of space

***Hotels:***

 Number of rooms\*

 Cooking facilities? (Yes/No)\*

 Number of commercial refrigeration/freezer units\*

 Hours per day that guests are on-site. Select from: under 15, between 15 and 19, or over 20.

 Average occupancy (%)

 Number of guest meals served per year

 Type of Laundry Facility. Select from:

1. Both linens and terry
2. Linens only (e.g., bed/table linens)
3. No laundry facility
4. Terry only (e.g., towels, bathrobes)

 Amount of laundry processed on-site annually. Indicate units.

 Floor area of full-service spa

 Floor area of gym/fitness center

 Gross square footage of space

***Supermarkets:***

 Number of cash registers\*

 Cooking facilities?\*\*Y/N)

 Number of open or closed refrigeration/freezer units\*

 Number of walk-in refrigeration/freezer units\*

 Length of open or closed refrigeration/freezer units

 Area of open or closed refrigeration/freezer units

 Gross square footage of space

***Medical offices:***

 Surgery Center Floor Area (sq. ft.)

 Number of Surgical Operating Beds

 Number of MRI Machines

 Gross square footage of space

***Property uses that have a swimming pool:***

 Pool size. Select from:

1. Olympic (50 meters x 25 meters)
2. Recreational (20 yards x 15 yards)
3. Short course (25 yards x 20 yards)

 Months in use per year

 Indoor or outdoor?

 Gross square footage of space

**Anything else?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_