Utility Data Collection and Entry

EZ Retrofit uses utility data to benchmark your building's energy and water use intensity compared to similar buildings and to calibrate its energy and water savings projections. You can enter data for both **owner** and **tenant** paid consumption for up to four types of utilities - electricity, gas, oil, and water.

In EZ Retrofit, you have the three following options for entering utility data:

- Enter monthly data
- Enter annual data
- Provide additional building information in lieu of utility data

> **Utility Data Sources:**
> - Utility Bills
> - Benchmarking Software – ENERGY STAR Portfolio Manager, EnergyScoreCards, WegoWise, etc.
> - Utility Allowances
> - Asset/Energy Manager
> - Accounting Department

The best way to enter utility data depends on who pays the utilities and what data is available.

Always…

- Check that your utility data uses the same units of measurement requested by the EZ Retrofit and convert to the appropriate units if necessary. You can use an online calculator to convert the units.
- Combine data for all owner-paid accounts into one number representing owner-paid consumption in the building and combine data for all tenant-paid accounts into one number representing tenant-paid consumption in the building.
- Select monthly or annual data only if you have a year's worth of data for both owner-paid and tenant-paid (if applicable) for all relevant utilities.
- If entering monthly data: Enter a minimum of 12 months of utility data for each of the relevant utilities. Enter 13 months of data to achieve greater accuracy.

EZ Retrofit Units of Measurement	
Electricity	Kilowatt-hours (kWh)
Natural Gas	Therms
Oil	Gallons
Water	Thousand Gallons (Kilogallons)

If all utilities are owner-paid (tenants pay no utilities)…

- Enter all utility data as 'Owner-paid'.
- Enter either monthly or annual utility data. Both will achieve the same level of accuracy when determining benchmarking results. Choose the entry method that you find easier.

> **Note:** If tenants pay for any of the utilities, do not run EZ Retrofit with only owner data. If tenant data is unavailable, do not enter any utility data and provide additional building information instead.

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If tenants pay any utilities…

- Enter any owner-paid utilities (e.g., meters serving common areas or central systems) for the building using the guidance above. Both the owner and tenant portions are needed to represent the complete utility consumption in the building.
- For each utility where tenants pay a bill, calculate <u>one</u> monthly or annual number that represents all tenant payments and enter these numbers as 'Tenant-paid'.
- If you have partial tenant data, use one of the methods below to extrapolate tenant consumption:

    1. **By Unit type**: If the building has multiple unit types (e.g., 1 bedroom, 2 bedroom, and 3 bedroom apartments), collect utility data from a representative unit for each unit type and multiply by the number of units of each type, then sum the total usage. If a larger sample is available, you may extrapolate from an average rather than using a single unit.

    2. **From a single Unit**: Choose a single unit to represent all unit types (e.g., 1 bedroom, 2 bedroom, and 3 bedroom apartments), select a typical 2 bedroom unit and multiply the utility usage for that unit by the total number of units in the building. Enter that total as the tenant usage for each month.

    3. **From Utility Allowance Data**: If you have utility allowance information, usually cost data for each unit type (e.g., 1 bedroom -$50 per month, 2 bedroom - $ 60 per month), divide the utility allowance value by the utility rate to calculate the utility consumption. You can find the utility rate on a sample bill or the utility's website. After calculating the consumption for each unit type, multiply by number of units of each type and add those values to find the total usage.

If you do not have a year's worth of utility data…

- EZ Retrofit can be run without entering utility data, but the savings projections will be less specific.
- Enter the requested additional information about your building to help EZ Retrofit estimate the building's energy and water usage.