

# 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)	1) <a href="#">View the Covered Building List.</a>
		2) If you believe that you are not required to comply, please fill out this <a href="#">exemption form.</a>

## 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)	<ol style="list-style-type: none"> <li>1) ESPM Data Collection Worksheet</li> <li>2) ESPM Quick Start Guide</li> <li>3) Refer to the Benchmarking Guide (page 10) for more information.</li> <li>4) Make sure to include Evanston Building ID</li> </ol>			
<input type="checkbox"/>	2.3. Request whole-property data from utilities or enter montly usage data from bills. (Page 11)	<b>Electricity:</b> <a href="#">ComEd Energy Use Data</a>			
		<b>Water:</b> <a href="#">WaterSmart Portal</a>			
		<table border="1"> <tr> <td rowspan="2">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 colspan="2">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>
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<input type="checkbox"/>	2.4. Enter energy and water use data into ESPM. (Page 13)	Enter property performance data, such as property size, water use, energy use, etc.			
<input type="checkbox"/>	2.5. Check for possible data errors. (Page 14)	To check, follow these steps: Log into ESPM -> Click on your property's "Summary" tab -> Click the box titled "Check for Possible Errors"			

## 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)	1) <a href="#">Certified Professional List</a>
		2) Can be a certified professional on staff or a third-party certified professional.
<input type="checkbox"/>	3.2. Generate a Data Verification Checklist in ESPM. (Page 15)	<ol style="list-style-type: none"> <li>1) Log into ESPM -&gt; Click on the "Reporting" tab -&gt; Click on the PDF of the Data Verification Checklist</li> <li>2) Note: Indoor Environmental Standards section is <i>Optional</i>; water is not included and thus water verification is <i>Optional</i>.</li> </ol>
<input type="checkbox"/>	3.3. Request Data Verification and Submission of Credentials. (Page 16)	<ol style="list-style-type: none"> <li>1) A certified professional must review and sign the Data Verification Checklist. Save this for your records.</li> <li>2) A certified professional is not required to physically visit the property, but it is highly recommended.</li> </ol>
		The certified professional must submit their credentials and signature through this <a href="#">online form.</a>

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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: 1) All property details and energy/water use data for all 12 months is in the ESPM property profile. 2) The property's Evanston ID is entered in the Evanston Building IDs. 3) Data has been verified by a certified professional (if required). 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://portfoliomanager.energystar.gov/pm/login.html): <https://portfoliomanager.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: Landlord Agreement](https://www.cityofevanston.org/Home/ShowDocument?id=40209) - <https://www.cityofevanston.org/Home/ShowDocument?id=40209>, and [Unit/Tenant List](https://www.cityofevanston.org/benchmarking) - <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).