

Submission of Energy and Water Use Data

Thank you for completing the Energy and Water Use Data section of the Survey of Energy and Water Efficiency of Stadiums and Arenas. There are (2) options for submitting your energy and water use data for each facility you operate.

- [Option A](#): Available for respondents benchmarking their venue in ENERGY STAR® Portfolio Manager®.
- [Option B](#): A spreadsheet template available for population. For both options, please label your file with your zip code and primary sport (20005football.xlsx.)

Please see below for more details, and contact Ryan M. Colker, J.D at rcolker@nibs.org or (202) 289-7800 x133 if you have questions or concerns.

Option A: Provide Energy and Water Data from Portfolio Manager

If you benchmark your property using ENERGY STAR Portfolio Manager, utilize this method to submit data in support of the survey.

Step 1: Log in to your ENERGY STAR Portfolio Manager account [here](#).

Step 2: After you have logged in, paste the link below into your browser.

<https://portfoliomanager.energystar.gov/pm/reports/template/1249142/share/f0715b53-48de-4037-81cf-8cfee7e2ae77>

This will take you to your **Reporting** tab of your account, and you will see the message below:

This report template, [Stadiums and Arenas](#), has been successfully copied into your account.

To begin using this template right away, you need to [edit this template](#) to include the properties from your account you want to see on the spreadsheet. Once you have added your properties to this report template, [Generate a Spreadsheet](#) in order to pull information you have selected from your account and into your template to create a spreadsheet download.

Keep in mind: If you have chosen a large number of properties and/or metrics in your template, your spreadsheet may not be available to view right away.

Step 3: Click on the first link in the message above, to “Stadiums and Arenas” (circled in red above) and in the dropdown menu for **Step 3: Select Properties**, select the venue for which you will be responding. Click **Save Template** and return to the **Reporting Tab**.

Edit Report Template: Stadiums and Arenas

1 Name Your Template

Name: * Stadiums and Arenas
Please provide a unique name for this template

2 Select Timeframe

Timeframe: * Single Year Dec 31 2015

Each property must have 12 full months of data for metrics to be calculated. If metrics cannot be calculated, "N/A" will be displayed in your report. Pick the **last day** of the 12 month period that you want.

3 Select Properties

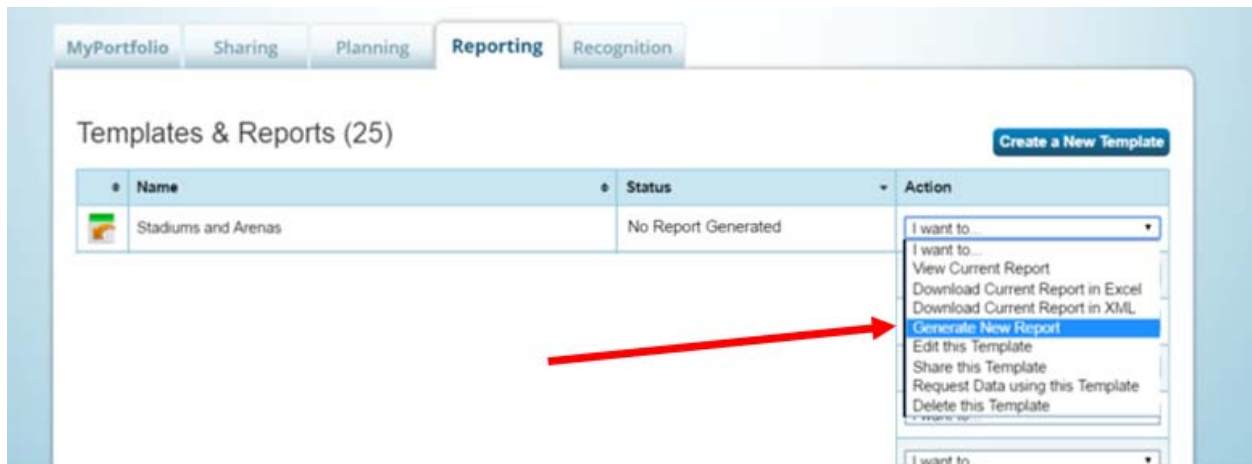
Properties: * - Select Number of Property(ies) -

4 Select Information & Metrics

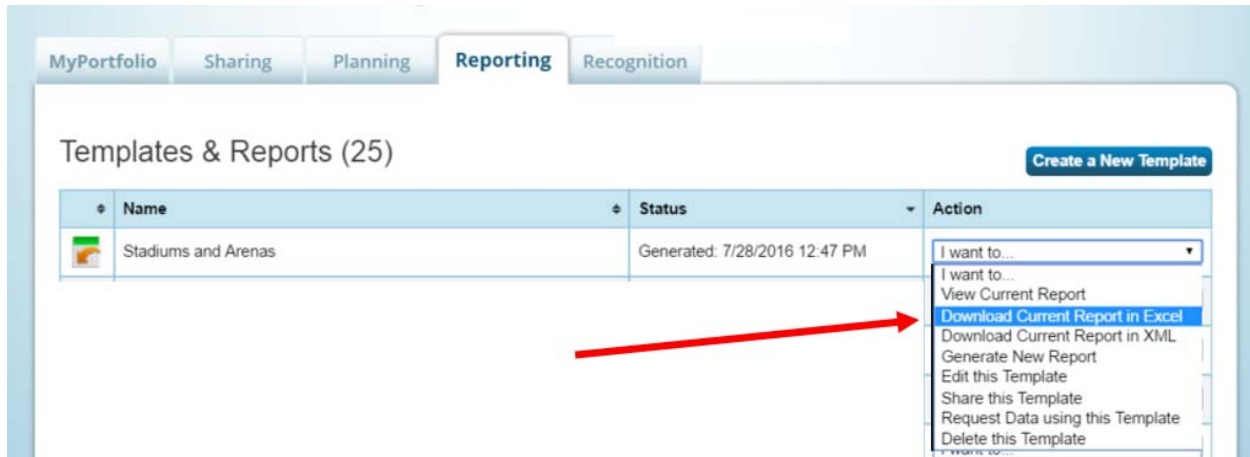
Information & Metrics: * [Select Information & Metrics](#) Selected Items: [43](#)

[Save Template](#) [Cancel](#)

Step 4: Scroll to the **Stadiums and Arenas** report and select "Generate New Report" from the drop-down.



Step 5: Refresh the **Reporting** page until you see "Generated" in the "Status Column". In the drop-down, select "Download Report in Excel."



Step 6: Submit the Excel file below.

Option B: Complete the Energy and Water Data Spreadsheet in Excel.

If your property's energy and water data is not benchmarked in ENERGY STAR Portfolio Manager, you may complete this spreadsheet to submit your data. Click on the Icon to download the file.



Stadiums and Arenas
Energy and Water Dat

Provide monthly energy and water consumption for the 12-month time period in 2015 (e.g. January 1, 2015 to December 31, 2015). Please note that the date range should primarily cover the 12-month period of 2015. However, we understand that your meter readings may not be from the first of the month to the last of the month. Therefore, a range such as 01/05/15 – 01/04/16 would be accepted. Entries for monthly, quarterly, semi-annual, or annual periods will be accepted. Enter the dates, consumption, total cost, and units, as they appear on your energy and water bills.

Energy data represents the total energy consumption of the entire property, including all buildings, equipment, lighting, restaurants, and areas operated by third parties. Please include energy consumption for on-site generation, such as solar panels or on-site wind. Include energy for parking garages and parking lots only if they are not separately metered or sub metered.

Water data represents the total water consumption of the entire property, including all buildings, food service areas, restaurants, irrigation and areas operated by third parties.

The spreadsheet has multiple tabs. Please see the instructions below specific to the Energy/Water Meter Summary Tabs and the Energy/Water Bill Detail tabs:

Meter Summary Tabs

- List all meters under "Meter ID". This field can be the actual meter number, or a simple name to identify the meter, such as Electricity 2. Please ensure these meter IDs match between the Energy and Water Meter Summary tabs and the Energy and Water Bill Detail tabs and that there are no duplicate meter names within the same property.

Instructions to submit Utility Data for the Survey of Energy and Water Efficiency of Stadiums and Arenas

- Meters may include individual meters/accounts from utility bills, or may be an aggregation of multiple meters (i.e. all electric bills included together).
- For Energy, specify the Fuel Type and the Unit of Measurement.
- For Water, specify the Type of Water User and the Unit of Measurement.
- In the "Start Date" column on the Energy and Water Meter Summary tabs, enter the start date for the first bill for which you are providing data for that meter, and in the "End Date" column, enter the end date of the last bill. For example, if the first bill for the meter covers January 12, 2015 – February 11, 2015 and the last bill covers December 12, 2015 to January 11, 2016, then January 12, 2015 is entered in the "Start Date" column and January 11, 2016 is entered in the "End Date".

Bill Detail Tabs

- List the Venue Name and Meter IDs to match the Meter Summary Tabs.
- Enter the Start Date, End Date, and Consumption for each Fuel Type and Type of Water Use in the Energy and Water Bill Details tabs. Cost data is optional, and would be entered as the total current cost on the bill(s) entered, including all taxes and fees.