Community		Inventoried by	

Part I — Building Details (required information)			
Building Name		**Date Today**	
Facility Owner		**Year Built**	
Street Address		**Zip Code**	

Contact information for Facility Owner or Manager			
Contact Name	**Title**	**Email**	**Phone**

Check items in each section below. If building features are mixed, check all options that apply.

Building Use	____Office ____Education ____Healthcare ____Food Service ____Lodging ____Store ____Public Assembly ____Warehouse ____Other:			
Square Footage	**OR**	**Length x Width**	**# of Stories**	**# of Rooms**	**Approx. Ceiling Height at Wall**

Square Footage	OR	**Length x Width**	**# of Stories**	**# of Rooms**	**Approx. Ceiling Height at Wall**

Is it heated?	____Yes ____No (no heating system) ____Heating system not working

If building is not heated, just fill in to here PLUS lighting questions below

Building Type	____Wood ____Steel ____Brick/stone ____Other:		
Foundation Type	____Pier/pilings ____Slab ____Crawlspace ____Full basement		
Roof Type	____Steel ____Asphalt ____Cedar ____Tar Paper ____Other:		
Ceiling Type	____Flat (cold attic) ____Vaulted ____Other:		
Windows	____Single ____Double ____Triple pane	**How many?**	
	____Wood ____Vinyl ____Other:	**Any broken?**	
Exterior Doors	____Insulated ____Uninsulated ____Mix	**How many?**	
Insulation or Ventilation Issues	____ Water stains on ceiling ____Ice or water on bottom of windows ____Mold present ____ Other (describe in Notes)		
Building Condition	____Falling Apart ____Fair ____Good ____New		
Lighting (check any that apply)	INDOOR: ____LED ____CFL ____Incandescent ____Other:		
	OUTDOOR: ____LED ____CFL ____Incandescent ____Other:		

Insulation R-Values (if known)	**Floor / Walls / Ceiling**	**Exterior Walls**
	/ /	____2x4 ____2x6 ____Other:

Facility Notes	

Community			Inventoried by	

Part II – Building Use					

Building Occupancy		**# of Occupants**	**Operating Hours**	**OR**	**Operating Hours**
	Mon-Fri				
	Saturday				**No. of Occupants**
	Sunday				

Thermostat Settings (in Winter)	**Day**	**Overnight**	**Programmable Thermostat**	____Installed ____Programmed
			HRV (or HVAC)	____Installed ____In Use

Water Heater	____Side-arm (Off boiler) ____Oil-fired ____Electric ____On Demand ____None

Arctic Entry?		**Is Arctic Entry Left Open in Winter?**	

Part III – Renovation History			

Renovation Type	**Yes/No?**	**Year (if known)**	**Notes**
Energy audit			
Indoor lighting			
Outdoor lighting			
Insulation			
Wiring			
Control Systems			
Windows			
Roof			
Other			

Part IV – Energy Sources and Use				

Energy Sources	**Primary**	**Secondary**	**Fuel Consumption**	**OR Annual Cost ($/year)**
Heating Oil			Gallons/year:	$ -
Wood (Type?)			Cords/year:	$ -
Electricity			kWh/year:	$ -
Natural Gas			CCF or Therms/year:	$ -
Propane			Lbs. or Gallons/year:	$ -
Coal			Tons/year:	$ -
Waste Heat			# of Rooms Heated:	$ -

OR	**Request utility bills for the <u>most recent two-year period</u> for <u>each energy source</u> used**	
	Req. Date	**Requested from**	
	Notes	

Instructions for Community Liaisons or Energy Champions

WHICH BUILDINGS TO BENCHMARK

★ **Do Benchmark**: Public and Community Buildings

- Buildings owned by City, Tribe, State or Federal Agencies
- Examples: Community hall, clinics, offices, maintenance buildings, post office, fire hall, warehouses

★ **Optional**: Privately owned buildings

- Churches, stores, other commercial buildings

WORKING WITH BUILDING OWNERS OR FACILITY MANAGERS

★ **Talk with Building Owners or Managers before You Begin**

- Find out what a good time will be to do the benchmarking.
- Ask if they can go over form with you to fill in what they know. This could be sitting down in their office or on site during the building walk through.
- Ask if they would like to walk through the building with you. If not, ask for permission to tour it on your own.
- If they have questions or concerns you can't address, ask them to contact Lawrence Sorensen at BBNA (contact info below) or ask if you can share their contact info so Lawrence can contact them.

★ **Request Utility Bills or Annual Energy Cost**

- Ask building owners/managers if they have utility bills from the last two years we can make copies of. (Preferable).
- Or they can fill in annual cost and fuel consumption on the form itself.

BENCHMARKING TOOLS AND TIPS

★ **The Only Tools You Need**

- Clipboard, benchmarking form, pencil, tape measure, flashlight. *Please WRITE LEGIBLY!*

★ **Some Benchmarking Tips**

- Hold a flashlight to the window and count the reflections to see how many panes it has
- The thickness of the wall will tell us its approximate R value. You can measure the door jamb.
- Insulated doors are commonly metal, vinyl or plastic. Wooden doors are generally not insulated.

PROJECT TIMELINE

★ **Sooner is Better!**

- The sooner we finish, the sooner we can move on to actions that will save our communities money every day!

Have questions? Need Help?   Lawrence Sorensen, BBNA, (907) 842-6224, lsorensen@bbna.com