Benchmarking Compliance Checklist

This Compliance Checklist is a quick guide to get you started with benchmarking your building. Please visit the Chula Vista Building Energy Benchmarking Website for instructional videos and other resources: www.chulavistaca.gov/benchmark.

1. Determine Applicability - Suggested Completion Month: April		
☐	Refer to the benchmarking website to determine if you are required to report.	● Refer to the "Who Should Comply?" tab at chulavistaca.gov/benchmark
☐	If applicable, fill out the Benchmarking Exemption Form.	● To request an exemption, find the Benchmarking Exemption Form at chulavistaca.gov/benchmark

2. Preparing Your Report - Suggested Completion Month: April		
☐	Find your Building ID.	● Visit Building ID Finder benchmark.chulavistaca.gov/building-id-finder ● Locate your property by name or address. You will need to enter this number in future steps.
☐	Create a Portfolio Manager account.	● You may use existing Portfolio Manager accounts and property(ies), if they exist. ● Visit https://portfoliomanager.energystar.gov/pm/signup
☐	Set up your property in Portfolio Manager. If one already exists, confirm use details are up to data.	● Required information for various property types is available at https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet ● Enter your property information.
☐	Compile energy data from the calendar year.	● Log into SDG&E's Benchmarking Portal to request whole building data for the previous calendar year: sdge.com/benchmarking ● Enter your December bill if you are not billed by calendar month.

3. Report to the City - Required Completion Date: May 20		
☐	Run the Data Quality Checker prior to submission.	● Fix any errors prior to proceeding with your report.
☐	Submit the report to the City through Portfolio Manager.	● Click on the current reporting link "Submit Energy Data" at chulavistaca.gov/benchmark