Ann Arbor Benchmarking Compliance Checklist

Helpful Resources:

ENERGY STAR Portfolio Manager   City of Ann Arbor Benchmarking Resources

Step 1	Getting Started	
☐	Determine whether your property must comply with Ann Arbor's benchmarking ordinance	View the Covered Building List
		If you believe that you are not required to comply, please fill out this exemption form

Step 2	Benchmark Your Building	
☐	Create ENERGY STAR Portfolio Manager account	ENERGY STAR Portfolio Manager (ESPM)
☐	Gather information required by ESPM to set up properties	ESPM Data Collection Worksheet
		ESPM Quick Start Guide
		City of Ann Arbor Benchmarking How-To Guide
☐	Set up properties in ESPM	ESPM Quick Start Guide
		Make sure to add the Ann Arbor Benchmarking ID from the Covered Building List

Step 3	Gather and Input Energy and Water Consumption Data	
☐	Request whole-building consumption data from utilities or enter monthly usage data from bills	DTE Energy Data Hub Guide to DTE Energy Data Hub
		Electricity & Natural Gas Bills: DTE Energy
		Natural Gas Bills: Constellation Benchmarking Guide to Constellation Data
		Water: City of Ann Arbor AquaHawk Benchmarking Guide to Water Data
☐	Check for Possible Data Errors	Run the Data Quality Checker

Step 4	Report to the City	
☐	Connect your property with the City of Ann Arbor to automate annual reports OR	City of Ann Arbor Benchmarking How-To Guide
☐	Generate a manual report to report each year	Reporting Link