



# BESO GUIDE

## HOW TO RUN THE ENERGY STAR DATA QUALITY CHECKER?

Benchmarks must be complete and accurate before submitting them to the City. If there are errors with the benchmark it will not be approved. Please use the following guide to check for errors with your benchmark before submitting.

1) Click on the properties **Summary** tab and select **Check for Possible Errors**.

**Summary** Details Energy Water Waste & Materials Goals Design

Source EUI Trend (kBtu/ft<sup>2</sup>)

CO<sub>2</sub>e

2008 2010 2012 2014 2016 2018

[Change Metrics](#)  
[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

**Check for Possible Data Errors**

Run a check for any 12-month time period to see if there are any possible errors found with your data.

**Check for Possible Errors**

2) Select calendar year of the benchmark needed with the year ending in December 31 and click **Run Checker**.

**Select Timeframe & Run Checker**

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending: \* Dec 31 2019 **Run Checker**

If there is an error, an alert icon will appear in the field that contains the error. **All errors labeled with the RED Stop Sign must be corrected before submitting the benchmark.**

- Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.
- Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property

3) Review the list of alerts (if any) and follow Portfolio Manager’s suggestions to address the issue(s).

- To fix an error with property uses and details, navigate to the detail section and select "Correct Mistakes" from the drop-down Action menu.



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The screenshot shows the 'Details' tab of the BESO application. On the left, the 'Basic Information' section includes: Construction Status (Existing property that is one single building), Property GFA - Self-Reported (20,000 Sq. Ft.), and Occupancy (60%). An 'Edit' button is visible. The main area is titled 'Property Uses and Use Details' and features a 'View as Diagram' link and an 'Add Another Type of Use' dropdown with an 'Add' button. A table lists property uses:

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Restaurant	20,000 ft <sup>2</sup>	I want to... I want to... Update with New Information View Update History Correct Mistakes
Property GFA (Buildings):		20,000 (used to	
Property GFA (Parking):		0	

Below the table, a tip states: 'To add multiple uses and buildings to this property, you can use this spreadsheet template to upload your information.'

- If there is an alert regarding energy metrics, navigate to the energy tab and select "enter your bills" or "add a meter" depending on the alert raised.
- 4) Check other fields and verify the information is correct.
- 5) Once you have made all applicable changes, run the data checker again to ensure that all alerts have been addressed.