

ENERGY STAR[®] Space Type Definitions

Source: www.energystar.gov

Each space type entered must adhere to specific eligibility rule sets in order to be eligible for the energy performance rating. When rating a mixed-use facility, each space type must meet the requirements of its respective rule set. In the case where a single space type is divided to specify varied occupancy density or schedules, the aggregate floor area for that space type will be used for the gross floor area requirement.

Building Designation

The energy performance rating system compares your building to its peer group of similar buildings in the national population. This peer group is identified through the Commercial Building Energy Consumption Survey (CBECS), a nationally representative survey conducted every four years by the Department of Energy. In order to identify your building's group of peers, more than 50% of the building's gross floor area (excluding parking lots and garages) must be defined by one of the following space types:

- Bank/Financial Institutions
- Courthouses
- Hospitals (acute care and children's)
- Hotels
- Houses of Worship
- K-12 Schools
- Medical Offices
- Multifamily Housing
- Offices
- Residence Halls/Dormitories
- Retail Stores
- Supermarkets
- Warehouses (refrigerated and non-refrigerated)

The remainder of your building may be occupied by other space types, subject to the following restrictions:

1. The combined floor area of all enclosed and not enclosed parking structures cannot exceed the total gross floor area of the building (where the gross floor area of the building excludes the parking floor area).
2. The combined floor area of all Computer Data Centers cannot exceed 10% of the total gross floor area of the building (where the gross floor area of the building excludes the parking floor area).
3. The combined floor area of any space classified as "Other" (e.g., library, restaurant, cafeteria, etc.) cannot exceed 10% of the total gross floor area of the building (where gross floor area of the building excludes the parking floor area).
4. The combined floor area of all "Multifamily Housing" spaces cannot exceed 10% of the total gross floor area of the building (where the gross floor area of the building excludes the parking floor area).
5. If your building is a Hospital (i.e. if Hospital accounts for more than 50% of your space) the only other spaces that may be entered are:
 - Computer Data Center
 - Other
 - Swimming Pool
 - Parking

Operating Characteristics

For each space type, there are minimum and maximum threshold values for key operating characteristics' (e.g. number of workers, weekly operating hours, etc.) fields. These limits are designed to ensure that your building falls into an operation pattern consistent with that of the peer group used for comparison.

In order to be eligible to receive a national energy performance rating:

1. Gross floor area of the building (excluding garage and parking lot) must be at least 5,000 square feet, with two exceptions:
 - Hospitals must be at least 20,000 square feet
 - Bank/Financial Institution must be at least 1,000 square feet
2. All buildings, except K-12 School, must be in operation at least 30 hours per week
3. All Office, Bank/Financial Institution, and Courthouse spaces must contain 1 personal computer or 1 cash register.
4. Each space must contain at least one worker during the main shift (does not apply for Hospitals or K-12 Schools)
5. The user must enter at least 11 consecutive months of data for all of the operating characteristics
6. If the building is a K-12 School, it must include an input for the number of personal computers and walk-in refrigeration units.
7. If the facility is a Hospital, it must include:
 - At least 16 licensed beds but no more than 1,510 beds and
 - No more than 40 floors
8. Residence Halls/Dormitories must contain at least 5 rooms
9. If the facility is a Hotel, the room limits are dependent upon the hotel type, it must include:
 - At least 1 room
 - A valid input for the number of commercial refrigeration/freezer units

Data Requirements

The following is a list of definitions and data entry requirements for each space type that is available in Portfolio Manager. Whether a building is comprised of one or more space types, information on distinct operating characteristics of each type of space is needed to accurately assess the energy use of the building.

Bank/Financial Institution

Bank/Financial Institution applies to facility space used for financial services. Relevant businesses include bank branches, bank headquarters, securities and brokerage firms. The gross floor area must be at least 1,000 square feet, and should include all supporting functions such as vaults, kitchens used by staff, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.

Below are the descriptions of the data entry fields for the Bank/Financial Institution space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	Total floor area, expressed in square feet or square meters, for a given space within a facility. The total of all office spaces must include the floor area for all supporting functions, such as lobbies, stairways, rest rooms, storage areas, elevator shafts, etc., in the facility. NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).	N/A
Weekly Operating Hours	The total number of hours per week that this office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week
Number of PCs	Indicates the total number of personal computers and servers in this office space.	2.2 PCs per 1000 square feet
Number of Workers on Main Shift	Indicates the number of employees who are present during the main shift. This is not the total number of employees or visitors who are in a building on during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100.	2.3 occupants per 1000 square feet
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	≥ 50%
% of Gross Floor Area that is Heated	The percent of gross floor area that is heated.	≥ 50%

Computer Data Center

Computer Data Center applies to spaces specifically designed and equipped to meet the needs of high density computing equipment such as server racks, used for data storage and processing. Typically these are raised floor spaces that maintain controlled temperatures and/or humidity. The air-conditioning system for this type of space is usually separate from that used to control the space environment in other parts of the building and is usually separated by walls and doors.

If an entire facility is listed as a Computer Data Center, it is not eligible to receive a National energy performance rating. However, if the majority of the building space use falls into an eligible category and the Computer Data Center accounts for 10% or less of total floor area, the facility is eligible to receive an National energy performance rating.

The following information is required for Computer Data Center Spaces:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>Total floor area, expressed in square feet or square meters, for a given space within a facility.</p> <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A
Weekly Operating Hours	<p>The total number of hours per week that this office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.</p>	168 hours per week

Courthouse

Courthouse applies to facility space used for federal, state, or local courts and associated office space. The total gross floor area should include all supporting functions such as temporary holding cells, kitchens used by staff, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.

Below are the descriptions of the data entry fields for the Courthouse space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	Total floor area, expressed in square feet or square meters, for a given space within a facility. The total of all office spaces must include the floor area for all supporting functions, such as lobbies, stairways, rest rooms, storage areas, elevator shafts, etc., in the facility. NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).	N/A
Weekly Operating Hours	The total number of hours per week that this office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week
Number of PCs	Indicates the total number of personal computers and servers in this office space.	2.2 PCs per 1000 square feet
Number of Workers on Main Shift	Indicates the number of employees who are present during the main shift. This is not the total number of employees or visitors who are in a building on during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100.	2.3 occupants per 1000 square feet
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	≥ 50%
% of Gross Floor Area that is Heated	The percent of gross floor area that is heated.	≥ 50%

Dormitory / Residence Hall

Dormitory/Residence Hall applies to buildings associated with educational institutions or military facilities which offer multiple accommodations for long-term residents. The total gross floor area should include all supporting functions such as food service facilities, laundry facilities, meeting spaces, exercise rooms, health club/spas, lobbies, elevator shafts, storage areas stairways, etc.

Below are the descriptions of the data entry fields for the Dormitory / Residence Hall space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc</p> <p>Also note the following:</p> <ul style="list-style-type: none"> Existing atria should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in total. Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A
Number of Rooms	The total number of lodging rooms available within a given residence hall/dormitory building, including occupied rooms, non-occupied rooms, rooms in the process of being renovated, and permanent house use.	2.5 occupants per 1000 square feet
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	50%
% of Gross Floor Area that is Heated	The percent of gross floor area that is heated.	100%

Hospital (Acute Care and Children's)

Hospital applies to facility space used as Acute Care and Children's Hospitals between 20,000 to 5 million square feet in total gross floor area. These facilities provide acute care services intended to treat patients for short periods of time for any brief but severe medical condition, including emergency medical care, physician's office services, diagnostic care, ambulatory care, and surgical care. Acute care hospitals typically discharge patients as soon the patient is deemed healthy and stable. Note: Long-term care hospitals (LTCHs) that are certified as acute care hospitals are not eligible because LTCHs provide patients with acute care for extended inpatient stays, defined by federal statute as an average of 25 days or more.

At least 51% of beds must be licensed and used for acute care services. And at least 51% of the total gross floor area must be used for acute care services. The total floor area should include all supporting functions such as: stairways, connecting corridors between buildings, medical offices, exam rooms, laboratories, lobbies, atria, cafeterias, storage areas, elevator shafts, and any space affiliated with emergency medical care, or diagnostic care. Facilities that use 51% or more of the gross floor area for long-term care, skilled nursing, and/or ambulatory surgical centers are not eligible for a rating at this time but can benchmark within Portfolio Manager using the ["Other" space type](#) category.

No unique space uses should be entered other than parking, computer data centers, or swimming pools. All of the other facility and/or campus characteristics should be aggregated under the "Hospital (Acute care, Children's)" space use classification within Portfolio Manager.

Additional guidance: [Healthcare Classification Document](#)  (446KB)

Below are the descriptions of the data entry fields for the hospital space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc</p> <p>Also note the following:</p> <ul style="list-style-type: none"> • Existing artia should only include the base floor area that it occupies. • Interstitial (plenum) space between floors should not be included in total. • Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. <p>Add the total floor area from all facilities within the campus. (Note: If the campus has centrally-metered computer data centers, garages, and open parking lots, they should be defined as separate space types. Their floor area should not be included here).</p> <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A
Number of Licensed Beds	The number of licensed care beds within the facility as defined by Medicare/Medicaid. The default value depends on the number of buildings:	2.8 beds per 1000 square feet
Maximum Number of Floors	The number of floors in the building on the campus facility with the greatest number of floors.	5
Tertiary Care	Tertiary Care is defined as care provided beyond secondary. For example, Level I trauma centers, highly specialized medical care such as organ transplant centers or prenatal/neonatal intensive care centers.	Yes

Hotel

Hotel applies to buildings that rent overnight accommodations on a room/suite basis, typically including a bath/shower and other facilities in guest rooms. The total gross floor area should include all interior space, including guestrooms, halls, lobbies, atria, food preparation and restaurant space, conference and banquet space, health clubs/spas, indoor pool areas, and laundry facilities, as well as all space used for supporting functions such as elevator shafts, stairways, mechanical rooms, storage areas, employee break rooms, back-of-house offices, etc.

Below are the descriptions of the data entry fields for the hotel space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions. The total gross floor area should include all interior space, including guestrooms, halls, lobbies, atria, food preparation and restaurant space, conference and banquet space, health clubs/spas, indoor pool areas, and laundry facilities, as well as all space used for supporting functions such as elevator shafts, stairways, mechanical rooms, storage areas, employee break rooms, back-of-house offices, etc. The total gross floor area should not include covered walkways, balconies, or out-door pools. Also note the following:</p> <ul style="list-style-type: none"> Existing atriums should only include the base floor area that they occupy Interstitial (plenum) space between floors should not be included in total <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A
Workers on Main Shift	<p>Workers on Main Shift should reflect the average number of workers that are present during the primary shift (that is, the shift with the most workers). Note: this is not the total number of staff employed at the property. For example, if there are three daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100. For many hotels, this number will vary seasonally. Hotels should estimate the average number for the year. Accurate ratings can be determined for Hotels that estimate the number of workers within 20%.</p>	0.32 workers per 1000 square feet

Number of Rooms	The total number of hotel rooms available within a given hotel property, including occupied rooms, non-occupied rooms, rooms in the process of being renovated, and permanent house use. This is the number of rooms typically found in a travel guide that describes specific hotels and general features, including the number of rooms.	1.95 rooms per 1000 square feet
Presence of Cooking Facilities	Does this hotel use energy for commercial or institutional cooking or food service on-site? Answer 'Yes' if this property includes cooking facilities to support room service, restaurants, conference space, and/or banquet facilities. Answer 'No' if the hotel's food service consists only of continental breakfast service or other prepackaged or light offerings that do not require a full service kitchen. Answer 'No' if this property only includes equipment in employee break rooms, vending machines, and/or kitchens in guest suites.	No
Number of Commercial Refrigeration / Freezer Units	This number should be a count of all commercial-type refrigeration and freezer units at the hotel. This count should include all walk-in refrigeration/freezer units, which may be used in cooking areas to support restaurants, banquet areas, and conference facilities. This count should also include any open or closed refrigeration cases, which may be used to sell refrigerated goods to hotel guests (e.g. a display case with beverages). This count should not include ice makers, vending machines, or residential-type units that may be found in employee break rooms or guest rooms.	0.023 units per 1000 square feet
% of Gross Floor Area that is Heated	This denotes the percent of the gross floor area that is served by mechanical heating equipment	100%
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	100%

Houses of Worship

House of Worship applies to buildings that are used as places of worship. This includes churches, temples, mosques, synagogues, meeting houses, or any other buildings that primarily function as a place of religious worship. The rating applies to buildings that function as the primary place of worship and not to other buildings that may be associated with a religious organization, such as living quarters, schools, or buildings used primarily for other community activities. The rating applies to worship facilities that have 4,000 seats or fewer.

The following information is required for a House of Worship space.

Data Entry Field	Definition	Default Value
Gross Floor Area	The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions. The total gross floor area should include all interior space, worship areas, classrooms, meeting rooms, libraries, fellowship areas, restrooms, stairwells, and kitchen areas. Note that for portions with vaulted or high ceilings, only the floor area at the base level should be counted.	N/A
Seating Capacity	The seating capacity should reflect the maximum total seating capacity of the main worship area(s). If there are multiple seating configurations, please identify the maximum number that the facility can hold. This number should reflect permanent seating capacity as the facility is typically used. Note that if there is no seating at this type of worship facility, this number should reflect the number of worshippers than can be accommodated in the main worship area(s).	40 seats per 1000 square feet
Weekday Operation	Weekday Operation should reflect the number of weekdays (Monday through Friday) that the facility is typically open. This should include all days when the building is open for religious services, choir practice, administrative use, committee meetings, classes, or other activities.	3
Hours of Operation	The hours of operation should count the hours per week during which the facility is typically open for operation. This may include worship services, choir practice, administrative use, committee meetings, classes, or other activities.	33
Number of PCs	Number of computers should reflect the total number of computers in the building. Computers may be located in office or administrative areas of the facility, or may be part of the audio-visual equipment capabilities or classrooms. Computer-type servers that support the LAN can also be included in this count.	0.2 PCs per 1000 square feet

Presence of Cooking Facilities	Is any space used for institutional or commercial food preparation and serving, such as kitchens, restaurants, snack bars, cafeterias, steam tables, or warming areas? Yes or No? Do not include areas with only a microwave or other small food preparation equipment or vending machines.	No
Number of Commercial Refrigeration / Freezer Units	This number should be a count of all commercial-type refrigeration and freezer units at the worship facility. This count should include all walk-in refrigeration/freezer units, in addition to commercial-type open or closed cases. These types of units may be present to support a community area in the facility, where receptions or other activities occur. This count should only include commercial-type units; it should not include residential type refrigerators or vending machines.	0.018 units per 1000 square feet

K-12 School

K-12 School applies to facility space used as a school building for Kindergarten through 12th grade students. This does not include college or university classroom facilities and laboratories, or vocational, technical, or trade schools. The total gross floor area should include all supporting functions such as administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoria, laboratory classrooms, portable classrooms, greenhouses, stairways, atria, elevator shafts, small landscaping sheds, storage areas, etc.

The following information is required for a K-12 School Space.

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area used as part of the school building for Kindergarten through 12th grade students. The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc</p> <p>Also note the following:</p> <ul style="list-style-type: none"> Existing atria should only include the base floor area that they occupy. Interstitial (plenum) space between floors should not be included in total. Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A
Number of PCs	The total number of personal computers used at the K12 School. This number should include computers used in classrooms and/or student computer labs. It should also include computers that are used in managerial offices and break rooms.	1.75 PCs per 1000 square feet
Presence of Cooking Facilities	Does the K12 School have commercial or institutional cooking on-site? This typically includes cooking facilities associated with lunch counters or cafeterias located onsite. This does not include employee lounges or galleys with food preparation equipment and/or vending machines.	Yes

Open Weekends	Is this building normally open at all on the weekends? This includes activities beyond the work conducted by maintenance, cleaning, and security personnel. Weekend activity could include any time when the space is used for classes, performances or other school or community activities. If the building is open on the weekend as part of the standard schedule during one or more seasons, the building should select "yes" for open weekends. The "yes" response should apply whether the building is open for one or both of the weekend days.	No
High School	Is this building a high school (teaching grades 10, 11, and/or 12)? If the building teaches to high school students at all, the user should check 'yes' to 'high school'. For example, if the school teaches to grades K-12 (elementary/middle and high school), the user should check 'yes' to 'high school'.	No
Number of Walk-In Refrigeration / Freezer Units	Indicates the total number of large walk-in refrigeration or freezer units in use within the K12 School. This typically includes large refrigeration units located in the back of a K12 School cafeteria used to store refrigerated goods.	0.01 units per 1000 square feet
% of Gross Floor Area that is Heated	This is the percentage of the total floor space within the facility that is served by mechanical heating equipment.	100%
% of Gross Floor Area that is Air Conditioned	This is the percentage of the total floor space within the facility that is served by mechanical cooling equipment.	50%

Medical Office

Medical Office applies to facility space used to provide diagnosis and treatment for medical, dental, or psychiatric outpatient care. The total gross floor area should include all supporting functions such as kitchens used by staff, laboratories, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.

The medical office space type is intended to define facility space used to provide diagnosis and treatment for medical, dental, or psychiatric outpatient care. Medical office is intended for buildings with a minimum size of 5,000 square feet. Floor area for all supporting functions, such as food facilities, lobbies, elevator shafts, stairways, etc., should be included in the total square footage.

NOTE: If the Facility is a Hospital (Acute Care, Children's) building/campus that contains a medical office, include the medical office floor area within the Hospital space. Do not define this separately as a Medical Office space.

Additional guidance:

[Healthcare Classification Document](#)  (446KB)

[Review a graphical representation of eligibility for healthcare facilities.](#)

Below are the descriptions of the data entry fields for the medical office space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc</p> <p>Also note the following:</p> <ul style="list-style-type: none"> Existing atria should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in total. Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. <p>NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).</p>	N/A

Weekly Operating Hours	The total number of hours per week that this medical office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed. Medical office space operation time averages 65 hours per week, rather than 40 hours per week. Operating hours per week must be 35 or greater for office spaces and must not be greater than 168.	65 hours per week
Number of Workers on Main Shift	Indicates the total number of employees who work in this medical office space. This is not the total number of employees or visitors who are in a building on during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100.	2.2 occupants per 1000 square feet
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	50%
% of Gross Floor Area that is Heated	The percent of gross floor area that is heated.	100%

Multifamily Housing

EPA defines the Multifamily space type as a residential building equal to or larger than 2 units. Multifamily space types include all square footage in the residential units, common areas, and unconditioned space (boiler room). Occupants of Multifamily housing can include tenants, cooperators, and/or individual owners.

The following information is required for Multifamily Housing Spaces.

Data Entry Field	Definition	Default Value
Gross Floor Area	The total gross floor area for Multifamily Housing. The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as residential units, common areas, elevators, storage areas, vent shafts, lobbies, boiler room and basement. Interstitial space between floors should not be included in the total.	N/A

Office

Office applies to facility spaces used for general office, professional, and administrative purposes. The total gross floor area should include all supporting functions such as kitchens used by staff, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.

The following information is required for an Office Space.

Data Entry Field	Definition	Default Value
Gross Floor Area	Total floor area, expressed in square feet or square meters, for a given space within a facility. The total of all office spaces must include the floor area for all supporting functions, such as lobbies, stairways, rest rooms, storage areas, elevator shafts, etc., in the facility. NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).	N/A
Weekly Operating Hours	The total number of hours per week that this office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week
Number of PCs	Indicates the total number of personal computers and servers in this office space.	2.2 PCs per 1000 square feet
Number of Workers on Main Shift	Indicates the number of employees who are present during the main shift. This is not the total number of employees or visitors who are in a building on during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100.	2.3 occupants per 1000 square feet
% of Gross Floor Area that is Air Conditioned	The percent of gross floor area that is air conditioned.	≥ 50%
% of Gross Floor Area that is Heated	The percent of gross floor area that is heated.	≥ 50%

Other

Spaces that do not fit clearly within any available categories should be designated as "other". Other may be used to designate any space not listed in Portfolio Manager, this could include restaurants, laboratories, penitentiaries, or manufacturing facilities. If an entire facility is classified as Other, it is not eligible to receive a National energy performance rating; however, if a portion of a facility is classified as Other, you may be able to receive a National energy performance rating. To be eligible, the gross floor area of the facility must be comprised of 50% or more of an eligible space type and 10% or less of the gross floor area must be comprised of an Other space type.

[Additional Guidance on Other](#)

The following information is required for Other Spaces.

Data Entry Field	Definition	Default Value
Gross Floor Area	Total floor area, expressed in square feet or square meters, for a given space within a facility. The total of all office spaces must include the floor area for all supporting functions, such as lobbies, stairways, rest rooms, storage areas, elevator shafts, etc., in the facility. NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).	N/A
Weekly Operating Hours	The total number of hours per week that this office space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week

Parking

The Parking space type is intended for any area connected to the building that is used for parking vehicles. This includes parking lots, fully enclosed parking structures, and unenclosed parking structures that are open on all sides and may or may not include roof parking. All parking areas should be combined into one parking space. The purpose of combining all of these areas into one space is to avoid double counting and simplify the process. By apportioning the square foot of the parking area into these three categories, Portfolio Manager can properly assign lighting and ventilation allowances.

For example, if a building contains **two** parking lots and **one** under ground fully enclosed parking structure, all three parking areas should be combined and entered as **one parking space** in Portfolio Manager. The square footage of the two parking lots should be added together and entered as one unit under “Parking sq ft that is open (no roof)” and the square footage of the enclosed parking structure should be entered under “Parking sq ft that is enclosed”.

The following information is required for Parking Spaces:

Data Entry Field	Definition	Default Value
Enclosed Parking Area	Total area, expressed in square feet, for fully enclosed parking structures.	N/A
Open Parking Area With a Roof	Total area, expressed in square feet, for unenclosed parking structures that are open on all sides and may or may not include roof parking.	N/A
Open Parking Area Without a Roof	Total area, expressed in square feet, for open parking lots.	N/A
Weekly Hours of Access	The number of hours per week that the parking lot or structure is accessible	168 hours per week

Retail Store

Applies to stores of at least 5,000 square feet in gross floor area used to conduct the retail sale of consumer products goods. The total gross floor area should include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, etc. Stores must be free standing or located in strip centers. Stores located in enclosed malls are not eligible, with the exception of mall anchors. Retail segments typically eligible for benchmarking include: Department Store, Discount Store, Supercenter, Warehouse Club, Drug Store, Dollar Store, Home Center/Hardware, and Apparel/Hard Line Specialty (i.e. books, clothing, office products, toys, home goods). Retail segments typically not eligible for benchmarking include Electronics Stores.

Below are the descriptions of the data entry fields for the retail establishment space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	Gross floor area is defined as the total number of square feet used to conduct the retail sale of consumer products goods. The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc Also note the following: <ul style="list-style-type: none"> Existing atria should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in total. Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area. 	N/A
Weekly Operating Hours	The total number of hours per week that the retail store is open for business, excluding hours when the building is occupied only by maintenance, security, or other support personnel. For buildings with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week
Number of PCs	Indicates the total number of personal computers and data servers in the retail store. Personal computers are not used to check out customers and are generally located in manager offices, break rooms, and/or storage and inventory areas.	0.2 PCs per 1000 square feet
Number of Workers on Main Shift	Indicates the number of employees who are present during the main shift. This is not the total number of employees or visitors who are in a building during an entire 24 hour period but rather represents typical peak staffing level during the main shift. For example, in a retail store if there are two daily 8 hour shifts of 15 workers each, the Workers on Main Shift value is 15.	1 worker per 1000 square feet

Number of Cash Registers	Indicates the total number of cash registers in the retail store. Cash registers are defined as business machines that are used primarily for conducting transactions and indicating to customers the amounts of individual sales; they record and total receipts, may automatically calculate the change due, and often include a money drawer from which to make change.	0.3 cash registers per 1000 square feet
Number of Walk-In Refrigeration / Freezer Units	Indicates the total number of large walk-in refrigeration or freezer units in use within the retail store. This typically includes large refrigeration units located in the back of a retail store in storage and receiving areas and used to store refrigerated goods.	None
Number of Open / Close Refrigeration / Freezer Units	The number of commercial refrigeration units (cases) used for the sale or storage of perishable goods. This includes display type refrigerated open or closed cases and cabinets as well as display type freezer units typically found on the sales floor. Each case or cabinet section, typically 4 to 12 feet in length, should be considered 1 unit. Include those cases located inside and immediately adjacent to the facility. This should not include any refrigerated vending (soda) machines	None
% of Gross Floor Area that is Heated	This is the percentage of the total floor space within the facility that is served by mechanical heating equipment.	100%
% of Gross Floor Area that is Air Conditioned	This is the percentage of the total floor space within the facility that is served by mechanical cooling equipment.	100%

Supermarket

The Supermarket/Grocery Store space type applies to facility space used for the retail sale of food and beverage products. It should not be used by restaurants, which are not eligible for a rating at this time. The total gross floor area should include all supporting functions such as kitchens and break rooms used by staff, storage areas (refrigerated and non-refrigerated), administrative areas, stairwells, atria, lobbies, etc.

Below are the descriptions of the data entry fields for the supermarket/grocery store space type:

Data Entry Field	Definition	Default Value
Gross Floor Area	<p>The total gross floor area used for the retail sale of food and beverage products. The total gross floor area is measured between the principal exterior surfaces of the enclosing fixed walls and includes all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc.</p> <p>Also note the following: Existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in total. Gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.</p>	N/A
Weekly Operating Hours	The number of hours per week that a facility is used, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "weekly operating hours" refers to the total weekly hours for the schedule most often followed.	105 hours per week
Number of Workers on Main Shift	The average number of employees who occupy the facility during the main shift of a typical workday. This is not the total employee count or number of customers in a building during an entire 24 hour period but rather represents typical peak staffing level during the main shift. For example, in a supermarket if there are two daily 8 hour shifts of 15 workers each, the Workers on Main Shift value is 15.	1 worker per 1000 square feet
Presence of Cooking Facilities	Does the supermarket use energy for commercial or institutional cooking or food serving on-site? This could include cooking facilities associated with bakeries, lunch counters, or other food service activities. This does not include employee lounges or galleys that have food preparation equipment and/or vending machines.	Yes

Number of Walk-in Refrigeration / Freezer Units	Indicates the total number of large walk-in refrigeration or freezer units in use within the supermarket. This typically includes large refrigeration units located in the back of a supermarket in storage and receiving areas and used to store refrigerated goods..	0.25 units per 1000 square feet
% of Gross Floor Area that is Heated	This is the percentage of the total floor space within the facility that is served by mechanical heating equipment.	100%
% of Gross Floor Area that is Air Conditioned	This is the percentage of the total floor space within the facility that is served by mechanical cooling equipment.	100%

Swimming Pool

Swimming Pool applies to heated swimming pools that operate on the premises and on the same energy-use meter as the primary facility. This category applies to any heated swimming pools located inside or outside of the facility. Swimming pools are categorized by size, and whether they are an indoor or outdoor pool.

The following information is required for Swimming Pools.

Data Entry Field	Definition	Default Value
Indoor or Outdoor	Is the pool indoors or outdoors?	N/A
Size of Swimming Pool	Pool sizes are categorized as: <ul style="list-style-type: none"> - Olympic (50 m x 25 m) - Short Course (25 yd x 20 yd) - Recreational (20 yd x 15 yd) 	N/A

Warehouse (Refrigerated or Unrefrigerated)

The warehouse space type is intended to define facility space that is only used to store goods, manufactured products, merchandise or raw materials. Space types defined as Warehouse (Refrigerated or Unrefrigerated) must not contain any onsite manufacturing. If the space is part of an industrial campus, the space defined as warehouse must be a separate structure that is separately metered from any adjacent processing plants. The total gross floor area should include all supporting functions such as offices, lobbies, stairways, rest rooms, equipment storage areas, elevator shafts, etc.

Below are the descriptions of the data entry fields for the refrigerated and unrefrigerated warehouse space types:

Data Entry Field	Definition	Default Value
Gross Floor Area	Total floor area, expressed in square feet or square meters, for a given space within a facility. The total of all warehouse spaces must include the floor area for all supporting functions, such as lobbies, stairways, rest rooms, storage areas, elevator shafts, etc., in the facility. To generate an energy performance rating, the total floor space for the facility must be 5,000 square feet (464.5 square meters) or greater. NOTE: The floor area of all Computer Data Center space(s) cannot exceed 10% of the Facility's gross floor area (not including Garages and Parking Lots).	N/A
Weekly Operating Hours	The total number of hours per week that this warehouse space is in operation, excluding hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	65 hours per week
Number of Workers on Main Shift	Indicates the total number of employees who work in this warehouse space.	0.59 worker per 1000 square feet
Number of Walk-In Refrigeration / Freezer Units	The number of commercial walk-in type freezers and coolers.	0 units per 1000 square feet
% of Gross Floor Area that is Heated	This is the percentage of the total floor space within the facility that is served by mechanical heating equipment.	50%
% of Gross Floor Area that is Air Conditioned	This is the percentage of the total floor space within the facility that is served by mechanical cooling equipment.	20%
Refrigerated or Unrefrigerated	Refrigerated warehouse specifically denotes space designed to store perishable goods or merchandise under refrigeration at temperatures below 50 degrees Fahrenheit. Unrefrigerated warehouse specifically denotes space designed to store non-perishable goods and merchandise.	Unrefrigerated