



CITY OF DETROIT

# WATER GUIDE

COMMERCIAL AND MULTIFAMILY  
BENCHMARKING



## This guide is an excerpt of the Official City of Detroit Benchmarking Reporting Resource Guide

Step Three: Gather energy and water use data and enter them into ENERGY STAR Portfolio Manager (cont.)

### **Step 3.2 Accessing water data**

Email [DWSD\\_Benchmarking@Detroitmi.gov](mailto:DWSD_Benchmarking@Detroitmi.gov) to request your water data

Please include the following information in your request:

- Account Number
- Meter Number
- Building Address
- Year reporting

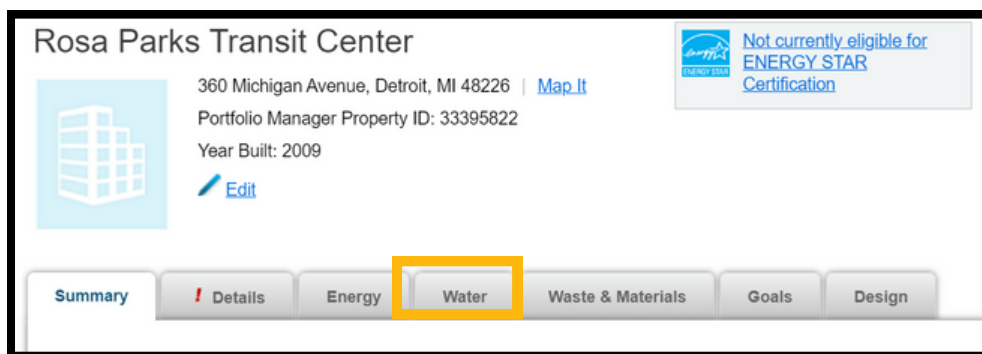
**This information can be found on your water bill.**

### Step 3.4 Entering Data into Energy Star Portfolio Manager

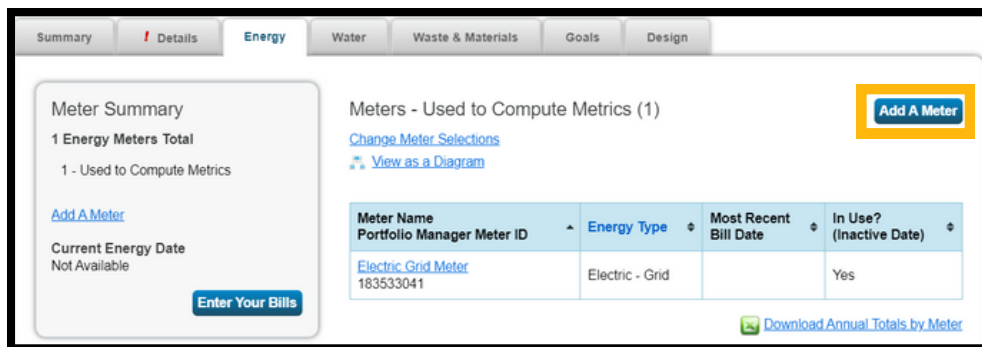
#### Entering data for one property

for this example, we will enter data of a Gas meter

1. Go to your building's profile on Energy Star Portfolio Manager
2. Select the tab of the utility you will be entering data for. Here we will select **Energy**



3. Select **add a meter**



4. Select the energy type and the number of meters you will enter data for

The form is titled 'Your Property's Water Usage' and asks 'What kind of water do you want to track? Please select all that apply.' The options are:

- Municipally Supplied Potable Water
  - Indoor
  - Outdoor
  - Mixed Indoor/Outdoor
- How Many Meters?
- Municipally Supplied Reclaimed Water
- Well Water
- Other:

- For more details, including directions for multiple buildings, see [How to Get Utility Data into Portfolio Manager](#)

**Step 3.4 Entering Data into Energy Star Portfolio Manager (continued)**

5. Name the meter according to the meter number. Include correct units and data that the meter became active

**1 Water Meter for Rosa Parks Transit Center (click table to edit)**

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Potable: Mixed Indoor/Outdoor Meter	Potable: Mixed Indoor/Outdoor				<input checked="" type="checkbox"/>			

6. Enter the meter usage information using either the single entry method or the single meter spreadsheet.

**our Meter Entries for Rosa Parks Transit Center**

How we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

**Energy Meter(s) for Rosa Parks Transit Center**

Meter number

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<a href="#">Click to add an entry</a>				
<a href="#">Delete Selected Entries</a>				
<a href="#">Add Another Entry</a>				
<a href="#">Learn how to copy/paste</a>				

Upload data in bulk for this meter:

- Use this [single-meter spreadsheet](#) to:
  - Upload the completed file below
  - Copy and Paste the data into the table above

No file chosen

7. Select permissions for sharing with the Detroit Benchmarking reporting profile

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

**Share Additional Meters with Web Services Provider**

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not wish to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

**Detroit Benchmarking Reporting**

The following information is required by **Detroit Benchmarking Reporting** in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
Meter number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>