

# Ann Arbor Benchmarking Compliance Checklist

## Helpful Resources:

[ENERGY STAR Portfolio Manager](#)

[City of Ann Arbor Benchmarking Resources](#)

<b>Step 1 Getting Started</b>	
<input type="checkbox"/>	Determine whether your property must comply with Ann Arbor's benchmarking ordinance
	<a href="#">View the Covered Building List</a> If you believe that you are not required to comply, complete this <a href="#">exemption request form</a>
<b>Step 2 Benchmark Your Building</b>	
<input type="checkbox"/>	Create ENERGY STAR Portfolio Manager account
	<a href="#">ENERGY STAR Portfolio Manager (ESPM)</a>
<input type="checkbox"/>	Gather information required by ESPM to set up properties
	<a href="#">ESPM Data Collection Worksheet</a>
	<a href="#">ESPM Quick Start Guide</a>
	<a href="#">City of Ann Arbor Benchmarking How-To Guide</a>
<input type="checkbox"/>	Set up properties in ESPM
	<a href="#">ESPM Quick Start Guide</a>
	Make sure to add your Ann Arbor Benchmarking ID from the <a href="#">Covered Building List</a>
<b>Step 3 Gather and Input Energy and Water Consumption Data</b>	
<input type="checkbox"/>	Request whole-building consumption data from utilities or enter monthly usage data from bills
	<a href="#">DTE Energy Data Hub</a>
	<a href="#">Guide to DTE Energy Data Hub</a>
	Electricity & Natural Gas Bills: <a href="#">DTE Energy</a>
	Natural Gas Bills: <a href="#">Constellation</a>
	<a href="#">Benchmarking Guide to Constellation Data</a>
	Water: <a href="#">City of Ann Arbor AquaHawk</a>
	<a href="#">Benchmarking Guide to Water Data</a>
<input type="checkbox"/>	Check for Possible Data Errors
	Run the <a href="#">Data Quality Checker</a>
<b>Step 4 Report to the City</b>	
<input type="checkbox"/>	Connect your property with the City of Ann Arbor to automate annual reports OR
	<a href="#">City of Ann Arbor Benchmarking How-To Guide</a>
<input type="checkbox"/>	Generate a manual report to report each year
	<a href="#">Reporting Link</a>