

Building Energy Asset Score: Quick Start Guide - *Preview Input Mode*

To create an estimated score range and an Asset Score report preview for your building, complete the following five (5) steps using the Building Energy Asset Scoring Tool. This input mode may be used for buildings with a single use type, simple rectangular geometry, and a single HVAC system type.

1.

Input Basic Building Information

- Click the **New Building** button begin.
- Enter building name, location, year completed, total floor area, and assessment type.
- Click the **Create Building** button to continue.
- Select the **Preview** Input Mode.

2.

Identify Building Use Type

- Select an applicable use type.
- Choose from a variety of options including office, retail, multi-family, education, and library, among many others.

3.

Enter Basic Building Details

- Enter the number of floors, orientation, and date(s) of system retrofits if applicable.
- Based on these inputs, the tool will create a single block rectangular building with a set of default component values.

4.

Review and Confirm Default Building Inputs

- Edit and/or Verify the default component values generated by the Tool. Use the available icons or one of the 'Mark all' edit buttons.
- Unconfirmed or unknown values may be marked as 'unsure'.
- Editing and/or Verifying the default inputs will increase the certainty of the estimated score that the building could receive if it was entered using the Full Input Mode of the Tool, and may decrease the range of the score display. The greater the number of components selected as 'Unsure' may result in a greater uncertainty of the estimated score, and may increase the range of the score display.

5.

Submit your Building for an Asset Score Preview

- Select the **Preview Score** button to submit your building and to generate an energy asset score report preview. You will receive an email notice when the report is available for review and download.
- The Preview Score button will not be accessible if any of the displayed component values have not been confirmed.
- Before or after scoring, a building may be converted to the Full Input Mode of the tool to add additional building data and generate a full Asset Score report with cost effective upgrades, by selecting the **SWITCH TO FULL VERSION** button.

Estimated Asset Score Range:

The energy asset score that is generated in Asset Score Preview mode is displayed as a range of values on the asset score 10-point scale. Two sets of score ranges are presented on the same asset score scale, based on standard operating assumptions for the building use type. The score ranges are calculated through an uncertainty analysis process which accounts for variability in scores due to inputs not verified by the user (hence a building with inputs marked 'unsure' would have a wider score range than a building with inputs marked as 'verified') as well as variation in scores due to the impact of detailed inputs such as building geometry, HVAC system controls etc.