Building Energy Asset Score: Quick Start Guide

To create a Building Energy Asset Score (Asset Score) for your building, you need to complete the following six (6) steps using the Building Energy Asset Scoring Tool. Although you are not required to carry out these steps in a specific order, the following sequence will most likely save you time.

1.

Input Basic Building Information
- Click the `New Building` button to begin.
- Enter building name, location, year completed, total floor area, and assessment type
- Click the `Create Building` button to continue.
- Select an Asset Score Input Mode. For guidance on the Preview Input Mode, see the *Quick Start Guide - Preview Mode*. Continue to follow the steps below for the Full Input Mode version of the tool.

2.

Identify Building Use Type(s)
- Select all applicable use types.
- Choose from a variety of options including office, retail, multi-family, education, and library, among many others.

3.

Create an Inventory of Your Building's Features
- Enter information regarding the building's assembly components (roofs, skylights, windows, walls, floors) and its major energy systems (lighting, HVAC, hot water systems). The Data Collection Form can assist you in gathering your building information.

4.

Create 3-D Block(s) of Your Building
- Create "blocks" to construct a 3-D image that approximates the building's geometry, configuration, and orientation. See "How to Build Blocks" on the next page for details.

5.

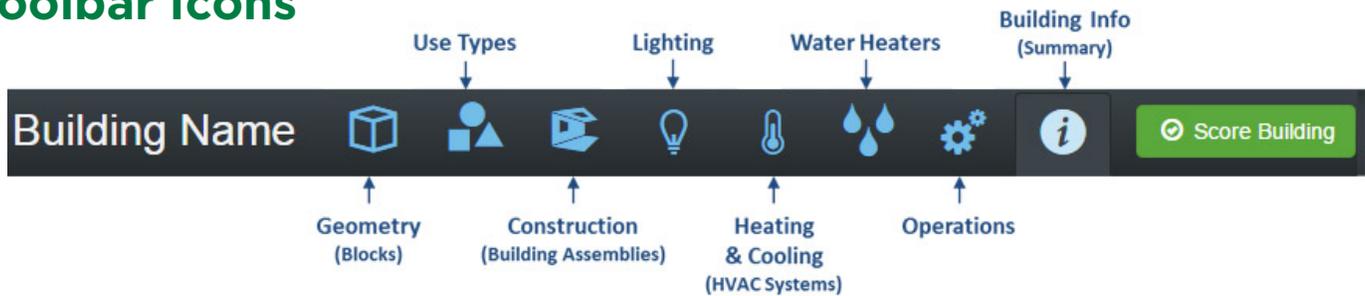**Assign Use Types and Features to Your Building Block(s)**
- Use the top toolbar (see "Toolbar Icons" on the next page) to navigate between sections. The building use types, assembly components, and energy systems that were entered in Steps 2 and 3 will be displayed in the left-hand sidebar.
- Assign building components by clicking and 'dragging and dropping' onto each associated block in your building.
- Enter additional required Construction and Lighting information (window-to-wall ratio and number of lighting fixtures) by clicking on each block to display pop-up windows for entry.
- If you find that a use type or building feature is incorrectly linked to a building block, delete the incorrect information from that block, then drag and drop the corrected information.
- A warning symbol ⚠ on the toolbar indicates that a particular section is either missing required information or has a problem with data already entered. When this symbol is present, the tool will not submit the building for a score until the issue is resolved.

6.

Score your Building and Review your Building Energy Asset Score Report
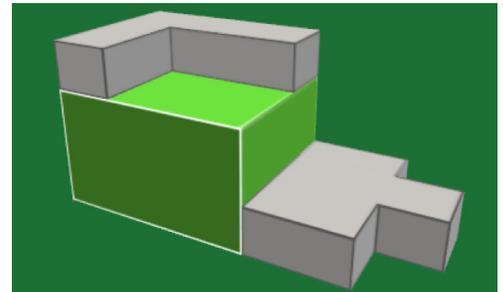
- Click the ⓘ icon on the toolbar to do a final review of all building data prior to scoring your building. Go back and make changes to your inputs if needed.
- Select `⊘ Score Building` to submit your building. You will receive an email notice when an Asset Score Report for your building is available for review and download.

Toolbar Icons

Use Types · Lighting · Water Heaters · Building Info (Summary)

Building Name

Geometry (Blocks) · Construction (Building Assemblies) · Heating & Cooling (HVAC Systems) · Operations

How to Build Blocks

The Asset Scoring Tool is designed to model simple buildings as well as more complex ones that are made up of sections with distinctly different physical configurations or energy features. In order to score your building, you'll need to use building "blocks" to create a graphical representation of your building's footprint and shape.   You can provide dimensions to alter the shape of each block as needed. You can also move the blocks around to best approximate the configuration and orientation of your building.

Most buildings can be modeled as only one block, but you should create additional blocks if any of the following situations apply:

   a.   The building has sections with different numbers of floors (e.g., one portion of the building is 3 stories and another portion is 10 stories).
   b.   The building is served by different HVAC systems (e.g., one portion of the building uses a local chiller and another portion uses packaged DX units).
   c.   The building has multiple use types selected (e.g., multifamily building with retail on first floor).
   d.   The building footprint cannot be simplified by the basic footprint shapes provided in the Asset Scoring Tool.
   e.   The building has sections with different operating schedules (e.g., one portion of the building is occupied 24-hours, while another portion is used only 8 hours per day).

Helpful Hints:

- Look for the ? icon on every data entry screen to learn more about what's being asked in each section of the Asset Scoring Tool.

- Additions, deletions, and changes can be made to all blocks and building components at any point in the process.

- Required fields in each of the data entry screens are indicated with a red star (*). If a non-required field is left blank, the Asset Scoring Tool will infer a value based on system type, building vintage, and location where possible.

- To more accurately characterize your building, provide data for any of the non-required data fields available in the Asset Scoring Tool.

- When defining your building's lighting, you can either choose to count and provide the number of fixtures OR state what percent of the block is served by that particular type of fixture.

The Asset Scoring Tool will apply standard assumptions regarding lighting density and usage patterns.

- Buildings frequently have multiple fixture types. If you choose to provide the percent of the block served by each fixture type, these percentages are not expected to total 100% since multiple types of fixtures may serve the same area of a building.

- Entering operational information is optional since the Asset Scoring Tool applies standard operational assumptions depending on the building's use type. If you provide information on your building's actual operations, the Asset Scoring Tool will take these into account when developing recommendations for energy efficiency upgrades; however, this will not affect your building's current score.