

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.

