

B3 Benchmarking: Minnesota GreenStep Cities

Clean Energy Resource Teams (CERTs)



B3 BENCHMARKING

advanced metrics for rating buildings

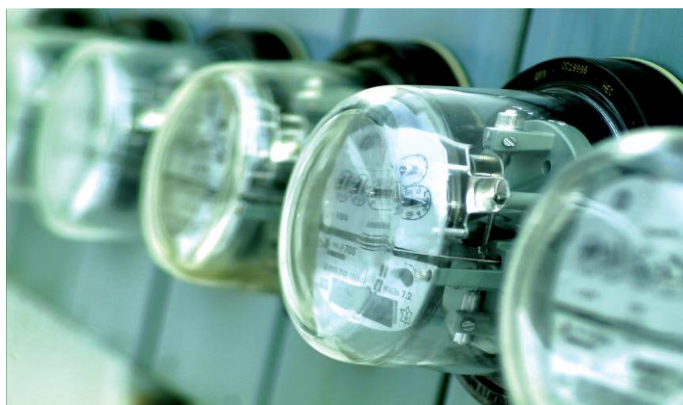
WHY WE USE B3

B3 utilizes basic building and meter information to summarize energy consumptions, costs, and carbon emissions. It can help guide decision making by showing which buildings would benefit most from energy efficiency improvements. It also can help cities monitor progress with investments in community infrastructure. B3 is an easy way to track how buildings are performing so you can plan effectively, optimize your resources, and advance your mission. The use of B3 is also a best practice action for the MN GreenStep Cities program.

HOW TO BE SUCCESSFUL WHEN USING B3

Make sure you correctly identify the space usage type for each site/building. This is an important tool to help determine if a building is using too much energy. Many of the space types on B3 already have multiple usage types included. For example, the high school usage space type includes a cafeteria, gymnasium, and office space, so you would not need to add all of those spaces separately. However, the high school usage space does not include a pool, so you would need to add that usage type to the building yourself.

Enter meter data regularly to avoid getting behind. It can be very helpful to have an intern to help you get caught up if you do get behind, but make sure to have someone who can routinely enter the meter readings.



There's a saying, "You can't manage what you don't measure," and it rings true when you're thinking about ways to save energy. Benchmarking is a highly practical way to measure energy use in your buildings and is the first step in managing energy costs.

How to Add a New Site/Building

To add a new site/building, click “Add a Site/Building” on the main summary page for your city. When you add a new site or building to B3, you will need the following information (this can be edited later, so if you aren’t sure, make your best guess and update it as you learn the correct information).

- Type(s) of energy meter(s) and/or water meter(s)
- Building Name
- Address
- Original occupancy date
- Type of building (retail, office space, wastewater treatment, etc.)
- Building Square Footage
- Utility company for each meter
- Meter account numbers

Building Name	Stat.	Type	Utility	Acc #	Meter #	First Reading	Last Reading	Cons.
City Hall	✓	Natural Gas Meter	Minnesota Energy R...	0506188789-00006	20021414	1/1/2007	3/19/2019	
City Hall 6234-Electric	✓	Electric Meter	Otter Tail Power Co...	10-006234	15149208	1/1/2007	2/15/2019	

Entering Meter Data

To enter meter data, you have two options:

1. Click on the meter you wish to enter data for. Click “Add a New Reading”, and enter the start/end dates from your meter reading, consumption amount (be sure to check what units this is in), and total charge (this includes all taxes, fees, and other charges).
2. If you have a lot of data to enter, you may use the spreadsheet entry tool. To do so, click on Menu” in the upper right corner of the page. Choose the “Import Meter Readings” option. This will bring up the Meter Reading Import Wizard. You can then download the spreadsheet and fill in the relevant meter readings. To upload the spreadsheet when you are ready, go through the same process, but choose to import a completed spreadsheet.

The Meter Reading Import Wizard lets you enter consumption data in a Microsoft Excel® spreadsheet and upload it to the B3 Benchmarking application.

Start by generating a spreadsheet template which has been prepopulated with your existing readings. Every meter in your selection will be available in its own worksheet within the template. Enter new consumption data, and then, when you are ready, import the completed spreadsheet.

Note: You will only be able to import data for which you have add/edit rights.

What would you like to do?

- Generate a spreadsheet template
Template will be in Microsoft Excel xlsx format.
- Import a completed spreadsheet
Import a completed B3 meter reading template or supported custom import format.

Click 'Next' to continue.

Buttons: Cancel, << Prev, Next >>, Finish