Using ENERGY STAR Portfolio Manager to Track Energy Use and GHG Reductions

Guidance for the Health Sector

Introduction

On Earth Day 2022, the White House and HHS launched the Health Sector Climate Pledge, a voluntary commitment to climate resilience and emissions reduction that includes cutting greenhouse gas emissions by 50 percent by 2030 and achieving net zero emissions by 2050. Over 100 organizations representing almost 900 hospitals have joined the Health Sector Climate Pledge, demonstrating a commitment to sustainability that the Inflation Reduction Act and other federal supports will help them pursue. Together with the federal health systems, these organizations represent over 15% of domestic hospitals.

This document has been created to assist White House-HHS Health Sector Climate Pledge signatories and other interested health organizations in using the U.S. EPA's free benchmarking tool ENERGY STAR® Portfolio Manager® to track their building-related energy use and greenhouse gas (GHG) emissions. While HHS encourages all health sector organizations, including those who have joined the pledge, to track and share their progress, organizations are not obligated to submit their data to the federal government in association with the pledge initiative. An Appendix is available to help different health care provider types learn how to designate their facility to be able to use the tool.

Since 1992, ENERGY STAR has helped American families and businesses avoid $500 billion in energy costs and achieve 4 billion metric tons of GHG reductions.

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Use ENERGY STAR Portfolio Manager to Track Energy Use and GHG Emissions Reductions

Portfolio Manager can help you inventory, track, and reduce the GHG emissions associated with the energy used by the buildings you own or the space you lease. As you improve the energy efficiency of your property and increasingly use renewable power, progress toward accomplishing your climate goal will be *automatically* calculated and tracked within Portfolio Manager using regional emission factors from EPA's industry-standard eGRID database.

Tracking energy performance first starts with setting a baseline and an emissions reduction goal. The Health Sector Climate Pledge allows a baseline of no earlier than 2008; whatever baseline you set will require access to historic energy bills from that year to the present.

Be Recognized for Your Success

The most energy efficient buildings in the U.S. earn ENERGY STAR certification from the EPA. ENERGY STAR certified properties emit 35% less GHGs and use 35% less energy than similar buildings nationwide.

To be eligible for certification, a building must earn an ENERGY STAR score of 75 or higher on EPA's 1-100 scale, indicating that it performs better than at least 75 percent of similar buildings nationwide. The score is based on actual energy use and is calculated within Portfolio Manager.

Health Sector Climate Pledge signatories that own buildings may want to consider setting a goal to achieve ENERGY STAR certification for all eligible building-types in their portfolio. Healthcare building types eligible for ENERGY STAR certification include General Medical and Surgical hospitals, critical access hospitals, children's hospitals, medical office buildings, and senior living communities. Eligible non-medical building types include warehouses, offices, hotels, multi-family buildings, and data centers.

Achieving ENERGY STAR certification can be a cost-effective way to demonstrate reduced GHG emissions and prepare the building for further decarbonization through the generation or purchase of renewable power. Certification is also a way to demonstrate that your facility adheres to the strict standards of the EPA and is verified by an independent third-party.

For Leased Office Space

ENERGY STAR Tenant Space™ is an EPA recognition for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere. Does your organization lease office space within a multi-tenant building? Learn the eligibility requirements, how to reduce GHG emissions in leased office space, and a list of all locations nationwide that have earned this recognition.

ENERGY STAR® TenantSpace™

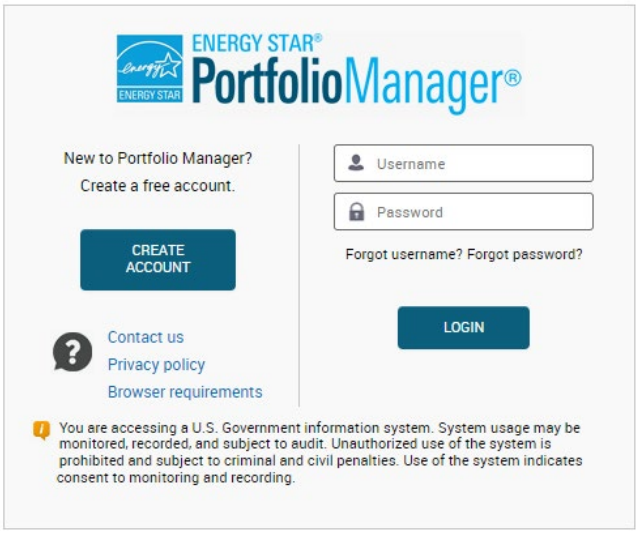
Portfolio Manager Quick Start Guide

EPA's ENERGY STAR Portfolio Manager tool helps you measure and track the energy and greenhouse gas (GHG) emissions of your buildings, all in a secure no-cost online environment. You can use the results to identify under-performing buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance. Follow the steps in this guide to get started using the new Portfolio Manager to benchmark your properties, assess performance, and view results.

What data is required to benchmark your property?

Use the Portfolio Manager Data Collection Worksheet tool to look up the data needed to benchmark your property in Portfolio Manager. Apply the building type you chose after reviewing *Classifying Your Building in ENERGY STAR Portfolio Manager* in the Appendices of this document. Additionally, you can create a PDF with this information that you can use as a data collection worksheet.

STEP 1 Creating your Portfolio Manager account



To get started, log in to Portfolio Manager at www.energystar.gov/portfolio-manager. Then, follow these instructions to create a property and to enter property information.

1. Go to www.energystar.gov/buildings/benchmark/portfolio_manager_login and choose the "Create Account" option.
2. Fill out the Account Information form and provide information about yourself and your organization. When you're finished, click Create My Account.
3. Activate account through the link sent to your chosen email. If you do not see this email, please be sure to check your 'spam' folder.

NOTE: Accounts are not fully activated until you log in to the account for the first time. If you do not log in to the account, the account may not appear in searches.

STEP 2 Add a Property

To get started, log in to Portfolio Manager at https://www.energystar.gov/buildings/benchmark/portfolio_manager_login. Then, follow these instructions to create a property and to enter property information.

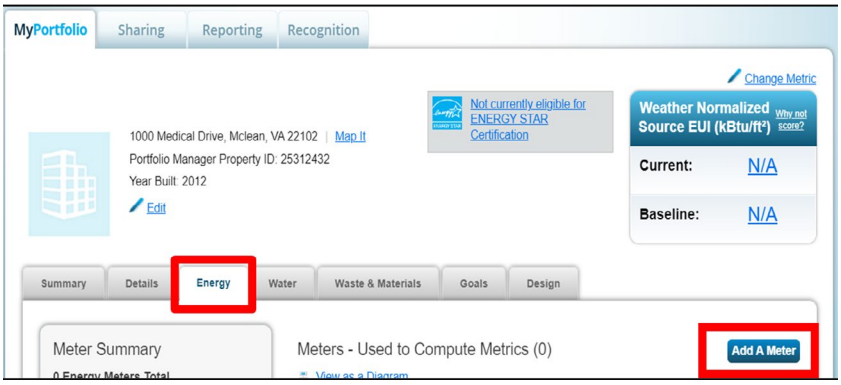
1. Click **Add a Property** on the **MyPortfolio** tab.
2. Select from the dropdown menu the building type that you chose after reviewing the *"Classifying Your Building in ENERGY STAR Portfolio Manager"* in the Appendices of this document. Answer questions about your property and click **Get Started!**
3. Enter basic property information and select the boxes next to the statements that apply to your property. Then click **Continue**.
4. Enter Use Details such as Gross Floor Area (GFA), operating hours, and others as shown for each type of use. You can use default or temporary values at this time and enter more accurate data later. **NOTE:** Mouse over the Use Detail to see a definition.
5. Click **Add Property**. When you have successfully added your property, you will see the property's **Summary** tab.

If you have additional types of uses on the property, you can add them at any time.

1. Click the property's **Details** tab, then select a Property Use Type from the **Add Another Type of Use** drop-down menu. Click **Add**.
2. Enter Use Details for the property and then click **Save Use**.

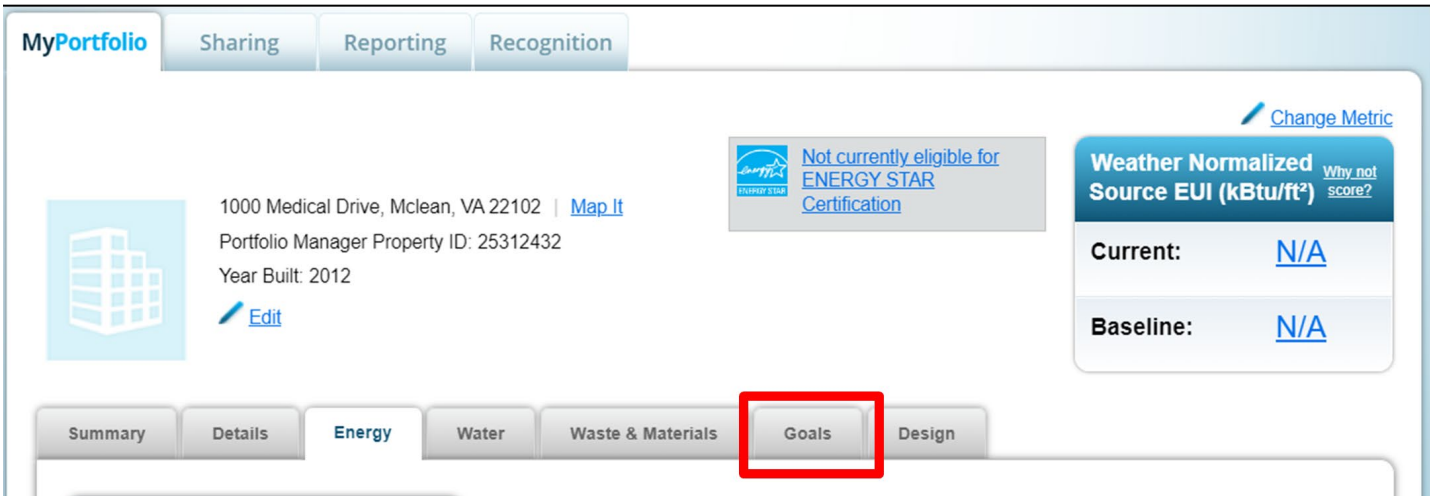
STEP 3 Enter Energy Data

To receive the most accurate picture of your building's performance, tell Portfolio Manager how much energy your building consumes. Follow these steps to enter energy data for your property.



1. Click on your property from the **MyPortfolio** tab, then select the **Energy** tab.
2. Click **Add A Meter**.
3. Select the type(s) of energy used and the number of meters to create and click **Get Started!**
4. Click on a meter to enter units and first bill date. If this meter reflects a bulk fuel purchase for an energy meter, select the **Enter as Delivery?** checkbox.
5. Click the blue arrow next to each meter to expand the section on the **Your Meter Entries** page. Click **Add Another Entry** under the meter and enter data. Check **Estimation** if you are not including measured data for the entry. You may also choose to record cost here, too. Once you're finished adding entries, click **Continue**.
6. Select the boxes of the meters that total your property's energy or water use on the **Select Meters to Include in Metrics** page. Click **Apply Selections**.

STEP 4 Set a Baseline and Target

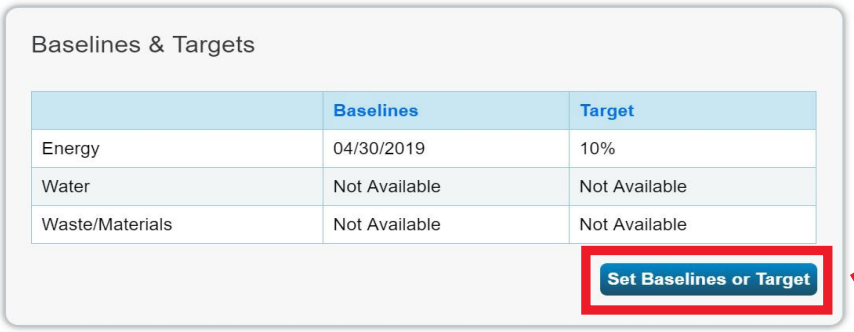


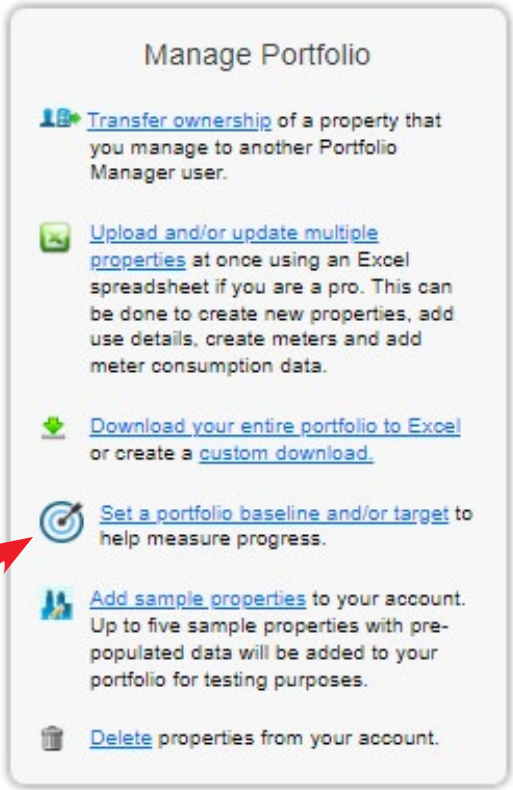
After inputting the energy and operational data for the property under the Details and Energy tabs, you can now set an energy reduction target for your individual buildings or leased space, and you'll see the associated emissions associated with that target to assess how close you'll be to your goals.

Click on the **Goals tab** within the desired property.
Select **Baselines or Target**.

If you want to set targets for a portfolio of buildings, you can do so at any time.

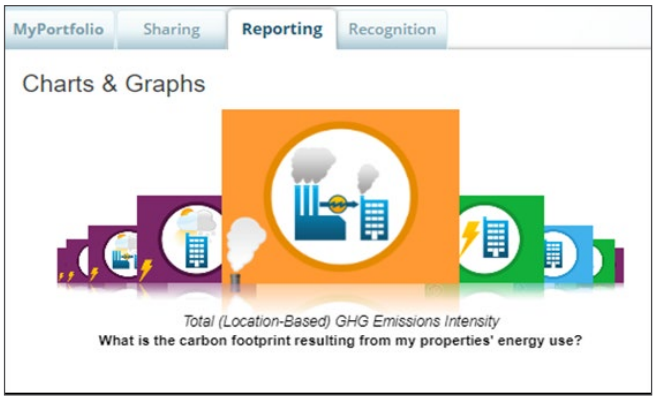
1. Click on the **MyPortfolio** tab.
2. Select **Set a Portfolio Baseline and/or target**.





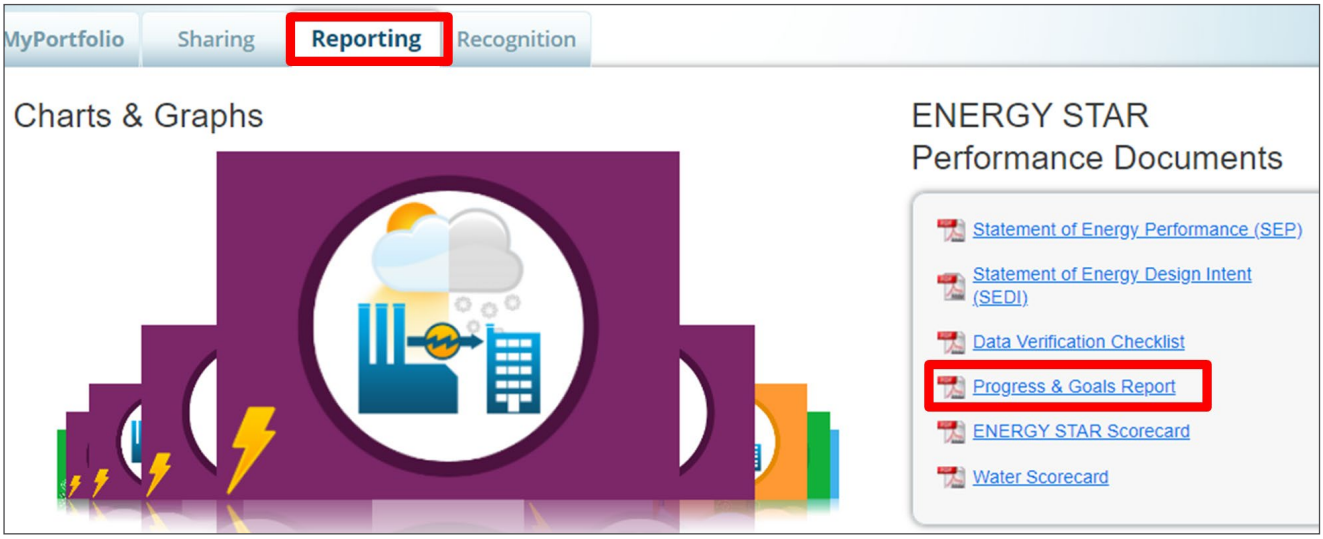
STEP 5 View Results & Progress

It is easy for you to see trends and to track improvement for your entire portfolio of buildings with a variety of standard graphs and reports in Portfolio Manager, including Emissions Performance. Follow these steps to view reports about your properties and to assess progress.



- Click the **Reporting** tab to view graphs and reports for a property or portfolio.
- Click on the **Charts & Graphs** options to instantly see colorful graphs of how your portfolio or group of properties is performing. You can print graphs or download the images to incorporate into a presentation or document.
- View the **Reports & Templates** section to see a list of available standard reports, including Performance Highlights, Energy Performance, and GHG Emissions Performance. Select **Generate New Report** from the **Action** drop-down menu to create a spreadsheet.
- Portfolio Manager allows you to create an **Emissions Performance Report**. To generate the spreadsheet, you will need the location-based greenhouse gas emissions metrics as well as the properties from your account that you would like to see in the spreadsheet. Emissions are calculated by multiplying your site energy values by emissions factors. For step-by-step instructions on how to create a custom GHG report in ENERGY STAR Portfolio Manager, click here: https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-custom-reporting-guide.

STEP 6 Verify Energy Savings and Emissions Performance



Follow these steps to view your property's *Progress and Goals Report*.

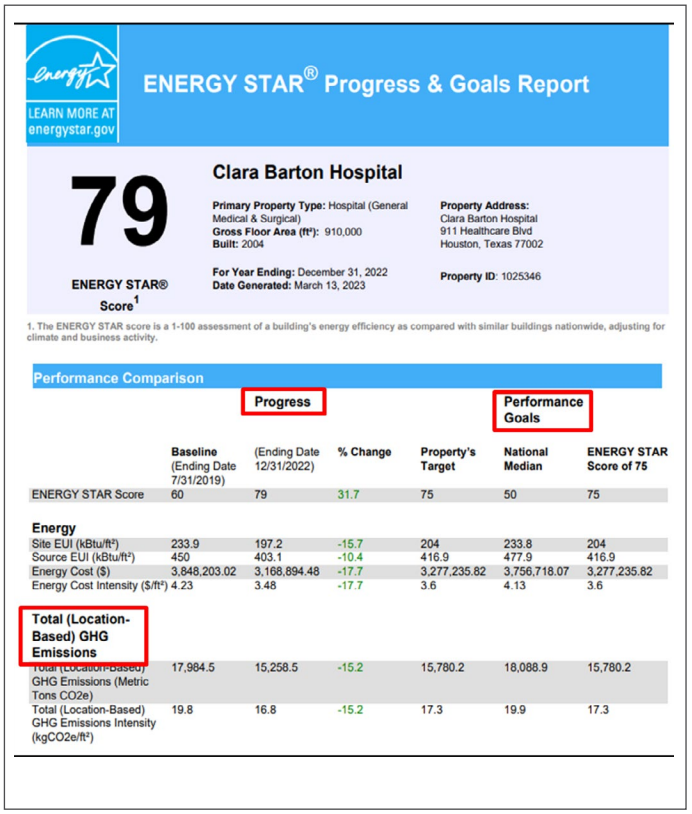
1. Click on the **Reporting Tab** and then select **Progress and Goals Report** in the *ENERGY STAR Performance Documents* window.
2. Select the Property (or Properties if benchmarking multiple buildings) from the dropdown list.
3. Select the Timeframe for Report(s) (choose 'baseline year' for 'energy')
4. Click on the **Generate and Download Report(s)** button.

Progress and Goals Report

To the right is a sample ENERGY STAR **Progress and Goals Report**, available through Portfolio Manager.

The sample hospital's baseline year was set to 2019 with a baseline emission of 17,984 metric tons of carbon dioxide equivalent per year. The hospital's target was set at an emission level related to an ENERGY STAR score of 75 - 15,780 metric tons per year.

When the report was run in 2022, the hospital was emitting 15,258 metric tons per year, a 15.2% reduction.



LEARN MORE AT energystar.gov

ENERGY STAR® Progress & Goals Report

79

ENERGY STAR® Score[1]

Clara Barton Hospital

Primary Property Type: Hospital (General Medical & Surgical)
Gross Floor Area (ft²): 910,000
Built: 2004

Property Address:
Clara Barton Hospital
911 Healthcare Blvd
Houston, Texas 77002

For Year Ending: December 31, 2022
Date Generated: March 13, 2023

Property ID: 1025346

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

Performance Comparison

	Baseline (Ending Date 7/31/2019)	Progress (Ending Date 12/31/2022)	% Change	Performance Goals: Property's Target	Performance Goals: National Median	Performance Goals: ENERGY STAR Score of 75
ENERGY STAR Score	60	79	31.7	75	50	75
Energy						
Site EUI (kBtu/ft²)	233.9	197.2	-15.7	204	233.8	204
Source EUI (kBtu/ft²)	450	403.1	-10.4	416.9	477.9	416.9
Energy Cost ($)	3,848,203.02	3,168,894.48	-17.7	3,277,235.82	3,756,718.07	3,277,235.82
Energy Cost Intensity ($/ft²)	4.23	3.48	-17.7	3.6	4.13	3.6
Total (Location-Based) GHG Emissions						
Total (Location-Based) GHG Emissions (Metric Tons CO2e)	17,984.5	15,258.5	-15.2	15,780.2	18,088.9	15,780.2
Total (Location-Based) GHG Emissions Intensity (kgCO2e/ft²)	19.8	16.8	-15.2	17.3	19.9	17.3

STEP 7 Track Progress

The White House-HHS Health Sector Climate Pledge is a voluntary commitment to reduce emissions and improve climate resilience. Signing organizations agree to cut their greenhouse gas emissions by 50% by 2030, achieve net zero emissions by 2050, and develop and release a climate resilience plan for continuous operations. Energy Star Portfolio Manager is an excellent tool for Pledge signatories and other organizations to track their reduction of emissions and other important metrics.

To that end, the EPA and HHS Office of Climate Change and Health Equity (OCCHE) created an optional Portfolio Manager report Pledge signatories can use to record their progress. The report components listed below do not correspond exactly to the Pledge commitments, but we believe these measurements will be interesting and relevant to signatories. We also understand that not all organizations will have relevant data for all components. Metrics will appear as "N/A" if they are not applicable.

Importantly, the White House-HHS Pledge is a voluntary initiative and therefore organizations are not required to submit data to the federal government in association with it. This document is meant simply to support organizations in tracking their progress and sharing that is their prerogative. Below are **optional** report components.

The report provides data that organizations can use to track the GHG emission reductions from their buildings which can be used for internal and external reporting or public relations. Reductions from other sources -- like transportation, medical gases, or supply chain -- must be tracked separately on other systems at this time.

The following items are basic identifying information.

1. Property Name
2. Primary Property Type (Self-Selected)

The following items relate to the Pledge commitment to, at minimum, reduce organizational emissions by 50% by 2030 (from a baseline no earlier than 2008) and achieve net-zero by 2050, publicly accounting for progress on this goal every year.

- ✓ Energy Baseline Date
- ✓ Energy Current Date
- ✓ Total GHG Emissions (Metric Tons CO2e)
- ✓ Direct GHG Emissions (Metric Tons CO2e)
- ✓ Indirect GHG Emissions (Metric Tons CO2e)

The following items relate to the Pledge commitment to share publicly your strategies for reducing on-site emissions (where relevant addressing sources related to on-site energy usage, waste, anesthetic gases, vehicle fleets and refrigerants). We understand that not every organization will have data for each of these items, but include them for those who wish to track their progress.

- ✓ Source EUI (kBtu/ft²)
- ✓ Green Power
- ✓ ENERGY STAR Score
- ✓ Total Waste (Disposed and Diverted) (Tons)
- ✓ Diversion Rate (%)

The following items relate to the Pledge commitment to develop and release a climate resilience plan for continuous operations by the end of 2023. Extreme heat and cold are important considerations in planning for the impacts of climate change.

- ✓ Cooling Degree Days (°F)
- ✓ Heating Degree Days (°F)

Follow these steps to access this report:

1. Click the following link: https://portfoliomanager.energystar.gov/pm/reports/template/4284714/share/84aecaf8-8801-46f9-9ed4-13f9ba1cdbce. You will then be taken to the Portfolio Manager login page, where you can either log in to your account if you are already a user of Portfolio Manager, or you can create an account if you are a new user.
2. Log in to your Portfolio Manager account or create an account.
3. Select the "Reporting" tab and you will see the report template in your list of reports.
4. Select "Edit this Template" from the Action dropdown list next to the "Health Sector Climate Pledge Report."
5. Select the timeframe for the report and the properties you would like to include, then click "Save Template.
6. Select "Generate New Report" from the Action dropdown list to generate your report and see your results.

Appendix 1

Classifying Your Buildings in ENERGY STAR Portfolio Manager

This guidance is intended to help health care facilities identify their appropriate property type in ENERGY STAR Portfolio Manager based on their Centers for Medicare & Medicaid Services (CMS) provider or supplier type. Portfolio Manager is an interactive resource management tool that enables you to benchmark the energy use of any type of building, all in a secure online environment. Benchmarking means measuring and comparing your building's energy to similar buildings, past consumption, or a reference performance level. Nearly 25% of U.S. commercial building space – including more than 3,500 hospitals – actively benchmark in Portfolio Manager, making it the industry-leading benchmarking tool. It also serves as the national benchmarking tool in Canada.

This guidance may be particularly helpful for providers and suppliers who have signed the White House / HHS Health Sector Climate Pledge, committing to reduce organizational emissions by 50% by 2030 (from a baseline no earlier than 2008) and achieve net-zero emissions by 2050. Pledge signatories have also committed to publicly account for progress on this goal every year and develop and release a climate resilience plan. Signatories can share their annual progress using a custom report template that can be downloaded in Portfolio Manager. Use of Portfolio Manager and the report are optional – and pledge signatories are not obligated to submit their data to the federal government - but HHS encourages signatories to consider leveraging these exceptional tools.

For certain property types, Portfolio Manager offers comparative rankings in the form of a 1 – 100 ENERGY STAR score, which compares your property to similar properties nationwide, normalized for size, weather, and operating characteristics. Property types that can receive an ENERGY STAR score include General Medical and Surgical hospitals, Medical Office Buildings, and Senior Living Communities. Eligible non-medical building types include warehouses, offices, hotels, multi-family buildings, and data centers. These property types can correspond to many CMS providers and suppliers including Critical Access Hospitals, Home Health Agencies (HHAs), Long-Term Care (LTC) Facilities (Skilled Nursing Facilities and Nursing Facilities), Rural Health Clinics (RHCs), and Federally Qualified Health Centers (FQHCs). Building types that do not have a 1-100 score are compared to the National Median.

ENERGY STAR® PortfolioManager®

Did You Know?

EPA's ENERGY STAR Portfolio Manager tool also helps you measure and track water use, waste and materials.

To learn more about Portfolio Manager, visit **www.energystar.gov/buildings/benchmark.**

To get answers to your questions, visit **www.energystar.gov/buildingshelp.**

CMS PROVIDER OR SUPPLIER TYPE	MAPS TO THIS 'PROPERTY TYPE' IN ENERGY STAR PORTFOLIO MANAGER	NOTES
Ambulatory Surgical Center	Ambulatory Surgical Center	Benchmark under 'Ambulatory Surgical Center' **only if** your institution occupies the entire building. To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Clinics, Rehabilitation Agencies, and Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services	If primarily offering unscheduled urgent care: Urgent Care/Clinic/Other outpatient If primarily providing rehabilitation and physical therapy: Outpatient Rehabilitation/Physical Therapy If space is primarily used for public services rather than patient care: Other - Public Services If primarily providing outpatient physician services, Medical Office building	To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Community Mental Health Centers	Medical Office Building	If your organization **owns the medical office building** or **leases space** within a building, you can benchmark as a medical office. To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Comprehensive Outpatient Rehabilitation Facilities	Medical Office Building	If your organization **owns the medical office building** or **leases space** within a building, you can benchmark as a medical office. To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Critical Access Hospitals	Major type: Hospital Subtype: General, Medical, and Surgical	To learn what spaces should be included when calculating Gross Floor Area, the link in the previous column.
End-Stage Renal Disease (ESRD) Facilities	Medical Office Building	If your organization **owns the medical office building** or **leases space** within a building, you can benchmark as a medical office. To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Home Health Agencies	Office	If your organization **owns the office building** or **leases office space** within a building, you can benchmark as an office. To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Hospices	For inpatient hospices: Residential Care Facility For hospices that only provide in-home care: Office	To learn what spaces should be included when calculating Gross Floor Area, click the appropriate link in the previous column.

CMS PROVIDER OR SUPPLIER TYPE	MAPS TO THIS 'PROPERTY TYPE' IN ENERGY STAR PORTFOLIO MANAGER	NOTES
Hospitals	For hospitals that bill on the Inpatient Prospective Patient System: Hospital Subtype: General, Medical, and Surgical (OR) For other hospitals like Inpatient Rehabilitation Facilities and Long-Term Care Hospitals: Other – specialty hospital	Healthcare systems taking the HHS pledge may want to consider benchmarking, tracking, and sharing GHG emissions from *all the buildings owned by the hospital* including (not a comprehensive list): 1. Hospital 2. Medical offices and administrative offices 3. Clinics 4. Warehouses 5. Hotel 6. Multi-family building 7. Data center
Intermediate Care Facilities for Individuals with Intellectual Disabilities	Residential Care Facility	To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.
Long Term Care (LTC) Facilities (Skilled Nursing facilities and nursing facilities)	If serving patients of all ages: Residential Care Facility If serving seniors only, Senior Living Community	To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column. This building type can be used for facilities that care for younger populations.
Organ Procurement Organizations	Office	If your organization **owns the office building** or **leases office space** within a building, you can benchmark as an office. To learn what spaces should be included when calculating Gross Floor Area, click link in the previous column.
Programs of All-Inclusive Care for the Elderly (PACE)	For PACE organizations that provide in-home care: Office For PACE organizations that provide medical, therapeutic, ancillary, and social support services at a PACE center: Medical Office Building	If your institution **owns the building** or **leases space** within a building, you can benchmark as an office or medical office. To learn what spaces should be included when calculating Gross Floor Area, click the appropriate link in the previous column.
Psychiatric residential treatment facilities	Major type: Hospital Subtype: Other – specialty hospital	To learn what spaces should be included when calculating Gross Floor Area, click the link in the previous column.

CMS PROVIDER OR SUPPLIER TYPE	MAPS TO THIS 'PROPERTY TYPE' IN ENERGY STAR PORTFOLIO MANAGER	NOTES
Religious Nonmedical Health Care Institutions	Office	If your institution **owns the office building** or **leases office space** within a building, you can benchmark as an office. To learn what spaces should be included when calculating Gross Floor Area click the link in the previous column.
Rural Health Clinics (RHCs) and Federally Qualified Health Centers (FQHCs)	If primarily providing outpatient physician services: Medical Office Building If primarily offering unscheduled urgent care: Urgent Care/Clinic/Other outpatient If coordinating mobile or in-home services from an office: Office If the RHC or FQHC is housed in a mobile structure and has no affiliated office or building location, it is not possible to use Portfolio Manager at this time.	To learn what spaces should be included when calculating Gross Floor Area, click the appropriate link in the previous column.
Transplant Centers	Not applicable	Since they are located 'within hospitals' they are not likely to be separately metered, so no specific tracking is available. Their operations (and GHGs) are aggregated in the overall hospital EUI.

Appendix 2

Common Property Types in Healthcare

Definitions and eligibility requirements for each healthcare property type:

Ambulatory Surgical Center

- Ambulatory Surgery Centers (ASC) refers to health care facilities that provide same-day surgical care, including diagnostic and preventive procedures. This property type is for stand-alone ASCs that are not located within a Medical Office building.
- Gross Floor Area should include all space within the building(s) including offices, operating and recovery rooms, waiting rooms, employee break rooms and kitchens, restrooms, elevator shafts, stairways, mechanical rooms, and storage areas.

General Medical & Surgical Hospital

- Hospital refers to a general medical and surgical hospital (including critical access hospitals and children's hospitals). These facilities provide acute care services including emergency medical care, physician's office services, diagnostic care, ambulatory care, surgical care, and limited specialty services such as rehabilitation and cancer care. Hospitals must have in-patient beds and offer overnight care.
- More than 50% of the GFA of all buildings must be used for general medical and surgical services (not long-term acute care, specialty care, or ambulatory surgical services).
- More than 50% of the licensed beds must provide acute care services.

Hotel (Children's Hospitals often have a Ronald McDonald House for families at the hospital)

- Hotel refers to buildings renting overnight accommodations on a room/suite and nightly basis, and typically include a bath/shower and other facilities in guest rooms. Hotel properties typically have daily services available to guests including housekeeping/laundry and a front desk/concierge.
- Hotel does not apply to properties where more than 50% of the floor area is occupied by fractional ownership units such as condominiums or vacation timeshares, or to private residences that are rented out on a daily or weekly basis. Hotel properties should be majority-owned by a single entity and have rooms available on a nightly basis. Condominiums or Timeshares should select the Multifamily Housing property use.
- Gross Floor Area should include all interior space within the building(s), including guestrooms, halls, lobbies, atriums, food preparation and restaurant space, conference and banquet space, fitness centers/spas, indoor pool areas, laundry facilities, elevator shafts, stairways, mechanical rooms, storage areas, employee break rooms, restrooms, and back-of-house offices.

Medical Office

- Buildings used to provide diagnosis and treatment for medical, dental, or psychiatric outpatient care.
- Gross Floor Area should include all space within the building including offices, exam rooms, operating rooms for outpatient surgical procedures, laboratories, lobbies, atriums, conference rooms and auditoriums, employee break rooms and kitchens, restrooms, elevator shafts, stairways, mechanical rooms, and storage areas.

Non-Refrigerated Warehouse

- Unrefrigerated buildings that are used to store goods, manufactured products, merchandise or raw materials.
- Gross Floor Area should include all space within the building(s), including the main storage rooms, administrative office offices, lobbies, stairways, restrooms, equipment storage areas, and elevator shafts. This should not include exterior/outdoor loading bays or docks.

Office

- Office refers to buildings used to conduct commercial or governmental business activities. This includes administrative and professional offices.
- Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, restrooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.
- If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:
    - If it is a Property Use Type that can get an ENERGY STAR Score (note: Retail can only get a score if it is greater than 5,000 square feet)
    - If it accounts for more than 25% of the property's GFA
    - If it is a vacant/unoccupied Office
    - If the Hours of Operation differ by more than 10 hours from the main Property Use

Other: Public Services

- Buildings used by public-sector organizations to provide public services other than those described in the available property uses in Portfolio Manager (i.e. services other than offices, courthouses, drinking water treatment and distribution plants, fire stations, libraries, mailing centers or post offices, police stations, prisons or incarceration facilities, social or meeting halls, transportation terminals or stations, or wastewater treatment plants).
- Gross Floor Area should include all space within the building(s), including administrative space, kitchens used by staff, lobbies, waiting areas, cafeterias, stairways, atriums, elevator shafts, landscaping sheds, and storage areas.

Other: Specialty Hospital

- Other - Specialty Hospitals refers to long-term acute care hospitals, inpatient rehabilitation facilities, including Cancer Centers and Psychiatric and Substance Abuse Hospitals/Facilities.
- Gross Floor Area should include all space within the building(s) on the campus including: medical offices, patient rooms, laboratories, lobbies, atriums, cafeterias, rest rooms, stairways, corridors connecting buildings, storage areas, elevator shafts.

Outpatient Rehabilitation/Physical Therapy

- Outpatient Rehabilitation/Physical Therapy offices refers to buildings used to provide diagnosis and treatment for rehabilitation and physical therapy.
- Gross Floor Area should include all space within the building(s) including offices, exam rooms, waiting rooms, indoor pool areas, atriums, employee break rooms and kitchens, rest rooms, elevator shafts, stairways, mechanical rooms, and storage areas.

Residential Care Facility

- Residential Care Facilities refers to buildings that provide rehabilitative and restorative care to patients on a long-term or permanent basis. Residential Care Facilities treat mental health issues, substance abuse, and rehabilitation for injury, illness, and disabilities. This property type is intended for facilities that offer long-term residential care to residents of all ages who may be in need of assistance with activities of daily living. If a facility is designed to provide nursing and assistance to seniors only, then the Senior Living Community property type should be used.
- Gross Floor Area should include all fully-enclosed space within the exterior walls of the building(s) including individual rooms or units, wellness centers, exam rooms, community rooms, small shops or service areas for residents and visitors (e.g. hair

salons, convenience stores), staff offices, lobbies, atriums, cafeterias, kitchens, storage areas, hallways, basements, stairways, corridors between buildings, and elevator shafts. Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the gross floor area.

Senior Living Community

- Buildings that house and provide care and assistance for elderly residents, specifically homes (skilled nursing facilities) and assisted living facilities. It is NOT intended for retirement or other senior communities that offer only independent living – a community with only independent living should benchmark as a Multifamily property.
- Gross Floor Area should include all fully-enclosed space within the exterior walls of the building(s) including individual rooms or units, wellness centers, exam rooms, community rooms, small shops or service areas for residents and visitors (e.g. hair salons, convenience stores), staff offices, lobbies, atriums, cafeterias, kitchens, storage areas, hallways, basements, stairways, corridors between buildings, and elevator shafts. Open air stairwells and other similar areas that are not fully-enclosed should not be included in the gross floor area.
- It is common for Senior Living Communities to include a mix of different living options, including both independent living, assisted living, and/or skilled nursing. In these situations, benchmarking guidance depends on the percent of living units designated as skilled nursing/assisted living:
- If more than 50% of the units in a community are skilled nursing and/or assisted living, the entire property should be benchmarked as a Senior Living Community. You can use one property use to characterize all activities at the community, including any independent living that may be present.
- If 50% or more of the units are independent living, the property should be benchmarked using both the Senior Living Community and Multifamily property uses. In this situation, the floor area of hallways and units for assisted living and any community areas specifically used to assist residents (e.g. nursing stations, exam rooms, physical therapy rooms, etc.) should be benchmarked with the Senior Living Community property use. The floor area of hallways and units for independent living along with any open common areas that are used by residents of both the independent and the nursing/assisted living units (e.g. game rooms or restaurants) should be benchmarked with the Multifamily property use.

Urgent Care/Clinic/Other Outpatient

- Urgent Care Center/Clinic/Other Outpatient Office refers to buildings used to treat patients, usually on an unscheduled, walk-in basis, who have an injury or illness that requires immediate care but is not serious enough to warrant a visit to an emergency department.
- Gross Floor Area should include all space within the building(s) including offices, exam rooms, waiting rooms, atriums, employee break rooms and kitchens, rest rooms, elevator shafts, stairways, mechanical rooms, and storage areas.

Warehouse: See Non-Refrigerated Warehouse above.