

**NOTES**

1.) This file tabulates data for up to 6 buildings for use in generating a Resource Management Profile and obtaining EPA Portfolio Manager ENERGY Star SCORE for each building.

2.) Building data includes that required for Portfolio Manager benchmarking, and data used in generating observations and recommendations in the Resource Management Profile.

3.) Building numerical entries may be approximate.

4.) For bench-marking, Gross Floor Area (GFA) is the total property interior square footage, measured between the principal exterior surfaces of the enclosing fixed walls of the building(s).

Include lobbies, tenant areas, common areas, meeting rooms, break rooms, atriums (base level only), restrooms,  
elevator shafts, stairwells, mechanical equipment areas, basements, storage rooms. EXCLUDE INTERIOR PARKING SPACES.

5.) If a building a a principal use using more than 80% of area, consider it a single use building. Otherwise tabulate the various significant uses in the tables provided.

6.) Thirteen months of utility bill data is needed to cover a 12 month period for benchmarking.

7.) If Kw, Kw Cost and Power Factor data is not available, leave columns blank.

8.) Include normal wast stream data only. Exclude special pick-ups.

<b>CLIENT DATA</b>										
	<b>Contact Data</b>									
	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>							
Name?	Emily Beck	Ernie Darling								
Function?	Sustainability Coordinator	Director of Facilities								
Email?	ebeck@gunston.org	edarling@gunston.org								
Phone?	410-758-0620	410-758-0620								
Cell?										
	<b>Building Data</b>									
	<b>Bldg 1</b>	<b>Bldg 2</b>	<b>Bldg 3</b>	<b>Bldg 4</b>	<b>Bldg 5</b>	<b>Bldg 6</b>	<b>Building 7</b>	<b>Building 8</b>	<b>Building 9</b>	
Building Name?	Middleton	Everdell	Academic Building	Field House	Barn	Tennis Center	Head's House	Bayliss House	Gatehouse	
Address?	911 Gunston Rd	911 Gunston Rd	911 Gunston Rd	911 Gunston Rd			734 Gunston Rd	923 Gunston Rd	317 Gunston Rd	
City, State, Zip?	Centreville, MD 21617	Centreville, MD 21618	Centreville, MD 21619	Centreville, MD 21620						

BUILDING DATA	Core School Buildings				Support Buildings	
	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	
1 Building Name?			metered with Bldg 1			
	Middleton Building	Everdell Hall	Long Academic Building	Gym	The Barn	The Tennis Center
2 Building Use?	fill with pull town?	15	15	15	15	15
3 Building Year Built?	1894	1965	1971	1989	1976	2014
4 Year of Last Major Upgrade?	2007	2015	2013	n/a	n/a	n/a
5 Number of Floors?	3	4	2	2	1	1
6 *Gross Floor Area(GFA), Square Feet?	7,706	12,814	12,241	17,315	6,697	1,800
7 Percent of Building Area in Use?	100	100	100	100	100	100
8 Open Parking Area, Square Feet?	200 shared 2400 dedicated		200 shared 4200 dedicated		31200 shared 2500 dedicated	
9 Enclosed Parking Area, Square Feet?	n/a	n/a	n/a	n/a	n/a	n/a
10 Average Daily Occupants?	10	100	100	1	1	n/a
11 Peak Occupants?	50	221	195	600	n/a	221
12 Weekly Operating Hours?	8 to 4:30	8 to 4:30	8 to 4:30	8 to 4:30	6:30 to 4:00	n/a
13 Weekly Hours at Peak Occupancy?	42.5	42.5	42.5	n/a	40	n/a
14 Operating Months Per Year?	12	12	12	12	12	12
15 Heating Type?	hot water boiler	hot water boiler	hotwater boiler	propane blower	n/a	n/a
16 AC Type?	HVAC	HVAC	Hotspot Heat Pumps	Central	n/a	n/a
17 HVAC Installed or Last Upgrade Year?	2007	2015	2013	initially air conditioned 198	n/a	n/a
18 Any Electrical Heat(Y or N)?	no	yes	yes	yes	yes	no
19 Regular HVAC Maintenance, Tune-Up(Y or N)?	yes	yes	yes	yes	no	no
20 Programmable Zoned Controls(Y or N)?	yes	yes	yes	yes	no	no
21 Building Management System(Y or N)?	no	some	no	no	no	no
22 Un-Insulated Walls or Ceilings(Y or N)?	no	yes	yes	no	yes	yes
23 Single Pane Windows(Y or N)?	no	no	no	no	yes	no
24 Door, Window Weather Stripping(Y or N)?	yes	yes	yes	yes	no	n/a
25 Entrance Foyer(Y or N)?	yes	yes	yes	yes	yes	n/a
26 Indoor Temp During Winter Operating Hours?	72	72+/-2	72	ce space 72, Open area @	Bathroom @60	n/a
27 Temp During Other Winter Hours?	65	62	65	65	n/a	n/a
28 Indoor Temp During Summer Operating Hours?	74	74	74	74	outdoor temp	n/a
29 Temp During Other Summer Hours?	78	84	78	78	outdoor temp	n/a
30 Advanced Lighting (LED), %	0	0	0	0	0	80
31 Auto Lighting Controls(Y or N)?	some	yes	yes	some	no	no
32 Outdoor Lighting(Y or N)?	yes	yes	yes	yes	yes	yes
33 Approximate PC Count?	17	27	19	1	0	0
34 Approximate Printer Count?	8	5	5	1	0	0
35 Approximate TV Count?	3	6	1	1	0	0
36 Refrigerated Vending(Y or N)?	no	yes	no	no	no	no
37 Motors Greater Than 10 HP(Y or N)?	no	yes	no	no	no	no
38 Energy Saver Switch(Y or N)?	yes	yes	yes	yes	no	no
39 Energy Star Equipment When Purchasing(Y or N)?	yes	yes	yes	yes	no	n/a
40 Cooked Meals/Week?	n/a	1000	n/a	n/a	n/a	n/a
41 Range Hours/Week?	n/a	20	n/a	n/a	n/a	n/a
42 Large Refrigerators, Walk-Ins(Y or N)?	no	yes	no	no	no	no
43 Commercial Dish Washer(Y or N)?	no	yes	no	no	no	no
44 Use Reusable Dishes, Utensils(Y or N)?	no	yes	no	no	no	no
45 High Efficiency Toilets(Y or N)?	yes	yes	yes	no	no	no
46 Flow 1 GPM Lavatory Faucet Aerators(Y or N)?	yes	yes	yes	no	no	no
47 Showers/Week?	0	0	0	0	0	0
48 Low Flow 2.5 GPM Shower Heads(Y or N)?	no	no	no	no	no	no
49 Water Heater- Gas or Electric(G or E)?	electric	gas	electric	gas	electric	n/a
50 Pool Area, Sq Ft?	n/a	n/a	n/a	n/a	n/a	n/a
51 Summer Irrigation(Y or N)?	no	no	no	no	yes	no
52 Sizable Paved Area(Y or N)?	yes	yes	yes	yes	yes	yes
53 Recycle Aluminium Cans(Y or N)?	yes	yes	yes	yes	yes	yes
54 Recycle Glass(Y or N)?	yes	yes	yes	yes	yes	yes
55 Recycle Plastics(Y or N)?	yes	yes	yes	yes	yes	yes
56 Recycle Paper, Cardboard(Y or N)?	yes	yes	yes	yes	yes	yes
57 Recycle Electronics(Y or N)?	yes	yes	yes	yes	yes	yes
58 Recycle CFL's, Fluorescents(Y or N)?	yes	yes	yes	yes	yes	yes
59 Recycle Batteries(Y or N)?	yes	yes	yes	yes	yes	yes
60 Compost Organic Waste(Y or N)?	no	yes	no	no	no	no
61 Compost Paper Towels(Y or N)?	yes	no	no	no	no	no

**Multi Use Data**  
Enter data for buildings with significant multi-uses

Bldg 1
Building Use
15
15
15

Bldg 2
Building Use
15
15
15

Bldg 3
Building Use
15
15
15

Bldg 4
Building Use
14
15
15

Bldg 5
Building Use
15
15
15

Building Types	Heating Types	A/C Types
Education	Steam Boiler(s)	Window
Food Sales	Hot Water Boiler(s)	Central
Food Service	Furnace	Cooling Towers
Health Care, Inpatient	Electric	Other
Health Care, Outpatient	Central Steam	
Lodging	Geothermal	
Retail, Non Mall	Other	
Office		
Public Assembly		
Public Safety		
Religious Worship		
Service		
Warehouse		
Other		



**ELECTRIC BILL DATA**

**Notes:**

- 1.) Enter Meter Read Date for each Bill Month.
- 2.) Enter Read Date in format mm/dd/yy, eg 12/5/13
- 3.) If Kw, Power Factor, Kw Cost unavailable, leave blank.
- 4.) List buildings using each meter output.

Meter 1: 21878489995											
ID	Bill Month	Meter Read Date	Days	Kwh	Kw	Power Factor	Kwh Cost	Kw Cost	Other Charge	Tax	Bill Total
13	Jan-16	1/29/2016	30	5,840.00							
12	Dec-15	12/30/15	30	4,960.00							
11	Nov-15	11/30/15	31	5,360.00							
10	Oct-15	10/30/15	30	6,320.00							
9	Sep-15	9/30/15	30	7,760.00							
8	Aug-15	8/31/15	31	5,840.00							
7	Jul-15	7/31/15	31	6,320.00							
6	Jun-15	6/30/15	30	6,640.00							
5	May-15	5/29/15	29	6,720.00							
4	Apr-15	4/30/15	30	6,320.00							
3	Mar-15	3/31/15	31	5,840.00							
2	Feb-15	2/27/15	28	6,480.00							
1	Jan-15	1/30/15	40	8,160.00							

Building
Middleton (Administration Building)
Long Academic Building

Notes:  
1.) Ent  
2.) Ori  
3.) Inc  
4.) Do

Meter 2: 21878489995											
ID	Bill Month	Meter Read Date	Days	Kwh	Kw	Power Factor	Kwh Cost	Kw Cost	Other Charge	Tax	Bill Total
13	Jan-16	1/29/2016	30	11,560.00							
12	Dec-15	12/30/15	30	12,240.00							
11	Nov-15	11/30/15	31	11,040.00							
10	Oct-15	10/30/15	30	12,960.00							
9	Sep-15	9/30/15	30	18,600.00							
8	Aug-15	8/31/15	31	16,920.00							
7	Jul-15	7/31/15	31	18,200.00							
6	Jun-15	6/30/15	30	16,880.00							
5	May-15	5/29/15	29	14,440.00							
4	Apr-15	4/30/15	30	10,680.00							
3	Mar-15	3/31/15	31	14,080.00							
2	Feb-15	2/27/15	28								
1	Jan-15	1/30/15	40	18,600.00							

Building
Everdell Hall

Notes:  
1.) Ent  
2.) Ori  
3.) Inc  
4.) Do

Meter 3: 0550110791957000468982											
ID	Bill Month	Meter Read Date	Days	Kwh	Kw	Power Factor	Kwh Cost	Kw Cost	Other Charge	Tax	Bill Total
13	Jan-16	1/29/2016	30	834.00							
12	Dec-15	12/30/15	30	394.00							
11	Nov-15	11/30/15	31	363.00							
10	Oct-15	10/30/15	30	469.00							
9	Sep-15	9/30/15	30	725.00							
8	Aug-15	8/31/15	31	468.00							
7	Jul-15	7/31/15	31	808.00							
6	Jun-15	6/30/15	30	365.00							
5	May-15	5/29/15	29	353.00							
4	Apr-15	4/30/15	30	358.00							
3	Mar-15	3/31/15	31	1,058.00							
2	Feb-15	2/27/15	28	1,227.00							
1	Jan-15	1/30/15	40	921.00							

Building
Barn
Tennis Center

Notes:  
1.) Ent  
2.) Ori  
3.) Inc  
4.) Do

Meter 4: 05500180057 Field House											
ID	Bill Month	Meter Read Date	Days	Kwh	Kw	Power Factor	Kwh Cost	Kw Cost	Other Charge	Tax	Bill Total

Building
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Notes:



**FUEL BILL DATA**

**Notes:**

- 1.) Enter Meter Read Date for each Bill Month.
- 2.) Enter Read Date in format mm/dd/yy, eg 12/5/13
- 3.) Enter Units as natural gas Therms or MCF(million cubic feet), fuel oil or propane Gallons, electricity KwH or steam Klbs.
- 4.) List buildings using each meter output.

Fuel Types, Units
Natural Gas: Therms
Fuel Oil: Gallons
Propane: Gallons
Electricity: KwH
Steam: K Lbs
Natural Gas: Mcf

Middleton		Units:	Fuel Oil Gallons		
ID	Bill Month	Meter Read Date	Fuel Units	Fee	Bill Total
13	Jan-16	1/18/16	301	\$1.31	\$394.05
12	Dec-15	12/24/15	220	\$1.38	\$303.19
11	Nov-15	11/27/15	223	1/73	\$385.10
10	Oct-15	11/3/15	549	\$1.82	\$998.63
9	Sep-15				
8	Aug-15				
7	Jul-15				
6	Jun-15				
5	May-15				
4	Apr-15				
3	Mar-15				
2	Feb-15	2/20/15	427	\$1.98	\$845.46
1	Jan-15				

Building
Middleton

Everdell Hall		Units:	Fuel Oil Gallons		
ID	Bill Month	Meter Read Date	Fuel Units	Fee	Bill Total
13	Jan-16	1/18/16	1,545	\$131.00	\$2,024.47
12	Dec-15				
11	Nov-15				
10	Oct-15	11/3/15	823	\$1.82	\$1,498.04
9	Sep-15				
8	Aug-15				

Building
Everdell Hall

224  
378  
33  
47  
41

7	Jul-15				
6	Jun-15				
5	May-15				
4	Apr-15				
3	Mar-15				
2	Feb-15	2/20/15	712	\$1.98	\$1,409.36
1	Jan-15				

**Long AB**                      **Units:** Fuel Oil Gallons

<b>ID</b>	<b>Bill Month</b>	<b>Meter Read Date</b>	<b>Fuel Units</b>	<b>Fee</b>	<b>Bill Total</b>
13	Jan-16	1/18/16	490	\$1.31	\$642.95
12	Dec-15	12/24/15	244	\$1.38	\$336.17
11	Nov-15	11/17/15	304	\$1.73	\$526.06
10	Oct-15	11/3/15	674	\$1.82	\$1,227.23
9	Sep-15				
8	Aug-15				
7	Jul-15				
6	Jun-15				
5	May-15				
4	Apr-15				
3	Mar-15				
2	Feb-15	2/20/15	565	\$1.98	\$1,117.91
1	Jan-15				

<b>Building</b>
Long AB

**Gym**                                      **Units:** Propane Gallons

<b>ID</b>	<b>Bill Month</b>	<b>Meter Read Date</b>	<b>Fuel Units</b>	<b>Fee</b>	<b>Bill Total</b>
13	Jan-16				
12	Dec-15	12/21/15	120		\$239.00
11	Nov-15				
10	Oct-15				

<b>Building</b>
Gym
propane in Gallons



9	Sep-15	9/27/15	257		
8	Aug-15				
7	Jul-15				
6	Jun-15				
5	May-15				
4	Apr-15				
3	Mar-15	3/15/16	5		\$9.75
2	Feb-15	2/20/16	392		\$779.50
1	Jan-15				


Barn		Units:	Propane Gallons		
ID	Bill Month	Meter Read Date	Fuel Units	Fee	Bill Total
13	Jan-16				
12	Dec-15				
11	Nov-15	11/18/15	224		
10	Oct-15				
9	Sep-15				
8	Aug-15				
7	Jul-15	7/29/15	378		
6	Jun-15				
5	May-15				
4	Apr-15				
3	Mar-15	3/24/15	33		
2	Feb-15	3/2/15	47		
1	Jan-15	1/22/15	41		

Building
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EVERDELL PROPANE (COOKING AND H2O)


**WATER BILL DATA**

**Notes:**

- 1.) Enter Meter Read Date for each Bill Month.
- 2.) Enter Read Date in format mm/dd/yy, eg 12/5/13
- 3.) Select water, sewer units as Gallons, CCF(100 cubic feet) or K Gallons(1,000 gallons).
- 4.) List buildings using each meter output.

**Water Units**

Gal
CCF
Kgal

Meter 1: Units: 4

ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

Building
Middleton

Meter 2: Units: 4

ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

Building
Everdell Hall

Meter 3: Units: 4

ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							

Building
Long AB

7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

<b>Meter 4:</b>		<b>Units:</b>	4					
ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

<b>Building</b>
Gym

<b>Meter 5:</b>		<b>Units:</b>	4					
ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

<b>Building</b>

<b>Meter 6:</b>		<b>Units:</b>	4					
ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							

<b>Building</b>



11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							


Meter 10:		Units:	4					
ID	Bill Month	Meter Read Date	Water Units	Water Charges	Sewer Units	Sewer Charges	Storm Wtr Chrg	Bill Total
13	Jan-16							
12	Dec-15							
11	Nov-15							
10	Oct-15							
9	Sep-15							
8	Aug-15							
7	Jul-15							
6	Jun-15							
5	May-15							
4	Apr-15							
3	Mar-15							
2	Feb-15							
1	Jan-15							

Building

**WASTE BILL DATA**

Waste Types	Waste Units
Trash	Cubic Yards
Recycle	Gallons
Compost	

**Notes:**

- 1.) Enter monthly normal waste stream data. Exclude special pick-ups.
- 2.) Enter waste type as trash, recycle or compost for each bin.
- 3.) Enter bin volume units as cubic yards or gallons.
- 4.) List buildings using each account.

Account 1:								Normal Monthly Waste Hauling Invoice Total:	\$440
Bin	Waste Type	Bin Volume	Units	Bin Quantity	Bin % Full Average	Pickups/Mo Average	Months Per Year	Compactor? Y or N	
1	Trash	10 yards	0	1	70	4	12	n	
2	Trash	6 yards		1	60	4	12	n	
3	Recycle	8 yards		1	50	4	12	n	
4	Compost	1 yard		1	25	30	9	n	
5									

Building
All buildings

Account 2:								Normal Monthly Waste Hauling Invoice Total:	
Bin	Waste Type	Bin Volume	Units	Bin Quantity	Bin % Full Average	Pickups/Mo Average	Months Per Year	Compactor? Y or N	
1	0		0						
2									
3									
4									
5									

Building

Account 3:								Normal Monthly Waste Hauling Invoice Total:	
Bin	Waste Type	Bin Volume	Units	Bin Quantity	Bin % Full Average	Pickups/Mo Average	Months Per Year	Compactor? Y or N	
1	0		0						
2									
3									
4									
5									

Building

Account 4:								Normal Monthly Waste Hauling Invoice Total:	
Bin	Waste Type	Bin Volume	Units	Bin Quantity	Bin % Full Average	Pickups/Mo Average	Months Per Year	Compactor? Y or N	
1	0		0						
2									
3									
4									
5									

Building

Account 5:								Normal Monthly Waste Hauling Invoice Total:	
Bin	Waste Type	Bin Volume	Units	Bin Quantity	Bin % Full Average	Pickups/Mo Average	Months Per Year	Compactor? Y or N	
1	0		0						
2									
3									
4									
5									

Building