

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2009**

No. 84

Introduced by Council Members Mark-Viverito, the Speaker (Council Member Quinn), Recchia Jr., Avella, Brewer, Fidler, Gentile, James, Liu, Nelson, Seabrook, Weprin, White Jr., Garodnick, Lappin, Yassky, Sears, Mendez, de Blasio, Katz, Mitchell, Vann, Gioia, Vacca, Vallone Jr., Jackson, Ferreras, Koppell, Comrie, Barron, Arroyo, Crowley, Gennaro, Mealy and Reyna.

A LOCAL LAW

To amend the administrative code of the city of New York, in relation to benchmarking the energy and water efficiency of buildings.

Be it enacted by the Council as follows:

Section 1. Chapter 3 of title 28 of the administrative code of the city of New York is amended by adding a new article 309 to read as follows:

ARTICLE 309

BENCHMARKING ENERGY AND WATER USE

§ 28-309.1 General. *The energy and water use of city buildings and covered buildings shall be benchmarked in accordance with this article.*

§ 28-309.2 Definitions. *As used in this article, the following terms shall have the following meanings:*

BENCHMARK. *To input and submit to the benchmarking tool the total use of energy and water for a building for the previous calendar year and other descriptive information for such building as required by the benchmarking tool.*

BENCHMARKING TOOL. *The internet-based database system developed by the*

United States environmental protection agency, and any complementary interface designated by the office of long-term planning and sustainability, to track and assess the energy and water use of certain buildings relative to similar buildings.

CITY BUILDING. *A building that is more than 10,000 gross square feet, as it appears in the records of the department of finance, that is owned by the city or for which the city regularly pays all or part of the annual energy bills, provided that two or more buildings on the same tax lot shall be deemed to be one building.*

Exception: The term “city building” shall not include:

- 1. Any building not owned by the city in which the city is a tenant and for which the city does not pay all the energy bills;*
- 2. Any building owned by the city that participates in the tenant interim lease apartment purchase program; or*
- 3. Any building owned by the city that (i) is 50,000 gross square feet or less, as it appears in the records of the department of finance, and (ii) participates in a program administered by the department of housing preservation and development.*

COVERED BUILDING. *As it appears in the records of the department of finance: (i) a building that exceeds 50,000 gross square feet, (ii) two or more buildings on the same tax lot that together exceed 100,000 gross square feet, or (iii) two or more buildings held in the condominium form of ownership that are governed by the same board of managers and that together exceed 100,000 gross square feet.*

Exception: The term “covered building” shall not include:

- 1. Any building that is a city building.*

2. *Any building that is owned by the city.*
3. *Real property classified as class one pursuant to subdivision one of section 1802 of the real property tax law.*

DATA CENTER. *A room or rooms used primarily to house high density computing equipment, such as server racks, used for data storage and processing.*

DWELLING UNIT. *A single unit consisting of one or more habitable rooms, occupied or arranged to be occupied as a unit separate from all other units within a building, and used primarily for residential purposes and not primarily for professional or commercial purposes.*

ENERGY. *Electricity, natural gas, fuel oil and steam.*

OWNER. *The owner of record, provided that “owner” shall be deemed to include: (i) the net lessee in the case of a building subject to a net lease with a term of at least forty-nine years, inclusive of all renewal options, (ii) the board of managers in the case of a condominium, and (iii) the board of directors in the case of a cooperative apartment corporation.*

TENANT. *Any tenant, tenant-stockholder of a cooperative apartment corporation, condominium unit owner or other occupant.*

§ 28-309.3 Benchmarking required for city buildings. *No later than May 1, 2010, and no later than every May first thereafter, any city building shall be benchmarked by the agency or entity primarily responsible for the management of such building, in coordination with the department of citywide administrative services with respect to energy use, and with the department of environmental protection with respect to water use. Benchmarking of water use shall not be required unless the building was equipped*

with automatic meter reading equipment by the department of environmental protection for the entirety of the previous calendar year. The city shall maintain such documents as the department determines are necessary for the purpose of carrying out the provisions of this article.

§ 28-309.4 Benchmarking required for covered buildings. *The owner of a covered building shall annually benchmark such covered building no later than May 1, 2011, and no later than every May first thereafter. Benchmarking of water use shall not be required unless the building was equipped with automatic meter reading equipment by the department of environmental protection for the entirety of the previous calendar year. The owner or the owner's representative performing the benchmarking shall consult with the operating staff of the building, as appropriate.*

§ 28-309.4.1 Obligation to request and to report information. *Where a unit or other space in a covered building, other than a dwelling unit, is occupied by a tenant and such unit or space is separately metered by a utility company, the owner of such building shall request from such tenant information relating to such tenant's separately metered energy use for the previous calendar year and such tenant shall report such information to such owner.*

§ 28-309.4.1.1 Owner solicitation of tenant information. *Such owner shall request information relating to such tenant's separately metered energy use for the previous calendar year no earlier than January first and no later than January thirty-first of any year in which the owner is required to benchmark such building. The office of long-term planning and sustainability may require that such owner provide such tenant with a form designated by the office of long-term*

planning and sustainability to report such information.

§ 28-309.4.1.2 Tenant reporting of information. *Such tenant shall report information relating to such tenant's separately metered energy use for the previous calendar year no later than February fifteenth of any year in which the owner is required to benchmark such building. Such information shall be reported in a form and manner determined by the office of long-term planning and sustainability.*

§ 28-309.4.1.3 Provision of information prior to vacating a unit or other space. *Where such owner receives notice that such tenant intends to vacate such unit or other space before reporting information in accordance with sections 28-309.4.1 and 28-309.4.1.2, such owner shall request information relating to such tenant's energy use for any period of occupancy relevant to such owner's obligation to benchmark. Any such tenant shall report such information to the owner of such building prior to vacating such unit or other space or, if such information is not available prior to vacating such unit or other space, as soon as practicable thereafter, regardless of whether such owner has requested information pursuant to this section. Such information shall be reported in a form and manner determined by the office of long-term planning and sustainability.*

§ 28-309.4.1.4 Continuing obligation to benchmark. *The failure of any or all tenants to report the information required by sections 28-309.4.1, 28-309.4.1.2, and 28-309.4.1.3 to the owner shall not relieve such owner of the obligation to benchmark pursuant to this article, provided that such owner shall not be required to benchmark such information not reported by a tenant unless*

otherwise available to such owner.

§ 28-309.4.2 Preservation of documents, inspection, and audit. *Owners of covered buildings shall maintain such records as the department determines are necessary for carrying out the purposes of this article, including but not limited to energy and water bills and reports or forms received from tenants. Such records shall be preserved for a period of three years, provided that the commissioner may consent to their destruction within that period or may require that such records be preserved longer than such period. At the request of the department, such records shall be made available for inspection and audit by the department at the place of business of the owner or at the offices of the department during normal business hours.*

§ 28-309.4.3 Violations. *It shall be unlawful for the owner of a covered building to fail to benchmark pursuant to section 28-309.4. The commissioner shall classify such violation as a lesser violation.*

§ 28-309.5 Direct upload. *Information shall be directly uploaded to the benchmarking tool in accordance with the following:*

§ 28-309.5.1 Direct upload by a utility company or other source. *The office of long-term planning and sustainability shall encourage and facilitate any utility company or any other source authorized by the office of long-term planning and sustainability to upload directly to the benchmarking tool, as soon as practicable, information necessary to benchmark a building. Where information is uploaded directly to the benchmarking tool by a utility company or other authorized source, owners and tenants shall not be obligated to request and report such information pursuant to section 28-309.4.1.*

§ 28-309.5.2 Direct upload by the department of environmental protection. *The department of environmental protection shall upload directly to the benchmarking tool information on water use at all buildings that were equipped with automatic meter reading equipment by the department of environmental protection for the entirety of the previous calendar year and that are subject to the benchmarking requirements of this article.*

§ 28-309.6 Suspension. *The director of the office of long-term planning and sustainability may suspend all or part of the requirement to benchmark pursuant to this article upon a written finding that a technological deficiency in the benchmarking tool precludes compliance with this article. The director of the office of long-term planning and sustainability may lift all or part of any such suspension upon a written finding that such deficiency has been corrected. The office of long-term planning and sustainability shall notify the speaker of the city council, the department, the department of citywide administrative services, the department of environmental protection and the department of finance promptly upon issuing a suspension or lifting a suspension pursuant to this section.*

§ 28-309.7 Notification and transmission of information. *The department of finance shall:*

- 1. Annually notify owners of covered buildings of their obligation to benchmark pursuant to section 28-309.4, provided that the failure of the department of finance to notify any such owner shall not affect the obligation of such owner to benchmark pursuant to such section.*
- 2. Notify owners of covered buildings of any suspension or lifting of a suspension*

pursuant to section 28-309.6.

3. *Make available to the department information regarding owners of covered buildings for which no benchmarking information was generated by the benchmarking tool.*

§ 28-309.8 Disclosure. *The department of finance shall make information generated by the benchmarking tool available to the public on the internet no later than September 1, 2011, and no later than every September first thereafter for city buildings, no later than September 1, 2012, and no later than every September first thereafter for covered buildings whose primary use is not residential, as determined by the department of finance, and no later than September 1, 2013, and no later than every September first thereafter for covered buildings whose primary use is residential, as determined by the department of finance. Such information shall include, but need not be limited to: (i) the energy utilization index, (ii) the water use per gross square foot, (iii) where available, a rating that compares the energy and water use of the building to that of similar buildings, and (iv) a comparison of data across calendar years for any years such building was benchmarked. Information generated by the benchmarking tool for the 2009 calendar year for city buildings, for the 2010 calendar year for covered buildings, and for the 2011 calendar year for covered buildings whose primary use is residential, as determined by the department of finance, shall not be disclosed.*

Exception: Ratings generated by the benchmarking tool for a covered building that contains a data center, television studio, and/or trading floor that together exceed ten percent of the gross square footage of any such building shall not be disclosed until the office of long-term planning and sustainability determines that the benchmarking

tool can make adequate adjustments for such facilities. When the office of long-term planning and sustainability determines that the benchmarking tool can make such adjustments, it shall report such determination to the mayor and the speaker of the city council. Until such determination is made, the office of long-term planning and sustainability shall report biennially to the mayor and the speaker of the city council that the benchmarking tool is unable to make such adjustments.

§ 28-309.9 Report. *No later than December 31 of 2011, 2012 and 2013, respectively, the office of long-term planning and sustainability shall prepare, submit to the mayor and the speaker of the city council, and post on the internet a report reviewing and evaluating the administration and enforcement of this article and analyzing data obtained from the benchmarking tool. Such report shall contain information regarding: (i) the energy and water efficiency of buildings in the city, (ii) the accuracy of benchmarked data and whether there is a need to train and/or certify individuals who benchmark, (iii) compliance with the requirements of this article, (iv) any administrative and legislative recommendations for strengthening the administration and enforcement of this article, (v) the effectiveness of the benchmarking tool in accounting for New York city conditions, including, but not limited to, high density occupancies, use of steam, large building size, and specific high-energy uses such as data centers, television studios, and trading floors, and (vi) such other information and analyses as the office of long-term planning and sustainability deems appropriate.*

§ 28-309.10 Rules. *The department, the department of finance and the office of long-term planning and sustainability may promulgate such rules as deemed necessary to carry out the provisions of this article.*

§ 2. This local law shall take effect immediately.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s:

I hereby certify that the foregoing is a true copy of a local law of The City of New York,
passed by the Council onDecember 9, 2009..... and approved by the Mayor
onDecember 28, 2009.....

MICHAEL M. McSWEENEY, City Clerk Clerk of the Council.

CERTIFICATION PURSUANT TO MUNICIPAL HOME RULE §27

Pursuant to the provisions of Municipal Home Rule Law §27, I hereby certify that the enclosed
Local Law (Local Law 84 of 2009, Council Int. No. 476-A) contains the correct text and:

Received the following vote at the meeting of the New York City Council on December 9, 2009:
50 for, 0 against, 0 not voting.
Was signed by the Mayor on December 28, 2009
Was returned to the City Clerk on December 28, 2009

JEFFREY D. FRIEDLANDER, Acting Corporation Counsel.

NOTICE OF ADOPTION OF RULE

NOTICE IS HEREBY GIVEN, pursuant to the authority vested in the Commissioner of Buildings by Section 643 of the New York City Charter and in accordance with Section 1043 of the Charter, that the Department of Buildings hereby adopts the addition of Section 103-06 to Subchapter C of Chapter 100 of Title 1 of the Official Compilation of the Rules of the City of New York, regarding benchmarking.

This rule was first published on February 14, 2011, and a public hearing thereon was held on March 21, 2011.

Dated: March 30, 2011
New York, New York

/s/
Robert D. LiMandri
Commissioner

Statement of Basis and Purpose

The following new rule is promulgated pursuant to the authority of the Commissioner of Buildings under Sections 643 and 1043(a) of the New York City Charter.

On December 28, 2009, the Mayor signed local law 84 requiring yearly benchmarking of energy and water use. The law mandates that owners of “covered buildings” benchmark as described in the law and in this proposed rule.

“Covered buildings” is defined as including, with certain exceptions, buildings exceeding 50,000 gross square feet and two or more buildings on the same tax lot or owned as condominiums exceeding 100,000 gross square feet.

Benchmarking is the inputting and submitting to an online database system of descriptive information about a building and the total energy and water use for the building for the previous calendar year.

The rule addresses the following requirements from the law:

1. The law requires owners of city buildings or covered buildings to enter their energy use, water use and building information into an online benchmarking program of the United States Environmental Protection Agency known as Portfolio Manager. New section 103-06 sets forth basic information that will provide consistency and completeness to data entry into Portfolio Manager.
2. The law mandates that the Department of Buildings specify the kinds of records owners must maintain and allows the Department of Buildings to specify the number of years the documents must be retained. New section 103-06 sets out these new requirements.
3. The law establishes failure to benchmark as a “lesser violation” under the Construction Codes. The rule sets out the penalty and a challenge process for such violation.

In addition, the rule establishes the requirement for default data to be utilized when actual energy data is not available. For non-residential buildings, the rule allows such default data to be utilized for a period of two years, after which actual energy data will be mandatory.

Subchapter C of Chapter 100 of Title 1 of the Rules of the City of New York is amended by adding a new section 103-06 to read as follows:

§103-06 Benchmarking energy and water use

(a) Purpose. This section establishes the procedures for benchmarking certain buildings.

(b) References. Article 309 of Chapter 3 of Title 28 of the New York City Administrative Code (“Article 309”).

(c) Requirement. Owners of covered buildings, as defined in Article 309, must benchmark their whole buildings using the online Portfolio Manager tool of the United States Environmental Protection Agency (“EPA”).

(d) Definitions. Terms defined in Article 309 of Title 28 have the same meanings in this section. For the purposes of this section, the following additional terms are defined as follows:

ACTUAL ENERGY DATA: Actual energy data is data taken directly from 1) utility meters or billing information, or data for the entire building provided by the utility; and/or 2) sub-meters for entire buildings that share heating, cooling and/or service (domestic) hot water systems with other buildings; and/or 3) extrapolated energy data calculated in accordance with clause (A) of subparagraph (ii) of paragraph (2) of subdivision (g) of this section.

AGGREGATED ENERGY DATA: Aggregated energy data means total energy data for a specified period as provided by the utility company for the building for a given energy type.

DEFAULT ENERGY DATA: Default energy data means data calculated using default values taken from Table 1 or 2 of this section. Such data is designed to result in a low energy efficiency rating within the bottom 25th percentile in Portfolio Manager and must be used only when the owner is unable to obtain actual energy data either as aggregated energy data from the utility company, directly from meters or sub-meters, or from tenants.

ENERGY TYPE: Energy type is electricity, natural gas, steam, and/or fuel oil. Energy type for a building may take the form of chilled or hot water when heating, cooling and/or service (domestic) hot water systems are shared by multiple buildings.

GROSS FLOOR AREA: Gross floor area is the total number of square feet measured between the exterior surfaces of the enclosing fixed walls. It includes vent shafts, elevator shafts, flues, pipe shafts, vertical ducts, stairwells, light wells, basement space, mechanical/electrical rooms, and interior parking. It excludes unroofed courtyards and unroofed light wells. For atria, gross floor area only includes the area of atrium floors. For tenant spaces, interior demising walls should be measured to the centerline of the wall.

GROSS SQUARE FEET (GROSS SQUARE FOOTAGE): Gross square feet or gross square footage means a building's total square footage as provided in Department of Finance records.

NEW YORK CITY BENCHMARKING COMPLIANCE REPORT

(“COMPLIANCE REPORT”): The New York City Benchmarking Compliance Report is an electronic report generated from the benchmarking data in Portfolio Manager.

PORTFOLIO MANAGER: Portfolio Manager is the benchmarking tool as defined in §28-309.2 of the Administrative Code.

TEMPORARY ENERGY DATA: Temporary energy data is a Portfolio Manager indicator for energy data entries that are not actual energy data, when actual energy data is not available. In this section, temporary energy data means energy data calculated from 1) default values calculated as described in this section, or 2) pro-rated energy use for a covered building that shares heating, cooling and/or service (domestic) hot water systems with other buildings on other tax lots.

(e) Requirement to calculate gross floor area. The owner must calculate the gross floor area and enter it into Portfolio Manager. All space areas entered into Portfolio Manager for a building must add up to the building’s gross floor area. Gross floor areas as calculated by the owner under this provision are not related to the Department of Finance records that determine whether a building or buildings qualify as covered buildings under §28-309 of the Administrative Code.

(f) Period of benchmarking. The owner must enter energy consumption data into Portfolio Manager for the period covering January 1 through December 31 of the year being benchmarked for each energy type.

(g) Energy data entry into Portfolio Manager. In accordance with section 28.309.4 of the Administrative Code, the owner of a covered building must enter energy data for each applicable energy type into Portfolio Manager. This data must be obtained by one or more of the following methods:

(1) Access to total data for a given energy type used in a building.

Where an owner obtains all energy data for a given energy type for the entire building via aggregated energy data from the utility company, meter data or fuel oil bills, and/or data collected from tenants, the owner must enter such information in Portfolio Manager as actual energy data for that energy type. In the energy meter section of Portfolio Manager, the owner must respond "No" to the question, "Are temporary values being used for energy data?" No further calculation of energy use for that energy type is required.

(2) Access to partial data for a given energy type used in a building.

When an owner has not obtained entire-building energy data in accordance with paragraph (1) of this subdivision, energy use data for the building must be entered into Portfolio Manager as described in this paragraph. In the energy meter section of Portfolio Manager, whenever actual energy data is used, the owner must respond "No" to the question, "Are temporary values being used for energy data?" Whenever default energy data is used, the owner must respond "Yes" to the same question. In addition, when default energy data is entered into Portfolio Manager, the owner must set the meter configuration in the Energy Meters section to "Other" and enter "Default energy data" in the free-text box.

(i) Common area energy:

For each energy type, the owner must enter actual energy data for common areas, and all common or central systems, including but not

limited to heating, cooling, lighting and/or service (domestic) water heating as applicable.

(ii) Tenant energy data - residential:

Where energy use data is unavailable for some or all dwelling units in a building, the owner must use one of the following methods to determine energy use for dwelling units. For the purpose of this subparagraph, “apartment” means “dwelling unit.”

(A)

Actual –energy data - Extrapolation method

When an owner obtains representative billing or meter data as described below for a given energy type from tenants, the owner may extrapolate such information for the building and enter it into Portfolio Manager as actual energy data. Extrapolation may be used only as follows:

1. The owner must obtain all meter data for such energy type for a minimum of ten percent (10%) of apartments in each apartment line in the building. Apartments are considered in the same line if they have similar shape and square footage and are stacked one above another.

2. For a given energy type, extrapolation must be performed each month as follows:

$$\text{Total energy use} = [(E_1 / N_1) * T_1] + [(E_2 / N_2) * T_2] + [(E_3 / N_3) * T_3] \dots [(E_n / N_n) * T_n],$$

where:

	<p><u>E is the total energy collected by the owner for the month for 10% or more of the apartments in the specified apartment line for a given energy type;</u></p> <p><u>N is the number of apartments in the specified apartment line for which the energy was collected;</u></p> <p><u>T is the total number of apartments in the specified apartment line;</u></p> <p><u>₁ refers to apartment line 1;</u></p> <p><u>₂ refers to apartment line 2;</u></p> <p><u>_n refers to the total number of apartment lines in the building, or the final apartment line under consideration in the building.</u></p>
<p><u>(B)</u></p> <p><u>Default value method</u></p>	<p><u>If the owner is unable to obtain actual energy data as described in clause (A) of this subparagraph, the owner may calculate tenant energy use from default values by apartment, regardless of the gross floor area of any apartment, and enter it into Portfolio Manager as temporary energy data in accordance with subclauses 1, 2, and 3 below:</u></p> <p><u>1. Calculate the building's monthly residential tenant electrical use as follows: For each month, multiply the default kWh/unit value in the second column of Table 1 below by the total number of apartments in the building.</u></p> <p><u>2. If the residential units are not centrally heated, in addition to the calculations in subclause 1, above, calculate the building's monthly tenant heating use, regardless of energy type actually used, as follows:</u></p>

	<p><u>Multiply the default kWh/unit values in the third column of Table 1 below by the total number of apartments in the building.</u></p> <p><u>3. Enter the tenant electrical energy use for all cases and the tenant heating energy when applicable into Portfolio Manager.</u></p>
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TABLE 1
Default Values for Residential Tenant Space

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
<u>Month</u>	<u>Tenant-paid electrical energy use (kWh/unit)</u>	<u>Tenant-paid heating energy use (kWh/unit)</u>
<u>January</u>	<u>420</u>	<u>1454</u>
<u>February</u>	<u>370</u>	<u>1238</u>
<u>March</u>	<u>350</u>	<u>1022</u>
<u>April</u>	<u>340</u>	<u>562</u>
<u>May</u>	<u>360</u>	<u>202</u>
<u>June</u>	<u>430</u>	<u>29</u>
<u>July</u>	<u>530</u>	<u>0</u>
<u>August</u>	<u>570</u>	<u>0</u>
<u>September</u>	<u>440</u>	<u>58</u>
<u>October</u>	<u>360</u>	<u>360</u>
<u>November</u>	<u>350</u>	<u>749</u>
<u>December</u>	<u>380</u>	<u>1209</u>

Source: Values are based on averaged New York State Energy Research and Development Authority data for multi-family residential buildings in New York City from 2006 – 2009 and correspond to the 25th percentile of building energy performance.

(iii) Tenant energy data – non-residential:

The owner must use one of the following methods to determine non-residential tenant energy use, as applicable, and must enter the

<u>energy data into Portfolio Manager.</u>	
<p>(A) _____</p> <p><u>Actual energy data</u></p>	<p><u>The building owner must request information from his or her non-residential tenants on the non-residential tenant information collection form. This form is available at the Mayor's Office of Long-Term Planning and Sustainability website: www.nyc.gov/ggbp. If the building owner has access to aggregated energy data, the owner does not need to collect energy meter information on this form; all other information requested on the form must be completed, including, but not limited to, the service address and other information affecting energy use in the building. In the event the building owner does not have access to aggregated energy data, the owner must use the non-residential tenant information collection form to collect separately metered energy information from the non-residential tenants. In either case, the building owner must enter this information in Portfolio Manager as actual energy data.</u></p>
<p>(B) _____</p> <p><u>Default values</u></p>	<p>1. <u>If the owner is unable to obtain all actual energy data from a given non-residential tenant, the owner must calculate such tenant's monthly energy use by using the default values in Table 2 below, in kilowatt hours per month per gross square foot regardless of energy type actually used, and must enter such data in Portfolio Manager as temporary energy data. To calculate the temporary energy data, the owner must multiply the default value in Table 2 below by the gross floor area for the respective tenant space type.</u></p>

	<p><u>2. Use of default energy values for non-residential tenant space will not be permitted for benchmarking submissions in 2013, measuring building energy use for calendar year 2012. For benchmarking reports due May 1, 2013 and thereafter, only actual energy data will be permitted.</u></p>
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TABLE 2
Default Values for Non-Residential Tenant Space

Space Use	kWh/month/gsf
Preschool and K-12	1.17
College/University	2.00
Library	1.93
Laboratory	4.55
Hospital/Inpatient health	2.97
Medical offices/Clinics	1.73
Retail store	2.27
24 hour convenience store/Bodega	6.58
Grocery store/Food sales/Refrigerated warehouse	4.53
Fast food	10.93
Restaurant/Cafeteria	5.01
Fire station/Police station/Post office	1.11
Public assembly/Entertainment/Culture	1.41
Health clubs/Gymnasium	2.00
Office space	1.61
Bank/Other financial	2.46
Data centers/Trading floors/TV studios	15.00
Dormitory/Hotel/Nursing Home/Single Room Occupancy (SRO)	1.75
Religious worship	0.50
Warehouse/Storage/Shipping	0.62
Repair shop/Vehicle service	0.82
Interior parking	0.53
Other	4.00

Source: Values derived from the 2007 American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc., Handbook, Chapter 35: "Energy Use and Management," Table 3 Electricity Index Percentiles from 2003 Commercial Buildings Energy Consumption Survey (CBECS) of the United States Department of Energy's Energy Information Administration and represent the 25th percentile of building energy performance.

(iv) Non-residential vacant space:

The owner must account for non-residential vacant space in Portfolio Manager as directed by the EPA.

(h) Water data entry into Portfolio Manager. Buildings provided with automatic meter-reading equipment by the Department of Environmental Protection ("DEP") for the entire calendar year will be benchmarked by DEP in accordance with section 28-309.5.2 of the Administrative Code. Building owners are not required to enter such data.

(i) Special conditions. The following special conditions must be addressed in the following ways:

(1) Space use attributes for multi-family housing spaces. Building owners must enter all optional space use attributes for multi-family housing spaces as such attributes are defined in Portfolio Manager. Optional space use attributes for multi-family housing spaces include, but are not limited to: number of occupied and unoccupied apartment units in building, number of bedrooms in building, and maximum number of floors.

(2) Multiple buildings on a tax lot. Multiple buildings on a tax lot must be benchmarked as follows:

- (i) Multiple buildings on a tax lot that are separately energy-metered and/or energy sub-metered and that have separate heating, cooling and service (domestic) hot water systems must be benchmarked individually.
 - (ii) Multiple buildings on a tax lot that are not separately energy-metered or energy sub-metered and/or that share heating and/or cooling and/or service (domestic) hot water systems must be benchmarked as one building for all energy types using gross energy consumption by energy type and total gross floor area of all such buildings.
- (3) **Buildings on multiple tax lots that share systems.** Buildings on multiple lots that share systems must be benchmarked as follows:
- (i) Buildings that are separately metered or are sub-metered for a given energy type must be benchmarked individually for that energy type.
 - (ii) For buildings that are neither separately metered nor sub-metered for a given energy type, the owner(s) must pro-rate the various energy types based on total energy consumption for each energy type. Owners must calculate their prorated share based on the gross square footage of their building compared to the gross square footage of other buildings that share systems with the building and enter the prorated energy data as temporary energy data.
- (4) **New buildings.** Owners of new buildings must begin benchmarking such buildings in the first full calendar year following the year the building receives its first Temporary Certificate of

Occupancy. Energy use for unused spaces or incomplete tenant areas must be estimated in accordance with subparagraph (iv) of paragraph (2) of subdivision (g) of this section.

(5) **Buildings with change in ownership.** When a building changes ownership, the new owner must benchmark such building for the first full calendar year following transfer of ownership and must submit the Compliance Report by May 1 of the following year and by the same date every year thereafter.

(6) **Demolished buildings.** Buildings for which a full demolition permit has been issued are not required to benchmark for the prior calendar year, provided that demolition work has commenced, some energy-related systems have been compromised and legal occupancy is no longer possible prior to May 1.

(7) **Exemptions.** The owner shall not be required to include the following in a building's benchmarking:

(i) Broadcast antennas, when metered or sub-metered separately from the building;

(ii) Cellular towers, when metered or sub-metered separately from the building;

(iii) Illuminated signs required by Section 81-732 of the New York City Zoning Resolution, when metered or sub-metered separately from the building;

(iv) Natural gas, when separately metered for kitchens in apartments.

(i) **Submission to the City of New York.** By May 1 following each benchmarked year, the owner must submit the Compliance Report to the

Department of Finance. Submission must be made through a web-link provided by the Mayor's Office of Long-Term Planning and Sustainability at their website: www.nyc.gov/ggbbp.

(k) **Required records.** Owners of covered buildings as defined in section 28-309.2 of the Administrative Code must maintain the following records as proof of benchmarking of energy and water use as required in article 309:

(1) The confirmation email from EPA for proof of submission date;

(2) Proof of request to non-residential tenants for information related to the non-residential tenant's separately metered energy use;

(3) Back-up information regarding energy use inputs, including, but not limited to, utility bills, fuel oil bills, calculations, and correspondence; and

(4) A copy of water and energy input data entered into Portfolio Manager.

Such records must be retained for three (3) years from the required submission date of May 1 and must be made available to the Department and/or the Mayor's Office of Long Term Planning and Sustainability upon request.

(l) **Violation and penalty.** Failure to benchmark by August 1, 2011, or by May 1 of subsequent years, may result in a penalty of \$500. Continued failure to benchmark may result in additional violations on a quarterly basis and an additional penalty of \$500 per violation.

(m) **Challenge to violations.**

- (1) An owner may challenge a violation for failure to benchmark issued pursuant to subdivision (l) of this section. Proof in support of any such challenge may include, but need not be limited to:
- (i) Proof from the Department of Finance that the building in question is not a covered building as defined in section 28-309.2 of the Administrative Code;
 - (ii) Proof of timely benchmarking as indicated by a confirmation email from the EPA that includes a date-stamped copy of data released to the city; or
 - (iii) Proof of change in ownership during the year in question.
- (2) Such challenge must be made in writing to the Department within thirty (30) days from the postmark date of the violation served by the Department.