# Brisbane Building Efficiency Program Water Meter & Bill Set Up Instructions





You can use the single-meter spreadsheet to either: "Upload"

Upload

the file below, or copy and paste the data from the spreadsheet into the table above (<u>instructions in this FAQ</u>).

Use this single-meter spreadsheet template

Choose File No file chosen

Instructions for creating water meters and adding water bill information in ENERGY STAR Portfolio Manager.

#### Create a Water Meter

- 1. On the main page of your property, click the **Water** tab.
- 2. Click **Add A Meter**. Select the water source that applies to your property, indicate how many meters you want to add for each resource type, and then click **Get Started!**
- 3. Click on any empty cell in the table to edit information on the **About Your Meters** page.
  - a. Choose ccf (hundred cubic feet) from the dropdown list under **Units** and then enter the start date of the first bill associated with each meter in the **Date Meter became Active** column.
  - b. If the meter is currently in use at the property, make sure the **In Use?** box is checked and leave the **Date Meter Became Inactive** field empty.
  - c. Click **Add Another Entry** if you need to add another meter.

### 1 Water Meter for Brisbane City Hall (click table to edit)

Meter Name	Туре	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
Sample Met	Potable: Mixed Indoor/Outdoor		ccf (hundred cubic feet)			

#### Add Water Bills

Locate your water bills for the entire reporting year. You will need to include bills beginning December 15<sup>th</sup> of the previous year and ending February 15<sup>th</sup> of the next year to capture the full calendar year. **See the final page of this document for additional information on accessing water data.**Upload data in bulk for this meter:

- Option 1. Bulk Upload (Recommended):
  - On the Meter Entries page for your meter, click the spreadsheet template link at the bottom of the page, under

"Upload Data in Bulk for this Meter" or download a copy here with dates pre-entered.

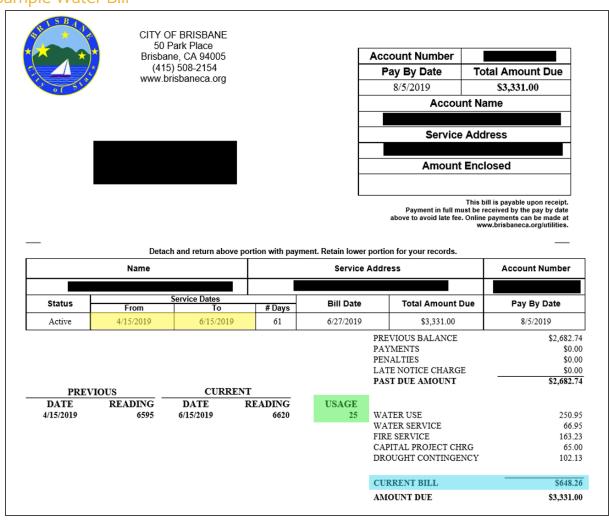
- 2. Fill the template as outlined on the next page of this document.
- 3. To import data, click **Choose File** and select the completed template, then click **Upload**.
- Option 2. Bill by Bill:
  - On the Meter Entries page for your meter, click anywhere in the table to add monthly bill entries. After you finish making changes or adding data, click Save Bills.

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### Sample Water Bill



Sample ESPM Spreadsheet Template

Sample EST 11 Spreadsheet Template									
Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)					
12/15/2019	2/15/2020	0	\$397.31	No					
2/15/2020	4/15/2020	0	\$397.31	No					
4/15/2020	6/15/2020	25	\$648.26	No					
6/15/2020	8/15/2020	229	\$3,339.02	No					
8/15/2020	10/15/2020	262	\$3,376.98	No					
10/15/2020	12/15/2020	262	\$3,747.29	No					
12/15/2020	2/15/2021	0	\$397.31	No					

*Important:* There cannot be any overlaps or gaps greater than 1 day in your meter entry dates.

Note that the entire year from January 1 - December 31 must be included, so the first year you will enter 7 bills.

Next year, your bill for the first month and a half of the year will already be entered, so you will only enter 6 bills.

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## **Accessing Water Data**

If you do not pay the water bills yourself, you may need to take steps to get access to the data. There are two Template Letters posted on the program website:

- 1. <u>Water Owner Attestation Letter Template</u> use this form if you are a building owner with 2+ tenants and need to attest that you own the building; you may also provide a deed or mortgage document to prove ownership
- 2. <u>Water Data Release Letter Template</u> the water account holder(s) should use this form to allow the city to release their aggregated water data to the building owner or other specified recipient

Please submit requests to <a href="mailto:bbep@brisbaneca.org">bbep@brisbaneca.org</a> with subject line "Water Data Request"

#### **Example Use Cases:**

- Building owner with 1 tenant building owner sends template #2 to the tenant; owner or tenant submits form to BBEP to release water data
- Building owner with 2 tenants building owner completes template #1 and sends template #2 to each of their tenants; the owner submits all letters to BBEP to release aggregated water data for the building
- Building owner with 3+ tenants building owner completes template #1 and sends to BBEP to release aggregated water data for the building to the owner. No data releases are needed because state regulation allows a utility to share aggregated data when there are three (3) or more tenants.
- Account holder needs their data to be released to themselves or others water account holder(s) sends template #2 to BBEP to release water data