



BETTER
BUILDINGS
CHALLENGE

ecoCITY of
MILWAUKEE

PORTFOLIO MANAGER ACCOUNT SET UP

Username	_____
Password	Welcome1
First Name	_____
Last Name	_____
Job Title	_____
Email	_____
Phone	_____
Country	United States
Language	English
Reporting Units	Conventional EPA Units
Street Address	_____
Street Address 2	_____
City/Municipality	_____
State/Province	Wisconsin
Postal Code	_____
Organization Name	_____
Primary Business or Service of Your Organization	See other side
Is your organization an ENERGY STAR Partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can other people search for you and send you a connection request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security Question 1: What is your birth city?	Milwaukee
Security Question 2: What is your favorite sports team?	Packers

PRIMARY BUSINESS/SERVICE OF ORGANIZATION

- Architecture/Design Firm
- Banking/Financial
- Commercial Real Estate
- Congregation/Faith-Based Organization
- Data Center
- Drinking Water Treatment/Distribution
- Education
- Energy Efficiency Program
- Entertainment/Recreation
- Food Service
- Healthcare
- Hospitality
- Legal Services
- Manufacturing/Industrial
- Media
- Retail
- Senior Care
- Service and Product Provider/Consultant
- Transportation
- Utility
- Wastewater Treatment
- Other _____



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PORTFOLIO MANAGER PROPERTY SET UP

Please complete this page for each building that is a part of your property.

- Physical Property Buildings
- None: my property is part of a building
 - One: my property is a single building
 - More than One: my property includes multiple buildings

- Property Construction Status
- Existing: Property is built, occupied, and/or being used.
 - Design Project: Property is in the conceptual design phase

Property Name _____

Country United States

Street Address _____

City _____

State Wisconsin

Postal Code _____

Year Built _____

Gross Floor Area _____

Gross Floor Area is the total property floor area, measured from the principal exterior surfaces of the buildings(s). Do not include parking. Include lobbies, tenant areas, common areas, meeting & break rooms, atriums (base level only), restrooms, elevator shafts, stairwells, mechanical equipment areas, basements, and storage rooms.

Occupancy _____ %

Weekly Operating Hours _____

Number of Workers on Main Shift _____

Number of Computers _____



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PORTFOLIO MANAGER SET UP FORM INSTRUCTIONS

FOR ACCOUNT SET UP:

Password & Security Questions

The Better Buildings Challenge program will set your account up with a generic password and security questions. When the account is handed back to you during the presentation of recommendations, instructions will be provided so that you can change these items to whatever you would like.

First/Last Name

If this will be an account for an organization, you may want to consider entering your organization name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division.

Primary Business/Service

If you have more than one “primary business,” just pick the best option. Portfolio Manager will determine your category for a score based on the information, such as square footage, that is entered for each of your property uses.

Searching & Connections

You can connect with other people in Portfolio Manager to easily share information. Your account must be searchable in order for others to send you a connection request.

FOR PROPERTY SET UP:

Property Name

The name you choose for your property does not have to be unique, but it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Occupancy

Occupancy is the percentage of your property’s Gross Floor Area (GFA) that is occupied and operational. For example, if you have a 10 story office building that, on average, has 9 of its 10 floors fully leased and occupied, the occupancy would be 90%. There is only one Occupancy rate for each property as a whole.

Weekly Operating Hours

Weekly Operating Hours is the total number of hours per week that the property is occupied by the majority of the employees. It does not include hours when the property is occupied only by maintenance, security, or other support personnel. The Weekly Operating Hours is *not* the same as the hours during which the HVAC equipment is run, but rather should be based on the hours during which your property is actually occupied by the majority of the tenants.

You may fill in your normal operating times for all days of the week and we can calculate the total for you.

Number of Workers on Main Shift

Number of Workers on Main Shift should reflect the total number of workers present during the primary shift. This is *not a total count* of workers, but rather a count of workers who are present at the same time. For example, if there are two daily eight hour shifts of 100 workers each, the Number of Workers on Main Shift value is 100. Number of Workers on Main Shift *may include* employees of the property, sub-contractors who are onsite regularly, and volunteers who perform regular onsite tasks. Number of Workers should *not include* visitors to the buildings such as clients, customers, or patients.

Number of Computers

Number of Computers is the total number of desktop computers, laptops, and data servers at the property. This number should not include tablet computers, such as iPads, or any other types of office equipment.