



LAKEWOOD BUILDING ENERGY BENCHMARKING PROGRAM

Benchmarking How-to Guide

This guide is for building owners with buildings subject to energy benchmarking and reporting requirements under the Lakewood Building Energy Benchmarking Program, established by [Ordinance O-2026-8](#) (Lakewood Municipal Code Chapter 14.30). Step-by-step guidance is provided for compliance.

Lakewood Benchmarking Help Desk

Email: buildingenergy@info.lakewoodco.gov

Website: lakewoodco.gov/benchmarking

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Step 1. Create an ENERGY STAR® Portfolio Manager® Account

If you already have an ENERGY STAR® Portfolio Manager® (ESPM) account, proceed to [Step 2](#).

1. Sign up for an account on the ESPM website: portfoliomanager.energystar.gov/pm/login
2. Fill out all required information (fields with an asterisk). Your "Username" will be your login — record your username and password for future use. *Note your username cannot be changed later
3. Select "Create My Account."
4. You will receive an email from ESPM. Select the verification link provided to confirm your email address.
5. Log in to your ESPM account.

Step 2. Add Your Property in ESPM

1. Select "Add a Property" on the MyPortfolio screen.
2. Select the primary property type that best describes your building.
3. Select "One: My property is a single building."
4. Select that your building is "Existing."
5. Select "Get Started."
6. Enter your basic property information. Enter any additional property details as requested (at the bottom of the screen). These may differ based on the property type you selected.



7. Select "Lakewood Colorado Building ID (LCO-BID)" from the dropdown. Add your building ID. Ensure the letters are capitalized (LKWD) and there are no spaces or extra characters. If you don't know your Building ID, contact the Lakewood Benchmarking Help Desk - buildingenergy@info.lakewoodco.gov.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:
Lakewood Colorado Building ID (LCO-BID) ID: LKWD1234

Standard ID - County/District:
ID:

Standard ID - State/Province:
ID:

Standard ID - Other:
ID: [+ Add Another](#)

8. Enter your property details. Leave the "Current As Of" date as the default. Any values with an asterisk are required. Any values with a blue star are required to receive an ENERGY STAR Score.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 15,000 Sq. Ft. ▾	1/1/1999	☐
★ Weekly Operating Hours	☐ Use a default	1/1/1999	☐
★ Number of Workers on Main Shift	☐ Use a default	1/1/1999	☐
★ Number of Computers	☐ Use a default	1/1/1999	☐
★ Percent That Can Be Cooled	▾ ☐ Use a default	1/1/1999	☐
Percent That Can Be Heated	▾ ☐ Use a default	1/1/1999	☐

Step 3. Set Up Xcel Auto-Upload

To set up Xcel auto-upload, follow the steps in their user guide [here](#) (you will start on Step 3 in the Xcel guide). You will only need to set up auto-upload ~~ONCE~~ ONCE, Xcel will upload data continuously thereafter. **Note:** If you do not have Xcel as your utility provider, or if you have alternative energy sources such as solar power, propane, etc. you will need to upload your data via the manual or spreadsheet upload options instead. See [the Appendix](#) for step-by-step instructions.

Xcel Energy provides aggregated whole-building data without tenant consent only if the building has at least four customer accounts for that energy type, and no single account uses more than 50% of that energy (i.e. the



"4/50 rule"). If your building does not meet the 4/50 rule, you must obtain signed consent from the required tenants. These instructions are included starting on Step 7 in the Xcel guide.

Overview of Xcel Energy's Review and Consent Process

1. **4/50 Rule Assessment:** Within about 5-7 business days of sharing your ESPM account with Xcel, they will send an email to the account that was used to sign up for the auto-upload (See Step 4 in the Xcel guide) to confirm whether tenant consent is required under the 4/50 rule.
2. **Tenant consent:** If tenant consent is required, complete the consent form linked in Xcel Energy's email with the required tenants and email it to datarequest@xcelenergy.com and copy benchmarking@xcelenergy.com. Incomplete forms will be returned.

After you complete the steps in the Xcel guide and the consent process (if applicable), you will want to confirm your data has been uploaded. To confirm, see the steps below:

1. Up to 36 months of data should appear within two business days (or up to 15 business days) into your property's ESPM account. Confirm that each meter shows at least 12 full months (January 1 – December 31) of the previous calendar year.
2. Update your "Date Meter Became Active" date in ESPM to match the first date that Xcel Energy uploaded. This is under the "Basic Meter Information" table in your ESPM meter.
3. Going forward, Xcel Energy will update your meters automatically each month.

If your upload has overlapping, duplicate, or gaps in the entries, please reach out to Xcel (benchmarking@xcelenergy.com) and ask them to correct and repush the data.

For any additional questions or troubleshooting help, reach out to the Lakewood Benchmarking Help Desk at buildingenergy@info.lakewoodco.gov.

Step 4. Run the Data Quality Checker

Once you have at least 12 full months (January 1 – December 31) of whole-building energy data from the previous calendar year in your meters, run the Data Quality Checker to identify common errors in your report before submitting.

1. Select your building from the MyPortfolio Dashboard. On the property's "Summary" tab, scroll down to find the Data Quality Checker and select "Check for Possible Errors."
2. For year ending, select "Dec 31" from the first drop-down, then select the previous year in the second drop-down (i.e., if the building is submitting the 2026 report, the year should be set to 2025), then select "Run Checker."
3. Review the list of alerts (if any) and follow the instructions to correct the errors. Ignore water, waste, and materials alerts.
4. Once you have made all applicable changes, re-run the checker to ensure that the alerts have been addressed.
5. After the errors have been fixed, you can go to [Step 5](#).



Step 5. Connect and Share Your Data with the City of Lakewood

The City of Lakewood uses ESPM's third-party data sharing capabilities. This allows the City of Lakewood to pull data directly from ESPM and run additional data checks. **Note:** You will only need to complete this action during the initial property setup.

1. Confirm Your Account Information

- i. Confirm that your **Lakewood Colorado Building ID** has been entered correctly. You can find this on your building page in the "Details" tab. Ensure the letters are capitalized (LKWD) and there are four numbers after "LKWD" without extra spaces or characters. Correct examples include:
 - LKWD1001
 - LKWD1234

2. Connect Your ESPM Account with the City of Lakewood

- i. Select "Contacts" in the upper right-hand corner of the screen.
- ii. Select "Add New Contacts/Connections."
- iii. In the box for "Name" search "City of Lakewood."
- iv. Select "Search."
- v. Select "Connect."
- vi. A pop-up window will appear. Select "Send Connection Request."

Your Search Criteria

Name:

Organization:

Username:

Email Address:

Search

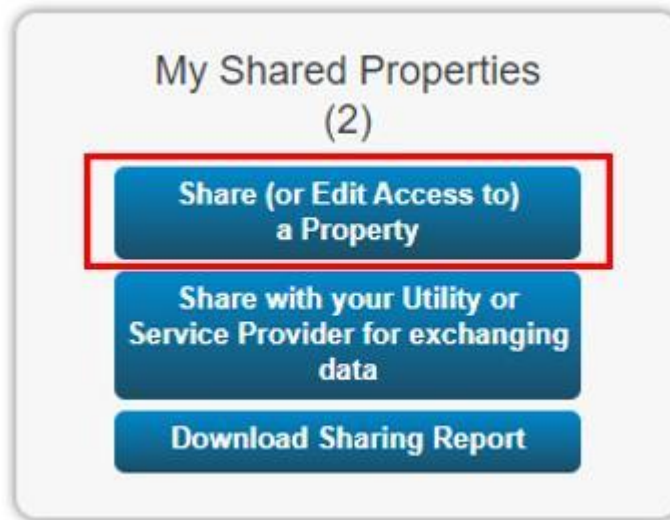
City of Lakewood (LakewoodCO_BuildingEnergy) Senior Sustainability Planner with City of Lakewood		Connect
Page 1 of 1		1 - 1 of 1

Note: Connection requests must be approved before sharing your building. You cannot complete [the next step](#) without the connection step above.

ESPM approves these requests in 30-minute cycles. You will receive a confirmation email (buildingenergy@info.lakewoodco.gov) when the connection is accepted. If you have not received a connection confirmation email within one hour of submitting a request, check to make sure you followed the above steps correctly or contact the Lakewood Benchmarking Help Desk.

3. Share Read-Only Access to Your Data with the City of Lakewood

- i. Go to the "Sharing" tab in ESPM.
- ii. Select "Share (or Edit Access to) A Property."



- iii. Select your property and select "Apply Selection."
- iv. Select "City of Lakewood (LakewoodCO_BuildingEnergy)" as the recipient.
- v. Select "Personalized Sharing & Exchange Data ("Custom Orders")." Select "Continue."
- vi. On this next page, you will specify data attributes and permissions for each property. Select the button for "Exchange Data" on the right-hand side of the table. A pop-up window will appear:
 - i. Select "Read Only Access" for "Property Information" and "All Meter Information."
 - ii. Select "None" for "Goals, Improvements, & Checklists" and "Recognition."
 - iii. Select "Yes" for "Share Forward." **Note:** Enabling "Share Forward" will give the City of Lakewood permission to share data with other City of Lakewood ESPM accounts.

Item	None	Read Only Access	Full Access
Property Information	☐	☒	☐
▼ All Meter Information			
▼ Energy Meters			
Xcel Electric Grid Meter	☐	☒	☐
Xcel Natural Gas	☐	☒	☐

- vii. Select "Apply Selections & Authorize Exchange."
- viii. Once you have completed the Exchange Data access for your property, select "Share Property(ies)." You will receive a confirmation email (buildingenergy@info.lakewoodco.gov) when the share is accepted.



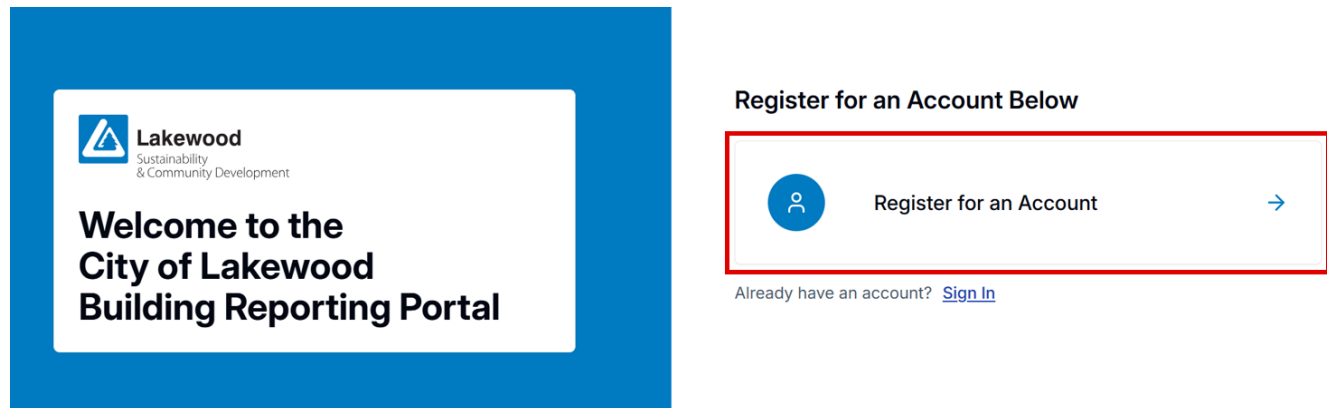
Step 6. Submit Report in the Lakewood Building Reporting Portal

Owners will need to submit their report in the [Lakewood Building Reporting Portal](#) for their building. This form collects required and optional information that cannot be reported to ESPM.

1. Create an Account

- Go to the [Lakewood Building Reporting Portal](#).
- Select "Register now" and then "Register for an Account."
- Fill out the required contact information.
- For "Affiliation with the Building(s)," select the most relevant title.
- Choose a password and agree to the terms and conditions.
- Select "Submit."

You will receive a confirmation email from the Lakewood Benchmarking Help Desk (buildingenergy@info.lakewoodco.gov) when you create your account.



2. Claim Your Building(s)

- Log in to your account and select "Claim Buildings" from the left sidebar.
- In the Search bar, search for your building address or Lakewood Colorado Building ID. Make sure you capitalize "LKWD" and there are no extra spaces. When you have found your property, select "Claim" under the "Actions" column on the far right. **Note:** If you cannot find your property, contact the Lakewood Benchmarking Help Desk at buildingenergy@info.lakewoodco.gov.

Claim Buildings

Search and claim buildings associated with your account.

Building ID	Address	Primary Use Type	Claim Status	Claimed By	Actions
LKWD0002	1236 Family St	Multifamily Housing	Available	-	Claim

Showing 1 - 1 of 1 row(s)



Once verified, your property will be added to your account. If the property was previously claimed by another user, the claim request will be reviewed to verify the rightful owner. This process ensures that two reports are not submitted for the same property.

3. Submit Your Report

- i. Select the "My Buildings" tab.
- ii. Under the "Submit" column, select "Submit."
- iii. Select the "Submit Data" button.

My Buildings

Manage buildings claimed by this account.

Buildings	Transfer Requests	Benchmarking Deadline: December 31st		2026		
Search by All Columns	Search by All Columns	Filter by				
Building ID	Street Address	Due Date	Compliance Status	Alerts & Flags	Submit	Actions
LKWD0003	1236 Retail St	Dec 31, 2026	Not Submitted		Submit	...

Step 7. Complete Revisions as Needed

Your building's compliance status will immediately update in the "My Buildings" tab in the portal. If your report has no errors, your report status will be "In Compliance." If your report has errors, the status will update to "Pending Revisions." To address the errors in your report, follow the steps below:

1. In the portal, go to the "My Buildings" tab and select the number that displays under the "Alerts & Flags" section. This will display the errors that were found in your report.

My Buildings

Manage buildings claimed by this account.

Buildings	Transfer Requests	Benchmarking Deadline: December 31st		2026		
Search by All Columns	Search by All Columns	Filter by				
Building ID	Street Address	Due Date	Compliance Status	Alerts & Flags	Submit	Actions
LKWD0003	1236 Retail St	Dec 31, 2026	Pending Revisions	2	Submit	...

2. To view instructions on how to fix these errors, select the 3 dots under "Actions" and select "See Full Details."



Active Alerts & Flags

Review and resolve the following issues for Building LKWD0003 - 1236 Retail St.

Q Search by Alert Name or Description...				2026
Alert Name	Reporting Year	Submission Date	Description	Actions
Abnormally High Site Energy Use Intensity (EUI)	2026	09/25/2026	Site EUI (kbtu/ft2) field should have a number greater than 0. Unusually low energy use by square foot is less than 25. Unusually high energy use by square foot is greater than 375	...
Abnormally Low ENERGY STAR Score	2026	09/25/2026	The ENERGY STAR score field should have a 1-100 value if the Primary Property Type - EPA Calculated is one of the property types currently eligible to receive an ENERGY STAR Score. Unusually low ENERGY STAR score is less than 5. Unusually high ENERGY STAR score is greater than 95	...

Showing 1 - 2 of 2 row(s)

3. To fix the errors, select “Login to ESPM to Resolve” by selecting the 3 dots under “Actions” as indicated above to log back into your ESPM account and update the data.
4. Resubmit your report in the portal.

If you need assistance with resolving your errors or you would like to provide more context on your building’s report errors, reach out to the help desk and/or reply to the email notification that you received from the help desk on your report errors.

Resources

Use the resources below for additional help with the Lakewood Building Energy Benchmarking Program. The help desk is the best place to start for questions about your building, your Lakewood Colorado Building ID, or your report status.

Lakewood Benchmarking Help Desk

- Email: buildingenergy@info.lakewoodco.gov
- Hours: M-F 9am-5pm MST
- Lakewood Building Energy Benchmarking Program [website](http://lakewoodco.gov/benchmarking): lakewoodco.gov/benchmarking

ENERGY STAR® Portfolio Manager®

- [ESPM login](#)
- [ESPM Property Use Type Glossary](#)

Xcel Energy

- [Xcel Energy Benchmarking User Guide](#)
- [Xcel Energy Benchmarking Portal](#)
- [Customer data release form](#)
- Xcel Auto-Upload Support Email: benchmarking@xcelenergy.com
- Xcel Consent Form Support Email: datarequest@xcelenergy.com



Appendix: Alternative Upload Methods

If you do not have Xcel as your utility provider **or** you have alternative energy sources - solar energy, propane, etc., you will need to use one of the following methods to upload your energy usage data to ESPM.

Energy Upload Options

Once your meters are created, upload at least 12 full months of whole-building energy usage data. There are two upload methods — use whichever works best for you.

A. Spreadsheet Upload

Upload data in bulk for this meter:

Use this **single-meter spreadsheet**:

- Upload the completed file below
- Copy and Paste the data into the table above

No file chosen

Start Date (Required)	End Date (Required)	Usage (Required)
1/1/2025	2/1/2025	3654
2/1/2025	3/1/2025	3456
3/1/2025	4/1/2025	3042
4/1/2025	5/1/2025	2456
5/1/2025	6/1/2025	2322
6/1/2025	7/1/2025	2567
7/1/2025	8/1/2025	2896
8/1/2025	9/1/2025	2994
9/1/2025	10/1/2025	2755
10/1/2025	11/1/2025	3089
11/1/2025	12/1/2025	3261
12/1/2025	1/1/2026	3517

1. On the property's "Energy" tab, select the meter you would like to upload data for.
2. Select the "single-meter spreadsheet" under the "Upload data in bulk for this meter:" heading to download the required spreadsheet template.
3. Fill in the spreadsheet with your billing data. Each row should represent one billing period — enter the start date, end date, and usage amount for each period.
4. Save the completed spreadsheet.
5. In the same area, select "Choose File" to select the updated spreadsheet from your files. Then "Upload."
6. Review the uploaded data for accuracy and select "Save Bills."
7. Update the "Date Meter Became Active" to match the first bill entry date.

B. Manual Upload

1. On the property's "Energy" tab, select the meter you would like to upload data for. Select the "Basic Meter Information" arrow to expand this section.
2. Verify the meter "Units" match the units on your utility bill. If correct, no further action is needed. If the units differ, select the "Units" drop-down menu and select the correct units. Select "Save Changes."
3. Scroll down to view the "Monthly Entries" section and select "Select to add an entry."
4. Beginning with your earliest bill date, enter that date into the "Start Date" box.
5. The "End Date" will automatically populate — do not adjust it. Select the field under "Usage" and enter the usage amount for that month.



6. Select "Add Another Entry." The next month's date range will automatically populate — do not adjust it. Add the usage data for this month.

Meter Selection: Xcel Electric Grid Meter - 381457863

Basic Meter Information (**click on the arrow to the left to expand this section)

Monthly Entries

Display Year(s): Show All Years

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Demand (kW)	Demand Cost (\$)	Last Upda
☐	1/1/2025	2/1/2025			☐			
☐	02/01/2025	03/01/2025			☐			

☐ Delete Selected Entries

☒ Add Another Entry

☐ Learn how to copy/paste

☐ Delete ****ALL**** Meter data for this meter

7. Repeat [Step vii](#) — select "Add Another Entry" and enter usage — until you have, at minimum, a full 12 months of data (January 1 – December 31).
8. Select "Save Bills."
9. Update the "Date Meter Became Active" to match the first bill entry date.