



City of Detroit Benchmarking Checklist

Helpful Resources: [ENERGY STAR Portfolio Manager](#)

[City of Detroit Benchmarking Guide](#)

Step 1: Getting Started		
<input type="checkbox"/>	Determine whether your property must comply with Detroit's benchmarking ordinance: Commercial and multifamily buildings over 25,000 GSF but under 100,000 GSF will have to report their energy and water consumption data in 2025.	Complete the 2024 Contact Information Form to receive updates on benchmarking your building.
Step 2: Benchmark Your Building		
<input type="checkbox"/>	Create an ENERGY STAR Portfolio Manager account	ENERGY STAR Portfolio Manager (ESPM)
<input type="checkbox"/>	Gather information required by ESPM to set up properties	ESPM Data Collection Worksheet
		ESPM Quick Start Guide
		City of Detroit Benchmarking Guide
<input type="checkbox"/>	Set up properties in ESPM	Make sure to add the Detroit Benchmarking ID from the Lookup Tool
Step 3: Share your property with the City		
<input type="checkbox"/>	Add the City of Detroit as a contact in Energy Star Portfolio Manager	Username: DetroitSustainability Email: Benchmarking@detroitmi.gov
<input type="checkbox"/>	Share your properties with the City Of Detroit	Go to the Sharing tab Select Share with your Utility or Service Provider for exchanging data Select the buildings you want to share Select Detroit Benchmarking Reporting (DetroitSustainability) Select Bulk Sharing (Simple Option) – Select Exchange Data Full Access Select Authorize Exchange
Step 4: Gather and Input Energy and Water Consumption Data		
<input type="checkbox"/>	Request whole-building consumption data from utilities or enter monthly usage data from bills	DTE Energy Data Hub – First, become a Detroit 2030 District Member Guide to DTE Energy Data Hub Electricity & Natural Gas Bills: DTE Energy Account Number: _____ Meter Number: _____
		Water: Fill out the Water Data Automation Request Form
<input type="checkbox"/>	Check for possible data errors	Run the Data Quality Checker