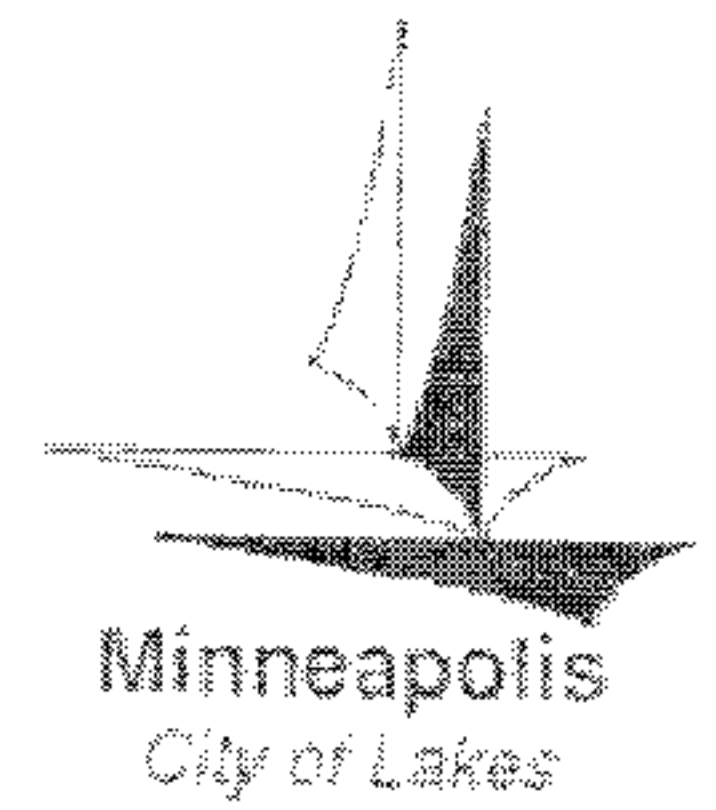


**City of Minneapolis
Health Department
Environmental Health Division**
250 South Fourth Street Room 400
Minneapolis, Minnesota 55415
www.minneapolismn.gov



Spanish- Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700
Somali- Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag-la' aan wac 612-673-3500
Hmong-Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800
English- Attention. If you need this material in an alternate format, have questions, are deaf or hard-of-hearing, please call 612-673-3000.
TTY: 612-673-2626 or 612-673-2157

BUILDING ID: 102738

**Energy Benchmarking Reporting Deadline June 1, 2014
For buildings 100,000 sq. ft. and over**

On 01-June-2014 all commercial buildings 100,000 square feet and over in the City of Minneapolis will be required to report annual energy and water use data to the City through the ENERGY STAR Portfolio Manager program. (Ordinance 47.190) The ENERGY STAR Portfolio Manager is an online tool for building managers, owners, or third party contractors to measure and track energy and water consumption of buildings.

Your Building ID number must be entered in Portfolio Manager or your data will not be reported correctly. Your Building ID number is **102738**.

The Center for Energy and Environment (CEE) is providing free online assistance and workshops to assist with complying with energy reporting requirements. The website is <http://buildingdisclosure-mpls.mncee.org>.

Building Managers and other responsible parties who are new to Portfolio Manager can follow instructions on CEE's website or attend a CEE free workshop on creating a Portfolio Manager account and how to comply with the energy reporting requirements. The free workshops are being offered April 24, 2014 (8:00 – 10:30 a.m.) and May 6, 2014 (2:00 – 4:30 p.m.). Register at the website above.

If you already have a Portfolio Manager account you can enter and release your energy use data to the City of Minneapolis on CEE's website listed above.

For additional questions about using Portfolio Manager, email CEE's helpline at disclosurehelp@mncee.org or leave a message at (612) 244-2454.

For questions regarding the ordinance contact Minneapolis Environmental Services at 612-673-3867.