

# Energy Star Collection Worksheet



Please read the form all the way through before filling out. In addition to this form, please provide all building utility data for the past 18-24 *continuous* months, as well as a stacking plan of the *current* building tenants, rent roll and marketing brochure.

## 1.0 - General Building Information

<b>Building Name:</b>		<b>Property Contact</b>	
<b>Address:</b>		<b>Title:</b>	
<b>City, State:</b>		<b>Phone:</b>	
<b>Year Built:</b>		<b>Email:</b>	
<b>Total Building Gross SF:</b>		<b>Fax:</b>	

## 1.1 - Office Space

Office Space with Typical Operating Hours	Weekly Operating Hours [hrs]	Gross SF [#]	Full Time Employees [#]	Computer Count [#]	Heated and Air-Conditioned [more or less than 50%]
Vacant Space (combine all vacant SF)	Weekly Operating Hours [hrs]	Gross SF [#]	Full Time Employees [#]	Computer Count [#]	Heated and Air-Conditioned [more or less than 50%]

