

This worksheet lists all of the building information that Providers will need to enter into the Request Form. Providers can collect all of the information on this worksheet so it is in one place when they go online to fill out the form. You can also find information about documents to upload in “Supporting Documents for an Energy Use Snapshot Service Request.”

NYSERDA uses the following information to determine how best to adjust the data to typical weather conditions. In addition, the property information is used in the Snapshot Report to provide metrics such as energy usage per bedroom or per square foot, and assists in determining whether all of the necessary utility data has been collected.

Building Information

Building location, building quantity and floor areas

Property name and addresses	
Number of residential units (i.e. the total number of apartments at the property)	
Number of stories (if multiple buildings, please enter the stories of the building(s) with the greatest number of units)	
Number of buildings at the property	
If multiple buildings, do all buildings have heating systems, DHW systems, and cooling systems that use the same fuel and type of equipment (e.g. steam boilers, dedicated DHW boilers, etc.)?	
Are there non-residential uses at this property?	
Total gross floor area within the thermal envelope (include commercial/retail spaces and conditioned garages)	
Gross floor area for commercial/retail spaces, if any	
Gross floor area of conditioned garage, if any	

Living units and occupancy

Number of studio units	
Number of 1-bedroom units	
Number of 2-bedroom units	
Number of units with 3 or more bedrooms	
Primary residential demographic (families, seniors, single-occupancy, mixed population, other)	
Full-year average vacancy rate for most recent 12 months	
Full-year average vacancy rate for the year before last (24-12 months ago)	

Metering information

Electric Utility	
Gas Utility	
Electric Metering (Master; Direct; Sub-metered)	
Are 100% of the apartments metered for electricity as described above? If not, how many are not?	
Gas Metering (Master; Direct; No gas)	
Are 100% of the apartments metered for gas as described above? If not, how many are not?	

If the property has natural gas, what options best describe how it is used in the building. Select multiple options if applicable.

Space Heating	
DHW Heating	
Cooking	
Other (please describe) _____	

What option best describes the buildings' space heating fuel? Select multiple options if applicable.

Natural Gas	
Electricity	
Oil	
District steam	
Propane	
Other (please describe) _____	

Heating/Cooling/DHW Systems

Quantity of central heating plants / boiler rooms	
Quantity of DHW heaters	

What option best describes the buildings' space heating equipment? Select multiple options if applicable.

Steam boiler(s)	
Hydronic boiler(s) - Non-Condensing	
Hydronic boiler(s) - Condensing	
Forced Air Furnace - Non-Condensing	
Forced Air Furnace - Condensing	
Heat Pump - Water Loop	
Heat Pump - Air Source	
Heat Pump - Ground Source	
District Steam	
Other (please describe) _____	

What option best describes the buildings' space heating distribution? Select multiple options if applicable.

1-pipe steam	
2-pipe steam	
Vacuum steam	
Hydronic radiation	
Electric Baseboard	
Fan coil/PTAC	
Heat pump – Water loop	
Mini split / ductless	
Forced Hot Air	
Other (please describe) _____	

What option best describes the buildings' space cooling equipment? Select multiple options if applicable.

Individual window-mounted AC	
Individual wall-mounted AC	
PTAC / PTHP	
Split system	
Heat Pump - Ground Source	
Heat Pump - Water Loop	
Absorption Chiller – gas fired	
Absorption Chiller – indirect fired	
Electric Chiller	
Other (please describe) _____	

Is DHW heated by the space heating boiler?

No	
Yes, year-round	
Yes, heating season only	

What option best describes the DHW heating equipment? Select multiple options if applicable.

Immersion coil in heating boiler - no storage tank	
Immersion coil in heating boiler - separate storage tank	
Indirect from space heating boiler	
Direct-fired storage water heater(s)	
Dedicated DHW boiler with separate storage tank	
Tankless instantaneous	
Heat pump water heaters	
Other (please describe) _____	

What option best describes the DHW heating fuel(s)? Select multiple options if applicable.

Natural Gas	
Electricity	
Oil	
District Steam	
Propane	
Other (please describe) _____	

Properties with multiple energy system types

If the property has buildings or living units served by a different heating fuel than other buildings or living units at the property, or served by very different types of heating or DHW equipment, please keep a record of how many units (per bedroom type) are served by each distinct heating/DHW system. The request form does not ask for this level of detail. However, occasionally NYSERDA may contact you for further clarifying details, to assure that we are providing an accurate and useful Energy Use Snapshot.

On-site Solar

Does the property have a behind-the-meter solar PV system?	
If yes, what is the rated total DC Wattage of the system? (in kW)	

Combined Heat and Power

Does the property have a cogeneration (combined heat and power) system?	
If yes, please describe what the recovered heat is used for (e.g. space heating; DHW; etc).	