EnergyCAP Data Collection Checklist

This checklist of measures is a tool to track your agency's progress toward establishing the EO1 required baselines.

LEVEL 1

- Designate an individual (via survey) to serve as the accounts contact at your agency responsible for scanning and uploading invoices into EnergyCAP/BillCapture

- Initiate contact with your personal EnergyCAP liaison

- Review invoice scanning guidelines and instructional materials and request in-person EnergyCAP training session(s), as needed

- Upload new invoices into EnergyCAP/BillCAPture as your agency receives them

LEVEL 2

- Designate an individual (via survey) to serve as the facilities contact at your agency responsible for updating your agency's Building Inventory Sheet

- Confirm the accuracy of the Building Inventory Sheet based on your agency's inventory of accounts, buildings, and meters

- Update the Building Inventory Sheet to reflect accurate building name, address, square footage, building type, and space-use attributes

- Match all utility meters to their proper buildings, verify all meters have been documented for each building, and identify unmetered accounts

LEVEL 3

- Upload historical invoices for building utilities including electricity, gas, propane, fuel oil, water, and sewer into EnergyCAP/BillCAPture starting with January 1, 2018