

## Energy Consuming Entity Table Instructions

The following pages provide instructions on filling in an ECE table as well as an example of a formatted table. The table must include all of the following:

### Section 1: ECE Data

1. **Number**

This is an index of every ECE in the table.

2. **ECE Name**

The name may be either the proper name of the building or the function of the ECE.

*Ex. William Donald Schaeffer Tower* → Proper Name

*Ex. DGS Headquarters* → Function

3. **ECE Address**

The street address of the ECE must include the street number, street name, and city.

4. **Size**

Indicate the gross square footage of the ECE.

5. **Property Rights**

Categorize the ECE into one of three ownership statuses:

a.) Owned by the Agency.

b.) Leased by the Agency. Agency is *responsible* for utility bills.

c.) Leased by the Agency. Agency is *not directly responsible* for utility bills.

*Ex. Utility bills part of monthly lease rate.*

*If the ECE falls under option 4.c. then stop here.*

*Only sections 1-5 are needed if the Agency does not directly pay utility bills.*

6. **ECE Use**

Indicate the primary operating purpose of the ECE.

*Ex. Office Space, Research Facility, State Police Barracks, Fish Hatchery, Warehouse*

7. **Number of Visitors/ Clients per day**

This is *an average* of the daily load of visitors to the ECE.

8. **Number of Staff per Day**

This is the number of employees in the building *on an average workday*.

9. **Build Date**

Indicate the month and the year that the ECE was opened or used for the first time. If month is not known, simply indicate year.

10. **Date of Last Major Renovation**

Indicate the month and year of the last major building renovation. If month is not known, simply indicate year. If building was never renovated, leave blank.

11. **Size of Conditioned, Unoccupied Space (If applicable)**

Indicate the square footage of any space that is air-conditioned/heated but not normally occupied. This does not include temporarily empty offices but would include an entire empty floor used only for storage.

*Ex. Archives warehouse, storage space, unoccupied floors*

12. **Does this ECE have a shared utility account?**

If the ECE shares any utility account with another ECE in the table, indicate “Yes.” Otherwise, “No.”

## Section 2: Utility Data

### **General instructions:**

Section 2 will contain all of the utility data for each ECE. It should provide an understanding both of usage and of the way accounts and meters are shared.

To start, delete columns in Section 2 not relevant to your Agency's energy usage. *For example, if your agency does not use propane, you could highlight columns "W" and "X," right-click, and delete.* In rare cases, it may be necessary to add a column to reflect your Agency's different consumption needs.

Please remember that DGS **does not** track gasoline and diesel usage for fleet vehicles. After consolidating the columns, fill in the following data for each applicable utility:

#### 1. **Vendor**

Fill in the vendor for each utility.

For some utilities, such as electricity, there may be two "vendors": one *delivers* the utility and one *supplies* it. For example, BGE delivers the electricity while a third party, such as Washington Gas Energy Services, supplies it. This may generate two different account numbers. In these cases, DGS only requires the information from the vendor *who owns the meter* to be provided. This is almost always the deliverer of the utility.

#### 2. **Account Number**

Fill in the account number as it appears on the bill you receive from the vendor. Use the account number of the company that *owns the meter*.

**\*\*Include the account number for every ECE, even if shared. This allows DGS to determine which ECEs share accounts.\*\***

#### 3. **Meter Number**

Fill in the meter number as it appears on the bill you receive from the vendor. Use the meter number of the company that *owns the meter*. Verify physical location of the meter.

**\*\*Include the meter number for every ECE, even if shared. If the ECE has a sub-meter or has no meter, use the central meter number.**\*\*

Provide sub-meter numbers and locations in an appendix. Indicate associated central meter in the same appendix.

#### 4. **Quantity**

Fill in the amount of each utility consumed in FY13 (July 1, 2012 – June 30, 2013).

You do not need to fill in the units in each box.

**\*\*Do not include the quantity for any ECE that is sub-metered or has no meter. This avoids double counting.\*\***

Provide sub-meter quantities in an appendix.

#### Logistical Notes

Fill in your table directly on the Excel file provided for your convenience. Make changes or add components as necessary to more accurately reflect your Agency's ECE inventory. You may use your own table if you feel that you can provide all of the information above in a better format.

Pre-formatted Excel file notes:

- File is formatted to print already. Changes to formatting may require setting a new print area. To do this, select the area you want to print, click file, print area, and set print area.
- Window panes are frozen to make data entry easier. To unfreeze, click window, unfreeze panes.

Please direct all questions related to the plan format and content to:

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## Example

The following example is presented for your benefit. Data should not be considered accurate.

### Section 1

Number	ECE Name	Address	Size (square feet)	Property Rights (Owned, Leased w/ Utilities or Leased w/o Utilities)	Occupancy			Build Date (Month-Year)	Date of Last Major Renovation (Month-Year)	Conditioned, Unoccupied Space (square feet)	Shared Utility Account? (Y/N)	
					ECC Use	# Visitors/ Clients per day	# Staff per day					
1	State Center Building 1 Example	300 W. Preston Baltimore	30,000	Owned	Office Space and Garage	100	522	These buildings share utility accounts.	2,900	Y		
2	State Center Building 2 Example	301 W. Preston Baltimore	56,696	Owned	Office Space	101	1000		Jan-58	May-92	0	Y
3	State Center Building 3 Example	200 W. Preston Baltimore	2,000	Leased w/ Utilities	Office		200		Jan-76		0	Y
4	Pratt Street Tower	100 North Pratt Street Baltimore	85,225	Owned	Office Space	20	322	Jan-98		500	N	
5	Charles Street Warehouse	344 North Preston Street Baltimore	5,000	Leased w/ Utilities	Warehouse	0	20	Jan-65	May-00	5,000	N	
6	Charles Street DGS Field Office	344 West Charles St. Baltimore	50,000	No Utilities								

This space is blank because the buildings were never renovated.

No further data entry is needed.

## Section 2

Number	Electricity (kWh)	Natural Gas (Therms)	Water (Gallons)	Fuel Oil #2(Gallons)		
1	Vendor	BGE	Washington	Baltimore City Water		
	Account #	258258258	59959995	46549865		
	Meter #	789789789	56665666	846831215		
	Quantity	89978	588888	894651		
2	Vendor	BGE	Washington	Baltimore City Water		
	Account #	258258258	59959995	46549865		
	Meter #	789789789	56665666	846831215		
	Quantity					
3	Vendor	BGE	Washington	Baltimore City Water		
	Account #	258258258	1236654	46549865		
	Meter #	789789789	85233366	846831215		
	Quantity		566			
4	Vendor	BGE	Washington	Baltimore City Water	Vendor	Fuel Oil Co.
	Account #	456456456	486231321	8946521	Account #	78984635
	Meter #	123321123	85468312	4865132	Meter #	231561
	Quantity	987654	8668453	566	Quantity	896865
5	Vendor	BGE	Unnecessary cells cleared and merged.			
	Account #	4686312				
	Meter #	85465132				
	Quantity	46546				
6	No utility data is entered for ECE 6 since the landlord is responsible for utilities.					

Central account and meter numbers included on every ECE and every utility.

Quantity has been left blank on shared accounts with the same account and meter number.

The blue circles show that the same account and meter number is provided for Numbers 1, 2, and 3. Since quantity is only entered at ECE 1, we can assume that ECE 1, 2, and 3 share electricity and water. However ECE 3 gets its natural gas on a different meter.

The Excel file above is courtesy of Ms. P.C. Goldman in the Maryland Department of Public Safety and Correctional Services.