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| ***Instructions to complete the template for your Energy Reduction Target Gap Analysis****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Energy Reduction Target Gap Analysis meets the BEST Practice requirements.*
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| ***Checklist****The Energy Reduction Target Gap Analysis must include:* [ ]  *The base building annual energy usage summary*[ ]  *Tenant space analysis that includes a summary of tenant spaces and tenant energy usage information available* |

**ENERGY REDUCTION TARGET GAP ANALYSIS**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

Tenants have a big role to play if the environmental objectives for a building are going to be met.

An Energy Reduction Target Gap Analysis allows the building owner or manager to understand where gaps exist in the available data. Once these gaps are filled, the building owner and manager will benefit from a better understanding of exactly how much energy is consumed in the building, thereby allowing for targets to be set.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Engage with tenants and communicate purpose of setting an energy reduction target
* Oversee tenant data gathering efforts
* Prepare (or delegate preparation of) the Energy Reduction Target Gap Analysis
* Update the analysis annually.

# Strategy

## Base Building Energy Use

[Insert summary of all base building energy used and managed by the landlord, covering a minimum of 12 consecutive months of consumption.]

## Tenant Space Analysis

[Describe the energy used by tenants that is not under the landlord’s control, or utilities that are paid directly by the tenants.

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The following tenant spaces comprise the building:

* Tenant 1: [Insert Tenant Name, Suite / Space No.
* Leasable Area, # of occupants
* Request this information and, if available, please provide
	+ Elec. Use
	+ Gas Use
	+ Other Use
* Indicate date range or time period covered by consumption data received (start and end date)
* Indicate data source (e.g., logged or manual sub-meter readings, tenant bills, spreadsheet etc.)
* Other notes (e.g., indicate frequency and method of data request, if tenant declined to provide, or if only partial data was provided)
* Tenant 2: Insert Tenant Name, Suite / Space No.
* Leasable Area, # of occupants
* Request this information and, if available, please provide
	+ Elec. Use
	+ Gas Use
	+ Other Use
* Indicate date range or time period covered by consumption data received (start and end date)
* Indicate data source (e.g., logged or manual sub-meter readings, tenant bills, spreadsheet etc.)
* Other notes (e.g., indicate frequency and method of data request, if tenant declined to provide, or if only partial data was provided)]

*Repeat the list above for each tenant in the building, as much as is possible.*

# Time Period

This target gap analysis was established on [Insert Date] and will be reviewed and updated at least once a year.

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[Insert name and signature of person responsible for the Energy Management Plan implementation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Energy Management Plan was completed]