



City of Detroit Benchmarking Checklist

Helpful Resources: [ENERGY STAR Portfolio Manager](#)

[City of Detroit Benchmarking Guide](#)

Step 1: Getting Started		
<input type="checkbox"/>	Determine whether your property must comply with Detroit's benchmarking ordinance	<p>Commercial and multifamily buildings over 25,000 GSF but under 100,000 GSF will have to report their energy and water consumption data in 2025.</p> <p>Complete the 2024 Contact Information Form to receive updates on benchmarking your building.</p>
Step 2: Benchmark Your Building		
<input type="checkbox"/>	Create an ENERGY STAR Portfolio Manager account	ENERGY STAR Portfolio Manager (ESPM)
<input type="checkbox"/>	Gather information required by ESPM to set up properties	ESPM Data Collection Worksheet ESPM Quick Start Guide City of Detroit Benchmarking Guide
<input type="checkbox"/>	Set up properties in ESPM	ESPM Quick Start Guide <p>Make sure to add the Detroit Benchmarking ID from the Lookup Tool</p>
Step 3: Gather and Input Energy and Water Consumption Data		
<input type="checkbox"/>	Request whole-building consumption data from utilities or enter monthly usage data from bills	<p>DTE Energy Data Hub – First, become a Detroit 2030 District Member</p> <p>Guide to DTE Energy Data Hub</p> <p>Electricity & Natural Gas Bills: DTE Energy</p> <p>Account Number: _____</p> <p>Meter Number: _____</p> <p>Water: Contact DWSD DWSD_BENCHMARKING@DETROITMI.GOV</p> <p>Account Number: _____</p> <p>Meter Number: _____</p> <p>Building Address: _____</p> <p>Steam: Contact Detroit Thermal REPORTING@DETROITTHERMAL.COM</p> <p>Building address: _____</p> <p>Year reporting: _____</p>
<input type="checkbox"/>	Check for possible data errors	Run the Data Quality Checker
Step 4: Report to the City		
<input type="checkbox"/>	Connect your property with the City of Detroit to automate annual reports	City of Detroit Benchmarking Guide