

DOB Data Quality Error Reference Guide

Review the following columns in the Excel file attached to the Energy Star email confirmation received when reporting data to NYC:

1. **BBL (column D)**: The BBL number is missing or incorrectly formatted.
2. **BIN (column E)**: The BBL number is missing
3. **Gross Floor Area (column O, HR, HS)**: Data is missing, entered as zero, below 25,000 sq ft for one building, or below 100,000 sq ft for two or more buildings together.
4. **Number of Buildings (column V)**: Data is missing or entered as 0.
5. **Metered Areas (Energy) (column X)**: Data is missing or does not account for the total (Whole Building) energy consumption for the building.
6. **Site EUI (Site Energy Use Intensity in kBtu/sq ft) (column AE)**: Data is either missing, entered as 0, less than 5, or greater than 1000 kBtu/sq ft.
7. **Source EUI (Source Energy Use Intensity in kBtu/sq ft) (column AM)**: Data is either missing, entered as 0, less than 5, or greater than 1000 kBtu/sq ft.
8. **Default Values (column HO)**: Default values were used; NYC only accepts actual values.
9. **Municipally Supplied Potable Water (column HW & IB)**: Data is missing or manually entered when the CBL indicates Yes for reporting automated water data from DEP.
10. **Duplicate Submission**: The same BBL was submitted under different Portfolio IDs. Most likely there are 2 or more buildings on the same lot that have to be submitted as a campus or the same building submitted multiple times with different Portfolio Manager IDs.
11. **Campus**: Most often indicates that data for child properties were not aggregated to a Parent Property or Parent property was not created/submitted.