

Type or print using black ink

BUILDING PERFORMANCE WORKSHEET

Commerce control number

Preparer's Name	Owner's Name	Rental Building Location- Street Address
Street Address	Street Address	City County
City State Zip	City State Zip	# of rental buildings on this property
Telephone #	Telephone #	
Has this building ever been issued a Stipulation? <input type="checkbox"/> yes <input type="checkbox"/> no	Stipulation #	

LEGAL DESCRIPTION: (you may attach a separate sheet):

Personal information you provide may be used for secondary purposes
[Privacy Law s. 15.04(1)(m)]

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STEP 1. GATHER THE NECESSARY INFORMATION: To fill out this form you will need the amount of heating fuel used in one heating season. This can be obtained from utility bills or by calling the local utility and requesting the energy use (not energy cost) for the building. **The bills or other energy use documentation must be attached.** Also keep them on file as required by s. Comm 67.09. You will also need the gross building area. This can be obtained from an appraisal or by measuring the building perimeter and multiplying by the number of whole and partial stories, including the basement.

STEP 2. DETERMINE HEATING ENERGY USE: If the energy source used for heat is used for nothing else but heating the building, skip A and C. Just enter the energy use in the table under B in this step. If the energy source used for heat is used for non-heating uses, such as cooling or water heating, complete A, B and C. The non-heating energy use is determined by averaging the energy use during May and September. You need to determine the energy used during each month. Note that the month of the utility bill may not be the same as the month in which the fuel was used.

Check off the type of energy and use units (kWh for electricity, CCF or therms for natural gas, gallons for oil or LP gas). Cost data will have to be converted to energy use units.

ELECTRICITY / kWh _____ NATURAL GAS / THERMS (CCF) _____
 OIL / GALLONS _____ LP GAS / GALLONS _____

A) Add the amount of energy used for May and September and divide by two. This will be the average monthly non-heating use.

(MAY USE _____ + SEPT. USE _____) / 2 = _____ AVERAGE MONTHLY NON-HEATING USE

B) Enter and add up the building energy use for October through April.

MONTH	ENERGY USE
OCTOBER	
NOVEMBER	
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
TOTAL	

C) Multiply the average monthly non-heating use by the number of winter months – seven (7), and subtract this product from the total determined in B. This is the total winter heating energy use.

AVERAGE MONTHLY NON-HEATING USE (from A)) _____ x 7 = _____

TOTAL ENERGY USE (from B) _____

7 x AVERAGE MONTHLY NON-HEATING USE (from above) -- _____

TOTAL HEATING ENERGY USE = _____

STEP 3. CONVERT ENERGY USE TO BTU’S: Enter the heating energy use from C above (or from B, if there is no non-heating use) into the appropriate blank for the kind of energy used for heating. Then, multiply it by the number given. This converts the energy use to BTU’s.

ELECTRICITY _____ kWh x 3,413 = _____ Btu

NATURAL GAS _____ CCF x 100,000 = _____ Btu

FUEL OIL _____ Gal. x 140,000 = _____ Btu

LP GAS _____ Gal. x 95,000 = _____ Btu

STEP 4. FIND THE DEGREE-DAYS: Please consult the Wisconsin Department of Administration, Division of Energy, Madison, WI website for current Degree Day data. <http://www.doa.state.wi.us/degreedays/> or contact Jim Mapp at Voice: (608) 266-8020 or FAX: (608) 267-6931.

The years covered by the season degree-days must be the same as the winter for which the heating use was calculated under Step 1.

SEASON DEGREE DAYS _____ DD

