

How to Submit Data for District Energy Space

EXTENDED!! - Submission Deadline: Friday, June 19, 2020

1. Please download the appropriate District Energy Space Submission Form for your organization. The form is in Microsoft Excel format. Note that the first line item is provided only as a SAMPLE guide to the type of information requested in each cell of the form:
 - [2019 North America Submission Form](#)
 - [2019 Beyond North America Submission Form](#)

Identify buildings that committed or recommitted* to district energy service during the previous calendar year including the following information:

- a. Building Name, Location and Service Contract Type (New or Renewed)
- b. Total Building Area Added (sq. ft.)
- c. Area Served by Building Type – *Re-enter Building Area (sq. ft.) corresponding to each building type*
- d. Services provided – *Check all that apply: space heating, space cooling, domestic hot water, humidification, process, kitchen, refrigeration, other (examples: laundry, ice-making, pool warming, etc.)*
- e. Special factors (LEED rating, unique architectural features, etc.)

*Please include all residential villas, flats or apartments **as one complex**. Example: “Wolf Run” may contain 200 villas, flats or apartments, but is entered as **one building complex** named “Wolf Run.”*

2. Please save the completed Excel spreadsheet with your organization’s name and year. For example: “ABCenergy-2018.xlsx”
3. Please send photos! Be sure the filenames of your photos include the organization and building name. For example: “**ABCenergy – Building A.jpg**” Photo format should be JPEG, as produced by a smartphone or digital camera. Please note that the resolution of images from PowerPoint presentations or websites is typically low and not useable.
4. Email the completed Submission Form and photos to Kristen Hawkins at Kristen.idea@districtenergy.org

Questions? Email us at idea@districtenergy.org or call us at +1 (508) 366-9339

***NOTE:** "Renewal" or "Recommitted" in the context of District Energy Space means that the end use space served by the district energy system (the square foot area being counted) was under a service agreement that was near to conclusion or termination and the space was "recommitted" to district energy service for another extended period of time.

This is analogous to lease renewal as the end user had the option at the conclusion of the contract period to disconnect and discontinue service but "chose" to stay on district energy and renew or recommit for another definitive (5 or 10 year period).

However, if the action were to "replace" the named end-user on the contract (for example, Sheraton takes over operation of a Hilton Hotel served by district energy) but the length of the service contract was not extended, it would not be considered "recommitted".

The operative condition would be that the end user actively decided to stay on the system and recommit for another defined period with an extension of service length being the critical consideration.

However, in terms of comprehensive industry statistics, if any of these buildings were not previously reported to District Energy Space, we will include the data.
