

Property Types, Definitions, and Use Details

Portfolio Manager now contains more than 80 property types to choose from when setting up your property, in order to best identify the primary use of your property. Although only three property types are currently eligible to receive the 1-100 ENERGY STAR score in Canada, the expanded list of more than 80 property types that can be selected will offer users more specific and accurate categorization for comparison. Over time, Canadian performance scales will be developed for additional property types.

Please note: Natural Resources Canada's benchmarking initiative is focused on the commercial and institutional sector only. Currently, the use of the tool for residential buildings is not supported by NRCan, and NRCan does not have any plans to develop metrics for the residential sector. See below for the full list of property types available in Portfolio Manager, along with their definitions and the property use details that you will need to enter.

The property types listed on this page are eligible to receive the 1-100 ENERGY STAR score. The Use Details marked with an asterisk are required in order to receive a score.

Property Type	Property Definition	Use Details
Financial Office	Financial Office refers to buildings used for financial services such as bank headquarters and securities and brokerage firms. Gross Floor Area should include all space within the building(s) including offices, trading floors, conference rooms and auditoriums, vaults, kitchens used by staff, lobbies, atriums, fitness areas for staff, storage areas, stairways, and elevator shafts.	Gross Floor Area* Weekly Operating Hours* Number of Computers* Number of Workers on Main Shift* Percent That Can Be Heated* Percent That Can Be Cooled*
K-12 School	K-12 School refers to buildings or campuses used as a school for Kindergarten through 12th grade students. This does not include college or university classroom facilities/laboratories, or vocational, technical, trade, adult, or continuing education schools. Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, laboratory classrooms, portable classrooms, greenhouses, stairways, atriums, elevator shafts, small landscaping sheds, and storage areas. The ENERGY STAR score for K-12 School does not apply to preschool or day care buildings; in order to classify as K-12 school, more than 75% of the students must be in kindergarten or older.	Gross Floor Area* Gymnasium Floor Area* High School* Number of Workers on Main Shift* Student Seating Capacity* Months in Use Weekend Operation Number of Computers Cooking Facilities Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated* Percent That Can Be Cooled* School District

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Property Type	Property Definition	Use Details
Hospital (General Medical & Surgical)	<p>Hospital refers to a general medical and surgical hospital (including critical access hospitals and children's hospitals). These facilities provide acute care services intended to treat patients for short periods of time, including emergency medical care, physician's office services, diagnostic care, ambulatory care, surgical care, and limited specialty services such as rehabilitation and cancer care. The definition of Hospital accounts for all space types owned by the hospital that are located within the Hospital building/campus, including non-clinical spaces such as administrative offices, food service, retail, hotels, and power plant. Gross Floor Area should include all space within the building(s) on the campus including operating rooms, bedrooms, emergency treatment areas, medical offices, exam rooms, laboratories, lobbies, atriums, cafeterias, rest rooms, stairways, corridors connecting buildings, storage areas, and elevator shafts.</p>	<p>Gross Floor Area*</p> <p>Laboratory</p> <p>Number of Full Time Equivalent (FTE) Workers</p> <p>Maximum Number of Floors</p> <p>Number of Staffed Beds</p> <p>Number of MRI Machines</p> <p>On-Site Laundry Facility*</p> <p>Tertiary Care</p> <p>Owned By</p> <p>Number of Workers on Main Shift*</p> <p>Licensed Bed Capacity*</p> <p>Percent That Can Be Heated*</p> <p>Percent That Can Be Cooled*</p>
Office	<p>Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices. Gross Floor Area should include all space within the building(s) including offices, conference rooms and auditoriums, kitchens used by staff, lobbies, fitness areas for staff, storage areas, stairways, and elevator shafts.</p>	<p>Gross Floor Area*</p> <p>Weekly Operating Hours*</p> <p>Number of Computers*</p> <p>Number of Workers on Main Shift*</p> <p>Percent That Can Be Heated*</p> <p>Percent That Can Be Cooled*</p>

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The property types listed below are not currently eligible for the 1-100 ENERGY STAR score. However, you can and should still benchmark these properties in Portfolio Manager. You will be able to measure and track energy consumption, assess your weather-normalized energy use intensity, calculate greenhouse gas emissions related to your property's energy consumption, track water use, and more. When setting up a property in Portfolio Manager, select the property type that most accurately represents your building or property. Gross Floor Area is required for all property types.

Property Type	Property Definition	Use Details
Adult Education	Adult Education refers to buildings used primarily for providing adult students with continuing education, workforce development, or professional development outside of the college or university setting. Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, auditoriums, stairways, atriums, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Ambulatory Surgical Centre	Ambulatory Surgery Centres refers to health care facilities that provide same-day surgical care, including diagnostic and preventive procedures. Gross Floor Area should include all space within the building(s) including offices, operating and recovery rooms, waiting rooms, employee break rooms and kitchens, elevator shafts, stairways, mechanical rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Aquarium	Aquarium refers to buildings used to provide aquatic habitat primarily to live animals and which may include public or private viewing areas and educational programs. Gross Floor area should include public and restricted areas such as visitor walkways, tank space, retail areas, restaurants, laboratories, classrooms, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells. Areas not in enclosed buildings, such as outdoor habitats, open-air theatres, walkways, and landscaped areas should not be included in the Gross Floor Area.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Automobile Dealership	Automobile Dealership refers to buildings used for the sale of new or used cars and light trucks. Gross Floor Area should include all space within the building(s), including sales floors, offices, conference rooms, vehicle service centres, parts storage areas, waiting rooms, staff break rooms, hallways, and stairwells. Gross Floor Area should not include any exterior spaces such as vehicle parking areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Bank Branch	Bank Branch refers to a commercial banking outlet that offers banking services to walk-in customers. Gross Floor Area should include all space within the building(s), including banking areas, vaults, lobbies, atriums, kitchens used by staff, conference rooms, storage areas, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Computers Number of Workers on Main Shift Percent That Can Be Heated Percent That Can Be Cooled
Bar / Nightclub	Bar/Nightclub refers to buildings used primarily for social/entertainment purposes, and is characterized by most of the revenue being generated from the sale of beverages instead of food. Gross Floor Area should include all space within the building(s), including standing/seating areas, stage/dressing room areas, food/drink preparation or kitchen areas, retail areas, bathrooms, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells. Properties whose primary business revenues are generated from the sale of food should be entered using one of the Restaurant property uses, even if there is a bar.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

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Barracks	Barracks refers to residential buildings associated with military facilities or educational institutions which offer multiple accommodations for long-term residents. Gross Floor Area should include all space within the building(s), including bedrooms, common areas, food service facilities, laundry facilities, meeting spaces, exercise rooms, health club/spas, lobbies, elevator shafts, storage areas, and stairways.	Gross Floor Area Computer Lab Dining Hall Number of Rooms Percent That Can Be Heated Percent That Can Be Cooled
Bowling Alley	Bowling alley refers to buildings used for public or private, recreational or professional bowling. Gross Floor Area should include all space within the building(s), including bowling lanes, concession areas, party rooms, retail areas, administrative/office space, employee break rooms, storage areas, and mechanical rooms.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Casino	Casino refers to buildings primarily used to conduct gambling activities, including both electronic and live table games. Gross Floor Area should include all space within the building(s), including the main casino floor/gaming area, restaurants/bars, retail areas, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells. If your Casino is located in the same building as a hotel, we recommend that you enter a separate hotel property use.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
College / University	College/University refers to buildings used for the purpose of higher education. This includes public and private colleges and universities. Gross Floor Area should include all space within the building(s), including classrooms, laboratories, offices, cafeterias, maintenance facilities, arts facilities, athletic facilities, residential areas, storage rooms, restrooms, elevator shafts, and stairways.	Gross Floor Area Weekly Operating Hours Enrollment Number of Full Time Equivalent (FTE) Workers Number of Computers Grant Dollars
Convenience Store with Gas Station	Convenience Store with Gas Station refers to buildings that are co-located with gas stations and are used for the sale of a limited range of items such as groceries, toiletries, newspapers, soft drinks, tobacco products, and other everyday items. Convenience Store with Gas Station may include space for vehicle servicing and repair. Gross Floor Area should include all space within the building(s), including sales floors, offices, staff break rooms, storage areas, and vehicle repair areas. Energy use associated with outside areas such as vehicle parking and gas filling areas should be included with the total energy use for the building(s), but the square footage associated with these outdoor areas should not be included in the Gross Floor Area.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Convenience Store without Gas Station	Convenience Store without Gas Station refers to buildings used for the sale of a limited range of items such as groceries, toiletries, newspapers, soft drinks, tobacco products, and other everyday items, which are not co-located with a gas station. Gross Floor Area should include all space within the building(s), including sales floors, offices, staff break rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Convention Centre	Convention centre refers to buildings used primarily for large conferences, exhibitions, and similar events. Convention centres may include a diverse variety of spaces, including large exhibition halls, meeting rooms, and concession stands. Gross Floor Area should include all space within the building(s), including exhibit halls, preparation and staging areas, meeting rooms, concession stands, offices, bathrooms, break rooms, security areas, elevator shafts, and stairwells. Loading dock areas located outside the walls of the building should not be included in the gross square footage.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

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Courthouse	Courthouse refers to buildings used for federal, state, or local courts, and associated administrative office space. Gross Floor Area should include all space within the building(s), including temporary holding cells, chambers, kitchens used by staff, lobbies, atriums, conference rooms and auditoriums, fitness areas for staff, storage areas, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Computers Number of Workers on Main Shift Percent That Can Be Heated Percent That Can Be Cooled
Data Centre	Data Centre refers to buildings specifically designed and equipped to meet the needs of high density computing equipment, such as server racks, used for data storage and processing. Typically these facilities require dedicated uninterruptible power supplies and cooling systems. Data Centre functions may include traditional enterprise services, on-demand enterprise services, high performance computing, internet facilities, and/or hosting facilities. Often Data Centres are free standing, mission critical computing centres. When a data centre is located within a larger building, it will usually have its own power and cooling systems, and require a constant power load of 75 kW or more. Data Centre is intended for sophisticated computing and server functions; it should not be used to represent a server closet or computer training area. Gross Floor Area should include all space within the building(s) including raised floor computing space, server rack aisles, storage silos, control console areas, battery rooms, mechanical rooms for cooling equipment, administrative office areas, elevator shafts, stairways, break rooms and restrooms.	Gross Floor Area IT Energy Configuration UPS System Redundancy Cooling Equipment Redundancy
Distribution Centre	Distribution Centre refers to unrefrigerated buildings that are used for the temporary storage and redistribution of goods, manufactured products, merchandise or raw materials. Gross Floor Area should include all space within the building(s) including space designed to store non-perishable goods and merchandise, offices, lobbies, stairways, rest rooms, equipment storage areas, and elevator shafts. This should not include exterior/outdoor loading bays or docks.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled
Drinking Water Treatment & Distribution	Drinking Water Treatment and Distribution refers to facilities designed to pump and distribute drinking water through a network of pipes. Depending on the water source (ground water, surface water, purchased water), a water utility may or may not contain a treatment process. This property use applies to any/all water sources and any/all levels of treatment. Gross Floor Area should include all areas within the physical structures at the plant including treatment areas, administrative offices, stairways, hallways and mechanical rooms. The Gross Floor Area should not include any exterior portions of the facility, such as retention or settling ponds. Although not typically used for normalization at plants, Gross Floor Area is a required system input for all properties.	Gross Floor Area
Enclosed Mall	Enclosed Mall refers to buildings that house multiple stores, often “anchored” by one or more department stores, and with interior walkways. Most stores will not have entrances accessible from outside, with the exception of the “anchor” stores. Gross Floor Area should include all space within the building(s), including retail stores, offices, food courts, restaurants, storage areas, staff break rooms, atriums, walkways, stairwells, and mechanical rooms.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

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Property Type	Property Definition	Use Details
Energy / Power Station	Energy/Power Station applies to buildings containing machinery and/or associated equipment for generating electricity or district heat (steam, hot water, or chilled water) from a raw fuel, including fossil fuel power plants, traditional district heat power plants, combined heat and power plants, nuclear reactors, hydroelectric dams, or facilities associated with a solar or wind farm. Gross Floor Area should include all space within the building(s), including power generation areas (boilers, turbines etc.), administrative space, cooling towers, kitchens used by staff, lobbies, meeting rooms, cafeterias, stairways, elevator shafts, and storage areas (which may include fossil fuel storage tanks or bins). This should not include any exterior spaces associated with the power stations.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Fast Food Restaurant	Fast Food Restaurant, also known as Quick Service Restaurant, refers to buildings used for the preparation and sale of ready-to-eat food. Fast Food Restaurants are characterized by a limited menu of food prepared quickly (often within a few minutes), and sometimes cooked in bulk in advance and kept hot. Gross Floor Area should include all space within the building(s), including kitchens, sales areas, dining areas, offices, staff break rooms, and storage areas. Gross Floor Area should not include any outdoor/exterior seating areas, but the energy use of these outdoor areas should be reported on your energy meters.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Fire Station	Fire Station refers to buildings used to provide emergency response services associated with fires. Fire stations may be staffed by either volunteer or full-time paid firefighters. Gross Floor Area should include all space within the building(s), including office areas, vehicle storage areas, residential areas (if applicable), storage areas, break rooms, kitchens, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Fitness Centre / Health Club / Gym	Fitness Centre/Health Club/Gym refers to buildings used for recreational or professional athletic training and related activities. Gross Floor Area should include all space within the building(s), including weight and cardio equipment areas, personal training areas, courts, locker rooms, sauna and spa areas, retail areas, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Food Sales	Food Sales refers to buildings used for the sales of food on either a retail or wholesale basis, but which do not meet the definition of Supermarket/Grocery Store, Convenience Store, or Convenience Store with Gas Stations. For example, specialty food sales like a cheese shop or butcher. Gross Floor Area should include all space within the building(s), including sales areas, storage areas, offices, kitchens, and staff break rooms.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Food Service	Food Service refers to buildings used for preparation and sale of food and beverages, but which do not meet the definition of Restaurant, Cafeteria, or Bar/Nightclub. For example, a bakery or coffee shop. Gross Floor Area should include all space within the building(s), including kitchens, sales areas, dining areas, staff break rooms, and storage areas. Gross Floor Area should not include any outdoor/exterior seating areas, but the energy use of these outdoor areas should be reported on your energy meters.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Hotel	<p>Hotel refers to buildings renting overnight accommodations on a room/suite and nightly basis, and typically include a bath/shower and other facilities in guest rooms. Hotel properties typically have daily services available to guests, including housekeeping/laundry and a front desk/concierge. Hotel does not apply to properties where more than 50% of the floor area is occupied by fractional ownership units such as condominiums or vacation timeshares, or to private residences that are rented out on a daily or weekly basis. Hotel properties should be majority-owned by a single entity and have rooms available on a nightly basis. Condominiums or Time Shares should select the Multifamily Housing property use. Gross Floor Area should include all interior space within the building(s), including guestrooms, halls, lobbies, atriums food preparation and restaurant space, conference and banquet space, fitness centres/spas, indoor pool areas, laundry facilities, elevator shafts, stairways, mechanical rooms, storage areas, employee break rooms, and back-of-house offices.</p>	<p>Gross Floor Area Hours Per Day Guests On-Site Average Occupancy Number of Workers on Main Shift Number of Rooms Number of Guest Meals Served Per Year Cooking Facilities Number of Commercial Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled Type of Laundry Facility Amount of Laundry Processed On-Site Annually Full-Service Spa Floor Area Gym/Fitness centre Floor Area</p>
Ice / Curling Rink	<p>Ice/Curling Rink refers to buildings that include one or more ice sheets used for public or private, recreational or professional skating, curling, hockey, or other similar activities. Gross Floor Area should include all space within the building(s), including ice area, spectator areas, concession stands, retail areas, locker rooms, administrative/office areas, employee break rooms, mechanical rooms, and storage areas. Larger facilities primarily serving professional or collegiate functions and with significant spectator seating should review the definition for Indoor Arena to determine the best classification.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers</p>
Indoor Arena	<p>Indoor Arena refers to enclosed structures used for professional or collegiate sports and entertainment events. Examples of events held in indoor arenas include basketball and hockey games, circus performances, and concerts. Indoor Arenas usually have capacities of 5,000 seats or more and are often characterized by multiple concourses and concession areas. Gross Floor Area should include all space within the building, including court/rink space, all concourse space on which workers or guests can walk, concession areas, retail stores, restaurants, administrative/office areas, employee break rooms, kitchens, mechanical rooms, storage areas, elevator shafts, and stairwells.</p>	<p>Gross Floor Area Enclosed Floor Area Number of Computers Number of Sporting Events per Year Number of Concert/Show Events per Year Number of Special/Other Events per year Ice Events Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled Size of Electronic Score Boards</p>
Laboratory	<p>Laboratory refers to buildings that provide controlled conditions in which scientific research, measurement, and experiments are performed or practical science is taught. Gross Floor Area should include all space within the building(s) including workstations/hoods, offices, conference rooms, storage areas, decontamination rooms, mechanical rooms, elevator shafts, and stairwells.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers</p>

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Property Type	Property Definition	Use Details
Library	Library refers to buildings used to store and manage collections of literary and artistic materials such as books, periodicals, newspapers, films, etc. that can be used for reference or lending. Gross Floor Area should include all space within the building(s), including circulation rooms, storage areas, reading/study rooms, administrative space, kitchens used by staff, lobbies, conference rooms and auditoriums, fitness areas for staff, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Lifestyle Centre	Lifestyle Centre refers to a mixed use commercial development that includes retail stores and leisure amenities, where individual retail stores typically contain an entrance accessible from the outside and are not connected by internal walkways. Lifestyle Centres have an open air design, unlike traditional enclosed malls, and often include landscaped pedestrian areas, as well as streets and vehicle parking. Gross Floor Area should include all space within the building(s), including retail stores, offices, food courts, restaurants, residential areas, storage areas, staff break rooms, walkways, stairwells, and mechanical areas. Do not include any exterior spaces such as pedestrian walkways or vehicle parking areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Mailing Centre / Post Office	Mailing Centre/Post Office refers to buildings used as retail establishments dedicated to mail and mailing supplies. This includes Canada Post Offices, in addition to private retailers that offer priority mail services and mailing supplies. Gross Floor Area should include all space within the building(s), including retail counters, administrative space, kitchens used by staff, lobbies, conference rooms, storage areas, stairways, and mechanical rooms.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Manufacturing / Industrial Plant	Manufacturing/Industrial Plant refers to buildings used for manufacturing or assembling goods. Typically a Manufacturing/Industrial plant includes a main production area that has high ceilings and contains heavy equipment used for assembly line production. Gross Floor Area should include all space within the building(s) at the plant, including production areas, offices, conference rooms, employee break rooms, storage areas, mechanical rooms, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Medical Office	Medical Office refers to buildings used to provide diagnosis and treatment for medical, dental, or psychiatric outpatient care. Gross Floor Area should include all space within the building(s) including offices, exam rooms, laboratories, lobbies, atriums, conference rooms and auditoriums, employee break rooms and kitchens, restrooms, elevator shafts, stairways, mechanical rooms, and storage areas.	Gross Floor Area Surgery centre Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Surgical Operating Beds Number of MRI Machines Percent That Can Be Heated Percent That Can Be Cooled
Movie Theatre	Movie Theatre refers to buildings used for public or private film screenings. Gross Floor Area should include all space within the building(s), including seating areas, lobbies, concession stands, bathrooms, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

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Property Type	Property Definition	Use Details
Multifamily Housing	Multifamily refers to residential buildings that contain more than two residential living units. These properties may be high rise buildings (4 or more storeys), or garden-style apartments (3 storeys or less), townhomes broken into two or more units, or duplex homes. Occupants of these buildings may include tenants, cooperators, and/or individual owners. Gross Floor Area should include all space within the building(s) including living space in each unit, interior common areas, hallways, elevator shafts, and mechanical space, such as a boiler room.	Gross Floor Area Percent of Gross Floor Area that is Common Space Only Government Subsidized Housing Resident Population Type Number of Residential Living Units Maximum Number of Floors Number of Bedrooms Number of Laundry Hookups in All Units Number of Laundry Hookups in Common Area(s) Number of Dishwasher Hookups Primary Hot Water Fuel Type (for units) Percent That Can Be Heated Percent That Can Be Cooled
Museum	Museum refers to buildings that display collections to outside visitors for public viewing and enjoyment and for informational/educational purposes. Gross Floor Area should include all space within the building(s), including public collection display areas, meeting rooms, classrooms, gift shops, food service areas, administrative/office space, mechanical rooms, storage areas for collections, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Non-Refrigerated Warehouse	Non-Refrigerated Warehouse refers to unrefrigerated buildings that are used to store goods, manufactured products, merchandise or raw materials. Gross Floor Area should include all space within the building(s), including the main storage rooms, administrative offices, lobbies, stairways, restrooms, equipment storage areas, and elevator shafts. This should not include exterior/outdoor loading bays or docks.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled
Other	Other refers to buildings that do not fall within the available property use categories in Portfolio Manager. Before selecting Other, it is highly recommended that you review the full list of property uses available for selection to ensure that there is not a suitable category for your property. Gross Floor Area should include all space within the building(s), including space devoted to your main business activity, administrative offices, employee break rooms, restrooms, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Education	Other – Education refers to buildings used for religious, community, or other educational purposes not described in the available property uses in Portfolio Manager (i.e educational purposes other than adult education, college/university, K-12 school, pre-school/daycare and vocational schools). Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, auditoriums, laboratory classrooms, stairways, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Entertainment / Public Assembly	Other-Entertainment/Public Assembly refers to buildings whose primary use is for entertainment or public gatherings and that do not meet the definition of any other property use defined in Portfolio Manager. Gross floor area should include all space within the building(s), including entertainment areas, administrative areas, and supporting areas such as storage rooms, hallways, restrooms, stairways, and maintenance areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

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Other - Lodging / Residential	Other – Lodging/Residential refers to buildings used for residential purposes other than those described in the available property uses in Portfolio Manager (i.e. residential other than multifamily residential, single family home, senior care community, residence hall/dormitory, barracks, prison/incarceration, or hotel). Gross Floor Area should include all space within the building(s), including living areas, common areas, administrative space, kitchens used by staff, lobbies, waiting areas, cafeterias, stairways, atriums, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Mall	Other-Mall refers to buildings containing a collection of stores whose purpose is the sale of goods, but which do not fit into the enclosed mall, lifestyle centre, or strip mall property types. Gross Floor Area should include all space within the building(s), including retail stores, offices, food courts, restaurants, storage areas, staff break rooms, walkways, stairwells, and mechanical areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Public Services	Other – Public Services refers to buildings used by public-sector organizations to provide public services other than those described in the available property uses in Portfolio Manager (i.e. services other than offices, courthouses, drinking water treatment and distribution plants, fire stations, libraries, mailing centres or post offices, police stations, prisons or incarceration facilities, social or meeting halls, transportation terminals or stations, or wastewater treatment plants). Gross Floor Area should include all space within the building(s), including administrative space, kitchens used by staff, lobbies, waiting areas, cafeterias, stairways, atriums, elevator shafts, landscaping sheds, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Recreation	Other-Recreation refers to buildings primarily used for recreation that do not meet the definition of any other property use defined in Portfolio Manager. Gross Floor Area should include all space within the building(s), including recreational areas and supporting activities such as mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Restaurant / Bar	Other – Restaurant/Bar refers to buildings used for preparation and sale of ready-to-eat food and beverages, but which do not fit into the fast food restaurant, restaurant, or bar/nightclub property types. Gross Floor Area should include all space within the building(s), including kitchens, sales areas, dining areas, staff break rooms, and storage areas. Gross Floor Area should not include any outdoor/exterior seating areas, but the energy use of these outdoor areas should be reported on your energy meters.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Services	Other - Services refers to buildings in which primarily services are offered, but which do not fit into the Personal Services or Repair Services property types. Examples include kennels, photo processing shops, etc. Gross Floor Area should include all space within the building(s), including sales floors, offices, storage areas, staff break rooms, walkways, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other - Stadium	Other-Stadium refers to buildings primarily used for sporting events that do not meet the definition of any other property use defined in Portfolio Manager. Gross Floor Area should include all space within the building(s), including areas for athletic activity and spectator seating and supporting activities such as mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Enclosed Floor Area Number of Computers Number of Sporting Events per Year Number of Concert/Show Events per Year Number of Special/Other Events per year Ice Events Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled Size of Electronic Score Boards

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Other - Technology / Science	Other – Technology/Science refers to buildings used for science and technology related services other than Laboratories and Data Centres. Gross Floor Area should include all space within the building(s), including areas with the main business activity, production areas, administrative offices, employee break areas, stairways, atriums, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other -Utility	Other – Utility applies to buildings used by a utility for some purpose other than general office or energy/power generation. This may include utility transfer stations or maintenance facilities. Note that an administrative office occupied by a utility should be entered as Office, and a power or energy generation plant should be entered as Energy/Power Station. Gross Floor Area should include all space within the building(s), including administrative space, maintenance and equipment areas, generator rooms, kitchens used by staff, lobbies, meeting rooms, stairways, elevator shafts, and storage areas. This should not include any exterior spaces associated with utility operations.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Other/Specialty Hospital	Other/Specialty Hospitals refers to long-term acute care hospitals, inpatient rehabilitation facilities, including Cancer Centres and Psychiatric and Substance Abuse Hospitals/Facilities. Gross Floor Area should include all space within the building(s) on the campus including: medical offices, patient rooms, laboratories, lobbies, atriums, cafeterias, restrooms, stairways, corridors connecting buildings, storage areas, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Outpatient Rehabilitation / Physical Therapy	Outpatient Rehabilitation/Physical Therapy offices refers to buildings used to provide diagnosis and treatment for rehabilitation and physical therapy. Gross Floor Area should include all space within the building(s) including offices, exam rooms, waiting rooms, indoor pool areas, atriums, employee break rooms and kitchens, rest rooms, elevator shafts, stairways, mechanical rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Parking	Parking refers to buildings and lots used for parking vehicles. This includes open parking lots, parking structures that may be only partially enclosed, and fully-enclosed (or underground) parking structures. Parking structures may be free standing or may be physically connected to another building.	Open Parking Lot Size Partially Enclosed Parking Garage Size Completely Enclosed Parking Garage Size Supplemental Heating
Performing Arts	Performing Arts refers to buildings used for public or private artistic or musical performances. Gross Floor Area should include all space within the building(s), including seating, stage and backstage areas, food service areas, retail areas, rehearsal studios, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Personal Services (Health / Beauty, Dry Cleaning, etc)	Personal Services refers to buildings used to sell services rather than physical goods. Examples include dry cleaners, salons, spas, etc. Gross Floor Area should include all space within the building(s), including sales floors, offices, storage areas, staff break rooms, walkways, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Police Station	Police Station applies to buildings used for federal, state, or local police forces and their associated office space. Gross Floor Area should include all space within the building(s), including offices, temporary holding cells, kitchens used by staff, lobbies, atriums, conference rooms and auditoriums, fitness areas for staff, storage areas, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Pre-school / Daycare	Pre-school/Daycare applies to buildings used for educational programs or daytime supervision/recreation for young children before they attend Kindergarten. Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, stairways, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Prison / Incarceration	Prison/Incarceration refers to federal, state, local, or private-sector buildings used for the detention of persons awaiting trial or convicted of crimes. Gross Floor Area should include all space within the building(s), including holding cells, cafeterias, administrative spaces, kitchens, lobbies, atriums, conference rooms and auditoriums, fitness areas, storage areas, stairways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Race Track	Race Track refers to buildings used primarily to hold racing events such as vehicle races, track/field races, horse races, and/or dog races. Gross Floor Area should include all spectator viewing areas, concourse space on which workers or guests can walk, concession areas, retail stores, restaurants, administrative/office areas, employee break rooms, mechanical rooms, storage areas, elevator shafts, and stairwells. The footprint of the race track itself should also be included in the gross floor area, along with the footprint of any staging areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Refrigerated Warehouse	Refrigerated Warehouse refers to refrigerated buildings that are used to store perishable goods or merchandise under refrigeration at temperatures below 50 degrees Fahrenheit (10 degrees Celsius). Gross Floor Area should include all space within the building(s), which includes temperature-controlled areas, administrative offices, lobbies, stairways, restrooms, equipment storage areas, and elevator shafts. This should not include exterior/outdoor loading bays or docks.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift
Repair Services (Vehicle, Shoe, Locksmith, etc.)	Repair Services refers to buildings in which some type of repair service is provided. Examples include vehicle service or repair shops, shoe repair, jewelry repair, locksmiths, etc. Gross Floor Area should include all space within the building(s), including sales floors, repair areas, workshops, offices, parts storage areas, waiting rooms, staff break rooms, hallways, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Residence Hall / Dormitory	Residence Hall/Dormitory refers to buildings associated with educational institutions or military facilities which offer multiple accommodations for long-term residents. Gross Floor Area should include all space within the building(s), including bedrooms, common areas, food service facilities, laundry facilities, meeting spaces, exercise rooms, health club/spas, lobbies, elevator shafts, storage areas, and stairways.	Gross Floor Area Computer Lab Dining Hall Number of Rooms Percent That Can Be Heated Percent That Can Be Cooled
Restaurant	Restaurant refers to buildings used for preparation and sale of ready-to-eat food and beverages, but which do not fit in the fast food property type. Examples include fast casual, casual, and fine dining restaurants. Gross Floor Area should include all space within the building(s), including kitchens, sales areas, dining areas, offices, staff break rooms, and storage areas. Gross Floor Area should not include any outdoor/exterior seating areas, but the energy use of these outdoor areas should be reported on your energy meters.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Retail Store	Retail Store refers to individual stores used to conduct the retail sale of non-food consumer goods such as clothing, books, toys, sporting goods, office supplies, hardware, and electronics. Buildings containing multiple stores should be classified as enclosed mall, lifestyle centre, or strip mall. Gross Floor Area should include all space within the building(s), including sales areas, storage areas, offices, staff break rooms, elevators, and stairwells.	Gross Floor Area Single Store Exterior Entrance to the Public Weekly Operating Hours Number of Workers on Main Shift Number of Computers Number of Cash Registers Number of Open or Closed Refrigeration/Freezer Units Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Roller Rink	Roller Rink refers to buildings used primarily for roller-skating, inline skating/rollerblading, or skateboarding. Gross Floor Area should include all space within the building(s), including the rink space, concession areas, locker rooms, retail areas, administrative/office areas, employee break rooms, mechanical rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Self-Storage Facility	Self-Storage Facility refers to buildings that are used for private storage. Typically, a single Self Storage Facility will contain a variety of individual units that are rented out for the purpose of storing personal belongings. Gross Floor Area should include all space within the building(s), including individual storage units, administrative offices, security and maintenance areas, mechanical rooms, hallways, stairways, and elevator shafts. This should not include exterior/outdoor loading bays or docks.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Senior Care Community	Senior Care Community refers to buildings that house and provide care and assistance for elderly residents. Gross Floor Area should include all space within the building(s) including individual rooms or units, wellness centres, exam rooms, community rooms, small shops or service areas for residents and visitors (e.g. hair salons, convenience stores), staff offices, lobbies, atriums, cafeterias, kitchens, storage areas, hallways, basements, stairways, corridors between buildings, and elevator shafts.	Gross Floor Area Maximum Resident Capacity Average Number of Residents Number of Residential Living Units Number of Workers on Main Shift Number of Computers Number of Residential Washing Machines Number of Commercial Washing Machines Number of Residential Electronic Lift Systems Number of Commercial Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled
Single Family Home	Single Family Home refers to a standalone building with its own lot that provides living space for one household or family. Gross Floor Area should include all space within the home, including living areas, bedrooms, and finished basements and attics.	Gross Floor Area Number of People Number of Bedrooms
Social / Meeting Hall	Social/Meeting Hall refers to buildings primarily used for public or private gatherings. This may include community group meetings, seminars, workshops, or performances. Please note that there is another property use available, Convention Centre, for large exhibition and conference facilities. Gross Floor Area should include all space within the building(s), including meeting rooms, auditoriums, food service areas, lobbies, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Stadium (Closed)	Stadium (Closed) refers to structures with a permanent or retractable roof which are used primarily for professional or collegiate sports and entertainment events. Examples of events held in closed stadiums include baseball and football games, and concerts. Closed Stadiums usually have capacities of 25,000 seats or more and are often characterized by multiple concourses and concession areas. Gross Floor Area should include all space within the building(s), including concourse space on which workers or guests can walk, concession areas, retail stores, restaurants, administrative/office areas, employee break rooms, kitchens, mechanical rooms, storage areas, elevator shafts, and stairwells. The footprint of the playing field should also be included in the gross floor area.	Gross Floor Area Enclosed Floor Area Number of Computers Number of Sporting Events per Year Number of Concert/Show Events per Year Number of Special/Other Events per year Ice Events Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled Size of Electronic Score Boards

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Stadium (Open)	<p>Stadium (Open) refers to structures used primarily for professional or collegiate sports and entertainment events in which the playing field is <i>not covered</i> and is exposed to the outside. Examples of events held in open stadiums include baseball, football, and soccer games, and concerts. Open Stadiums usually have capacities of 5,000 seats or more and are often characterized by multiple concourses and concession areas. Gross Floor Area should include all space within the building(s), including concourse space on which workers or guests can walk, concession areas, retail stores, restaurants, administrative/office areas, employee break rooms, kitchens, mechanical rooms, storage areas, elevator shafts, and stairwells. The footprint of the playing field should also be included in the gross floor area.</p>	<p>Gross Floor Area Enclosed Floor Area Number of Computers Number of Sporting Events per Year Number of Concert/Show Events per Year Number of Special/Other Events per year Ice Events Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled Size of Electronic Score Boards</p>
Strip Mall	<p>Strip mall refers to buildings comprising more than one retail store, restaurant, or other business, in an open-air configuration where each establishment has an exterior entrance to the public and there are no internal walkways. Gross Floor Area should include all space within the building(s), including retail stores, offices, restaurants, storage areas, staff break rooms, and stairwells. Do not include any exterior spaces such as vehicle parking areas.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers</p>
Supermarket / Grocery Store	<p>Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the on-site preparation and sale of ready-to-eat food should use one of the Restaurant property types. Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers Number of Cash Registers Cooking Facilities Number of Open or Closed Refrigeration/Freezer Units Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled</p>
Swimming Pool	<p>Swimming Pool refers to any heated swimming pools located either inside or outside. To enter a swimming pool, a specific pool size must be selected. In order to enter buildings associated with a Swimming Pool, the main property use must be entered (e.g., K-12 School, Hotel, Fitness Centre/Health Club/Gym, etc.).</p>	<p>Approximate Pool Size Location of Pool Months in Use</p>
Transportation Terminal / Station	<p>Transportation Terminal/Station applies to buildings used primarily for accessing public or private transportation. This includes train stations, bus stations, airports, and seaports. These terminals include areas for ticket purchases, and embarkation/disembarkation, and may also include public waiting areas with restaurants and other concessions. Gross Floor Area should include all space within the building(s), including boarding areas, waiting areas, administrative space, kitchens used by staff, lobbies, restaurants, cafeterias, stairways, atriums, elevator shafts, and storage areas. This should not include any exterior spaces associated with the terminals, such as drop-off areas, outdoor platforms, or outdoor loading docks/bays.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers</p>

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Urgent Care / Clinic / Other Outpatient	Urgent Care Centre/Clinic/Other Outpatient Office refers to buildings used to treat patients, usually on an unscheduled, walk-in basis, who have an injury or illness that requires immediate care but is not serious enough to warrant a visit to an emergency department. Gross Floor Area should include all space within the building(s) including offices, exam rooms, waiting rooms, atriums, employee break rooms and kitchens, restrooms, elevator shafts, stairways, mechanical rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Veterinary Office	A Veterinary Office refers to buildings used for the medical care and treatment of animals. Gross Floor Area should include all space within the building(s) including offices, exam rooms, waiting rooms, atriums, employee break rooms and kitchens, rest rooms, elevator shafts, stairways, mechanical rooms, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Vocational School	Vocational School refers to buildings primarily designed to teach skilled trades to students, including trade and technical schools. Typically vocational schools are commonly post-secondary education, consisting of 1-2 years of technical/trade training. Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, laboratory classrooms, stairways, elevator shafts, and storage areas.	Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers
Wastewater Treatment Plant	Wastewater Treatment Plant refers to facilities designed to treat municipal wastewater. The level of treatment at a plant will vary based on the BOD limits and the specific processes involved. This property use is intended for primary, secondary, and advanced treatment facilities with or without nutrient removal. Treatment processes may include biological, chemical, and physical treatment. This property use <i>does not apply</i> to drinking water treatment and distribution facilities. Gross Floor Area should include all areas within the physical structures at the plant including treatment areas, administrative offices, stairways, hallways and mechanical rooms. The Gross Floor Area should not include any exterior portions of the facility, such as retention or settling ponds. Although not typically used for normalization at plants, Gross Floor Area is a required system input for all properties.	Gross Floor Area Plant Design Flow Rate Average Influent Biological Oxygen Demand (BOD5) Average Effluent Biological Oxygen Demand (BOD5) Fixed Film Trickle Filtration Process Nutrient Removal
Wholesale Club / Supercentre	Wholesale Club/Supercentre refers to buildings used to conduct the retail sale of a wide variety of merchandise, typically in bulk quantities. Merchandise may include food, clothing, office supplies, furniture, electronics, books, sporting goods, toys, and hardware. Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, elevators, and stairwells.	Gross Floor Area Exterior Entrance to the Public Weekly Operating Hours Number of Workers on Main Shift Number of Computers Number of Cash Registers Number of Open or Closed Refrigeration/Freezer Units Number of Walk-in Refrigeration/Freezer Units Percent That Can Be Heated Percent That Can Be Cooled
Worship Facility	Worship Facility refers to buildings that are used as places of worship. This includes churches, temples, mosques, synagogues, meeting houses, or any other buildings that primarily function as a place of religious worship. Gross Floor Area should include all areas inside the building, including the primary worship area, food preparation, community rooms, classrooms, and supporting areas such as restrooms, storage areas, hallways, and elevator shafts.	Gross Floor Area Weekly Operating Hours Number of Weekdays Open Seating Capacity Number of Computers Cooking Facilities Number of Commercial Refrigeration/Freezer Units

Property Types, Definitions, and Use Details

Property Type	Property Definition	Use Details
Zoo	<p>Zoo refers to buildings used primarily to provide habitat to live animals and which may include public or private viewing and educational programs. Gross Floor Area should include all space within all fully enclosed buildings, including, habitats, visitor viewing areas, theatres, classrooms, food service areas, retail stores, veterinary offices, exhibit space, administrative/office space, mechanical rooms, storage areas, elevator shafts, and stairwells. Areas not in fully enclosed buildings, such as outdoor habitats, open-air theatres, walkways, and landscaped areas should not be included in the Gross Floor Area.</p>	<p>Gross Floor Area Weekly Operating Hours Number of Workers on Main Shift Number of Computers</p>