Vacancies & Buildings Under Construction and Demolition

Partial Vacancies

To report partial vacancies in ENERGY® STAR® Portfolio Manager (ESPM), follow both steps below:

Adjust the Occupancy

1. Log in to ESPM and select your building.
2. Select the "Details" tab.
3. Select "Edit" under the "Basic Information" box.
4. From the "Occupancy" dropdown, adjust the occupancy to match the percentage of the building that maintained normal operating hours and occupancy during the data collection year. See page 32 of the How-To Guide for detailed examples.
5. Select "Update Property".
6. Add details of any vacancies in the 'Notes' section in ESPM by navigating to the "Details" tab. Include total vacated gross floor area and amount of time the space was vacant. Select "Save Notes."

Add a Vacant Use Type

If more than 10% of your property is vacant, create a separate "Vacant Space" use type:
1. Log in to ESPM and select your building.
2. Select the "Details" tab.
3. Select "Other" from the "Add Another Type of Use" dropdown; Select "Add".
4. Add the gross floor area for the vacant portion. Add "0" for all other values. For "Percent Heated and Percent Cooled" report conditioning as it occurs in the vacant space.

See the ESPM [Glossary](#) for more details.

Complete Vacancies

Scenario 1: The building is fully vacant due to demolition plans.
If the building is vacant but still connected to an energy meter, you have to submit a report - this includes energy used for the months the building was occupied in the data collection year, construction, renovation, and/or demolition preparations.

If the building ceased occupancy and began a permitted demolition during or before the data collection year, apply for an exemption on the [Building Performance Reporting System (BPRS)](#).

Scenario 2: The entire building is under construction.
Contact the ECR Help Centre and let us know what the date of completion is. The Help Centre will adjust the building's reporting start year and requirements accordingly. Buildings are required to report in the year they receive an occupancy permit.

Scenario 3: The building was demolished and now is a vacant lot.
Provide the ECR Help Centre with a demolition permit and new construction plans (if applicable). The help centre will adjust the building's requirements accordingly.