

# Calculate My Energy Rating

## ✓ OFFICE

This designation applies to facility spaces used for general office, professional, and administrative purposes. The total gross floor area should include all supporting functions such as kitchens used by staff, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc.

Facility Name	
Contact Information	
Name	
Email	
Phone #	
Building Address	
City, State, Zip	
Year Built	
Gross Floor Area (SF)	
Weekly Operating Hours	
Number of Workers on Main Shift	
Number of Personal Computers	
Percent of Gross Floor Area that is Air Conditioned	
Percent of Gross Floor Area that is Heated	

**Return completed form to:**  
**SPOTTS | STEVENS | McCOY**  
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