



**U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION**

**COMMERCIAL BUILDINGS ENERGY  
CONSUMPTION SURVEY FOR 1995**

**Instructions Booklet  
for  
Schedule A - Building Electricity Usage Form (Form EIA-871E-A)**

**and**

**Schedule B - Building Electricity DSM Program Participation Form  
(Form EIA-871E-B)**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-800-927-0589  
TOLL FREE AND ASK FOR THE SUPPLIER SURVEY SPECIALIST.

**This report is mandatory under Public Law 93-275, as amended.** For the provisions concerning the confidentiality of information submitted on this form and the sanctions, see the General Instructions. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Office of Statistical Standards EI-73, 1000 Independence Avenue SW, Washington, DC 20585, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Unless otherwise specified, **these data collection forms are due by March 1, 1996.**

Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

Commercial Buildings Energy Consumption Survey  
c/o Westat, Inc.  
1650 Research Blvd.  
Rockville, MD 20850-9973

or FAX to:  
1-301- 251-2257

**EXAMPLE: ITEMS 1 THROUGH 5 FROM THE  
BUILDING ELECTRICITY USAGE FORM**

Form EIA-871E-1A (11/16/95)  
Electricity Usage

Form Approval  
OMB No: 1905-0145  
Expires: July 31, 1998

**COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995  
SCHEDULE A ) BUILDING ELECTRICITY USAGE FORM**

1. For the building identified on the label, please report total electricity consumption in this building from December 1, 1994 through January 31, 1996.

Time Period	CONSUMPTION PERIOD		NO. OF ACCOUNTS		CONSUMPTION DATA		BILLING DATA		
	IF ONLY ONE ACCOUNT OR IF ALL ACCOUNTS ARE ON THE SAME BILLING CYCLE		IF ACCOUNTS ARE ON DIFFERENT BILLING CYCLES, RECORD MONTH AND YEAR	New Accounts Opened in this Building	Old Accounts Closed in this Building	TOTAL kWh USED	METERED KILOWATT (kW) DEMAND	Quantities Reported Are	
	Beginning Date Mo./Day/Yr.	Ending Date Mo./Day/Yr.						A=All Actual E=Some or All Estimated (Circle One)	TOTAL DOLLAR AMOUNT*
1								A	E
2								A	E
3								A	E
4								A	E
5								A	E
6								A	E
7								A	E
8								A	E
9								A	E
10								A	E
11								A	E
12								A	E
13								A	E
14								A	E

\*TOTAL DOLLAR AMOUNT should include:

- o State and local taxes,
- o Fuel adjustment charges,
- o System charges (minimum bill or base charge), and
- o Demand charges.

\*TOTAL DOLLAR AMOUNT should exclude:

- o Merchandise,
- o Repair charges,
- o Service charges (hookup or disconnect fees, late payment fees, etc.), and
- o Any other charges not specifically listed at left.

IF ANY CUSTOMERS IN THIS BUILDING ARE ON A BUDGETED BILLING CYCLE, DO NOT REPORT FIGURES FROM THE BUDGETED BILL. INSTEAD, PLEASE REPORT THE TOTAL DOLLAR AMOUNT FOR THE COST OF ACTUAL CONSUMPTION DURING EACH CONSUMPTION PERIOD.

Form EIA-871E-A (11/16/95)  
Electricity Usage

Form Approval  
OMB No.: 1905-0145  
Expires: July 31, 1998

2. Does the response to Item 1 above include all accounts that were active in this building as of January 31, 1996?  Yes  No  Don't Know

3. Other than the building identified on the cover, does the information in Item 1 above include consumption in any other building(s)?  Yes  No  Don't Know

4. How do you classify this building/account in your records? (CHECK ONE)

Residential  
 Commercial  
 Industrial  
 Commercial/Industrial  
 Other \_\_\_\_\_  
(specify)

NOTE: Please provide the reported information for this building even if this is not a commercial building according to your definition or records.

5. Form completed by: \_\_\_\_\_

NAME (Please Print) (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Area Code TELEPHONE Area Code FAX

TITLE DATE

**U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION**

**COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995**

**FORM EIA-871E-A, BUILDING ELECTRICITY USAGE FORM**

**INSTRUCTIONS FOR SPECIFIC ITEMS**

General instructions are on the back of this folder. Following are the instructions for answering the specific data items on Form EIA-871E-A (see copy on facing page). Note that all items on Schedule A, 1 through 5 inclusive, must be reported for each building requested.

**Definition of "Account"**

The term "account" is a billing unit. It can be linked to a company, office, person, agency, etc., that is sent a bill for usage of electricity in the building. Your response should include all accounts for the building, including all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of electricity supplied to the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).

**Item 1**

All billing information is to be reported for the entire building identified on the label on the front of the form. Enter the total consumption, in kilowatthours (kWh), for all accounts in the building and the total dollar amount billed for that consumption. Enter the number of accounts opened or closed within each time period, if any. Indicate whether the billing data reported are actual or estimated for the time period. If the building's peak demand is metered, enter the demand amount. **Metered kilowatt (kW) demand is defined as the peak demand (or load) in kW, as measured during the billing period.**

**Item 2**

Indicate whether the responses in Item 1 include all information (accounts) for the building.

**Item 3**

In your answer to Item 3, specify whether the consumption information reported in Item 1 represents more than total consumption for the building that is identified on the label on the front. Check the YES box if the bills that furnished the information for Item 1 show substantial consumption in buildings other than the one identified on the label and you are unable to report separately for that building. Check the NO box if the bills show consumption in the selected building only. (Also check the NO box if the figures include only minor out-buildings, such as a shed.)

**Item 4**

Check whichever account classification category you apply to the building that is identified on the label, or account in your records. Please provide all requested billing information on the form for the building that is identified on the label, even if you do not classify the building as commercial in your records. If there are several accounts in the building, and not all of them are classified the same, select the category that covers most of the building's electricity consumption.

**Item 5**

Please provide the name, title, telephone number (including area code) and FAX number (if applicable) of the person who completed the form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.

## EXAMPLE: ITEMS 1 THROUGH 4 FROM THE BUILDING ELECTRICITY DSM PROGRAM PARTICIPATION FORM

Form EIA-871E-b (8/13/97)  
Electricity DSM Program Participation

Form Approval  
OMB No: 1905-0145  
Expires: July 31, 1998

### COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995 SCHEDULE B ) BUILDING ELECTRICITY DSM PROGRAM PARTICIPATION FORM

Label

Demand-Side Management (DSM) program participation data are to be provided for the accounts in the building identified on the label.

Data may be submitted directly on the reporting form, or in any other format, such as a computer-generated listing, which provides the same information and is convenient for your company.

Whatever format is used to submit data, answers to all questions on this form must be included with the submission.

For additional information on how to complete the form, see the separate instructions.

1) Does any account in this building have any of the following special electric service rates? (MARK ALL THAT APPLY)

Seasonal Pricing  
 Time-of-Day Pricing  
 Time-of-Day Lockout or Limit  
 Interruptible or Curtailable Rate  
 Metered Peak Demand  
 Any Other Special Rate (Specify) \_\_\_\_\_

2) Does your utility sponsor any type of DSM programs for any commercial and/or industrial customers?

Yes ) CONTINUE WITH QUESTION 3       No ) SKIP TO QUESTION 4       Don't Know ) SKIP TO QUESTION 4

Form EIA-871E-b (8/13/97)  
Electricity DSM Program Participation

Form Approval  
OMB No.: 1905-0145  
Expires: July 31, 1998

3) Utilities and electric suppliers often offer the programs listed below as part of Demand-Side Management. Please indicate for each program below, whether any account or customer in **this building** has participated in the program during the period from January 1, 1993 to December 31, 1995. "Participation" refers to receiving active assistance, adaptation of equipment, or financial incentive. Please count as "no" programs for which the building received only general information as part of a mass mailing or similar activity.

If your records permit you only to report for the year January 1, 1995 to December 31, 1995, please **check here**.  and provide the data below.  
(See Instructions Booklet)

Program	Participation		
a. Energy audit	a. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
b. Lighting conservation program installation or retrofit	b. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
c. Building envelope or shell program	c. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
d. HVAC equipment installation or retrofit	d. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
e. Changes to motor systems (including adjustable speed drives or energy-efficient motors)	e. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
f. Rebates or similar incentives	f. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
g. Electricity load control	g. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
h. Water heating equipment installation or retrofit	h. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
i. Waste heat recovery	i. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
j. Thermal energy storage (TES)	j. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
k. Standby generation program	k. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know <input type="checkbox"/> Not Offered
l. Other Program (Specify) _____	l. <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know

4) Form completed by:

\_\_\_\_\_  
NAME (Please Print)      (\_\_\_\_\_)      TELEPHONE      (\_\_\_\_\_)      FAX  
Area Code      Area Code

\_\_\_\_\_  
TITLE      DATE

## U.S. DEPARTMENT OF ENERGY ENERGY INFORMATION ADMINISTRATION

### COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995 FORM EIA-871E-B, BUILDING ELECTRICITY DSM PROGRAM PARTICIPATION FORM

#### INSTRUCTIONS FOR SPECIFIC ITEMS

General instructions are on the back of this folder. Following are the instructions for answering the specific data items on Form EIA-871E-1B (see copy on facing page). Note that all items on Schedule B, 1 through 4 inclusive, must be reported for each building requested.

#### Definition of "Account"

The term "account" is a billing unit. It can be linked to a company, office, person, agency, etc., that is sent a bill for usage of electricity in the building. Your response should include all accounts for the building, including all separately billed tenants or occupants of the building, regardless of whether the bills are sent to the building address or to some other address. The term also includes any separate bill sent to the building management or owners for the costs of electricity supplied to the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.).

#### Item 1

Item 1 refers to special rate schedules or tariffs offered to customers. They are defined as follows:

**Seasonal Pricing:** A special electric rate feature under which the price per unit of energy depends on the season of the year.

**Time-of-Day Pricing:** A special electric rate feature under which the price per kilowatt hour depends on the time of day.

**Time-of-Day Lockout or Limit:** A special electric rate feature under which electricity usage is prohibited or restricted to a reduced level at fixed times of the day, in return for a reduction in the price per kilowatthour.

**Interruptible or Curtailable Rate:** A special electricity rate under which, in return for lower rates, the customer must either reduce energy demand on short notice or allow the utility to temporarily cut off the energy supply so that the utility can maintain service for higher priority users. This interruption or reduction in demand typically occurs during periods of high demand for the energy.

**Metered Peak Demand:** The presence of a device to measure the maximum rate of electricity consumption per unit of time. This device allows electric utility companies to bill their customers for maximum rate of consumption, as well as for total consumption.

#### Item 2

Indicate in Item 2 whether your company offers any type of Demand-Side Management (DSM) program to commercial or industrial customers.

#### Item 3

DSM programs are designed to change the amount or pattern of energy consumption by a customer. The program can target the amount of energy used, the timing of the use, or the type of fuel used.

For each program listed, check "Yes", if any account in the building identified on the cover of the form participated in the program, "No" if no account in the building participated, or "Don't know" if the available records prevent you from making that determination. If you are aware that your utility does not sponsor a program, please indicate that by selecting "Not Offered." "Participation" refers to giving the customer active assistance, altering or installing equipment, or providing financial or similar incentives. **Please count as "No" programs for which the building received only general information as part of a mass mailing or similar activity.**

*In some cases, past records become unavailable or retired after a specified period of time. If such a situation prevents you from answering for the entire period, January 1, 1993 to December 31, 1995, you may choose to respond for only the year January 1, 1995 to December 31, 1995. If you choose to respond only for the year 1995, please indicate so by checking the appropriate box if information provided is only for 1995. The DSM programs are defined as follows:*

**Energy audit:** *Program where a building is inspected and advice is offered on how to conserve energy.*

**Lighting conservation program installation or retrofit:** *Measures that improve the efficiency of lighting.*

**Building envelope or shell:** *Measures that improve the building's ability to retain heat (e.g., reduction of air infiltration), to absorb heat (e.g., passive solar design), or to reflect heat (e.g., light colored roofs and walls).*

**HVAC equipment installation or retrofit:** *Measures that improve the operating efficiency of HVAC systems, including both higher efficiency equipment (e.g., heat pumps) and improved energy management systems.*

**Changes to motor systems (including adjustable speed drives or energy efficient motors):** *Energy efficient motors are also known as "high-efficiency motors" and "premium motors." They can be used in many of the same applications as standard motors, but differences in construction make them more energy efficient. Adjustable speed drives save energy by ensuring that the motor's speed is properly matched to the load placed on the motor.*

**Rebates or similar incentives:** *These may take the form of cash or non-cash awards or zero or low interest loans to customers for the purchase of energy efficient equipment.*

**Electricity load control:** *This type of program shifts demand of electricity from "on peak" to "off peak" periods usually at the request of the utility or supplier. Load control usually involves a contractual or special rate agreement between the energy supplier and the consumer. "Direct" load control, a specific type, include measures that give the utility direct control over electricity usage for specific end uses and allow the utility to exercise that control during periods of peak demand.*

**Water heating equipment installation or retrofit:** *Measures that change the operating efficiency of water heating systems.*

**Waste heat recovery:** *Measures that actively capture byproduct heat to use for space heating or water heating. Included are refrigeration/air-conditioner compressors, manufacturing or other processes, data processing centers, lighting fixtures, and ventilation exhaust air. Excluded are passive use of radiant heat when there are no special systems for collection or redistributing passive heat.*

**Thermal energy storage:** *Measures that shift energy usage through the temporary storage of energy for later use.*

**Standby electricity generation:** *Use of customer-owned generators during times of high demand to avoid "peak demand" charges.*

**Other Program:** *An available program that does not meet any of the definitions defined above. Please specify the program type.*

Item 4

*Please provide the name, title, telephone number (including area code) and FAX number (if applicable) of the person who completed the form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.*

## GENERAL INSTRUCTIONS

### Purpose of the Survey

The Commercial Buildings Energy Consumption Survey (CBECS) collects data on energy consumption, expenditures, usage patterns, and DSM program participation for the nonresidential buildings sector of the U.S. economy. The information collected on the CBECS will be used to publish aggregate statistics on (1) the consumption and expenditures of energy by different types of buildings and (2) other consumption-related issues.

### Purpose of the Form

The purpose of the reporting form is to obtain information on total consumption of electricity and on DSM program participation for the building identified on the label on the front of the enclosed data collection forms. The total consumption to be reported is the sum of the individual amounts consumed by all separately billed customers in the building during the period from December 1, 1994, through January 31, 1996. The total should include former customers who were in the building during the reporting period. The total should include all customers, whether commercial or noncommercial. Program participation is to be reported if any account in the building participated in the DSM program. The time period covered is January 1, 1992, to December 31, 1995. Participation should be reported for former customers who were in the building during the reporting period.

### Confidentiality

Any information collected that will permit identification of respondents or their buildings will be confidential and used only for statistical purposes. Data that can be identified with individual respondents will not be disclosed or released by Westat, Inc. to anyone (including the Department of Energy) for any other purpose, except as required by law.

If you are concerned about your individual account information, you may choose to mark out the account number or name on any computer-generated listing that you send us. The EIA requests only the information required to complete Items 1 through 5 on Schedule A and Items 1 through 4 on Schedule B.

### Data Collection Authority and Sanctions

This report is mandatory under Public Law 93-275, as amended. The timely submission of Form EIA-871E by those required to report is mandatory under Section 13 (b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

### Reporting Media

Data may be submitted directly on the enclosed data collection forms, or in other formats, such as computer-generated printouts or formatted diskettes (if they were enclosed along with the forms). The diskettes provide all the information requested (Items 1 through 5 in Schedule A) and are convenient for your company. If it is more convenient for you to submit the data on computer printouts, please ensure the printout contains all of the same information as the reporting forms. **Also, please be certain there is adequate explanation so that we can interpret your format and relate the information to the survey forms.**

You may submit one report for the entire building, or if it is easier, one report for each of several accounts in the building, and EIA's survey contractor (Westat) will create a consolidated record for the building. If you provide individual account information for Item 1 on Schedule A, also complete Items 2 through 5 for the building identified on the label.

Further Information

If you have any further questions concerning this form, please call 1-800-927-0589 toll free and ask for the supplier survey specialist.

Due Date and Mailing Address

Unless otherwise specified, these data collection forms are due by **March 1, 1996**.

Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

Commercial Building Energy Consumption Survey  
c/o Westat, Inc.  
1650 Research Blvd.  
Rockville, MD 20850-9973

or FAX to:  
1-301-251-2257