

Quarterly Energy Consumption Report Form Completion Instructions

When completing the Quarterly Energy Consumption Report (Attachment E) on the computer, please note that wherever there is a red triangle in a data field, instructions for that field are included. Point to the mark and specific instructions will appear on a pop-up, dialog box. It is not necessary when computing quantities (i.e. electricity, fuel oil, other fuels, natural gas, propane, and water) to divide those quantities by 1000. As you fill in the monthly data, the columns will automatically compute the quarter totals. When e-mailing your completed report, you may want to consider using a file name that includes the center name and date.

Item to be Completed	Response
Name of Energy Coordinator	Name the assigned Energy Coordinator for your center.
Prepared by	Name of the person actually preparing the report. This person should be the designated contact person if questions need to be addressed to the center.
Phone Number	List the phone number of the person who prepared the report. Please include an area code and extension.
Fax Number	List the center's fax number.
E-mail address	List the e-mail address of the person who prepared the report.
E-mail Report to	<u>JLattanzio@doleta.gov</u> is the e-mail address of the Engineering Support Office receiving this report. You may use this address for questions, messages, and to submit this report.
Date	Date the report was completed.
Name of Center	List the name of the center.
Center Number	List the center number.
Quarter	Choose the appropriate quarter and list it in the space provided: 1 st Quarter-November-January 2 nd Quarter-February-April 3 rd Quarter-May-July 4 th Quarter-August-October
Electricity	<i>KWH</i> Note electricity is reported in terms of KWH on utility bills. Total your accounts and transfer the result into this column.

Quarterly Energy Consumption Report Form Completion Instructions

	<p><i>Costs</i> Take the total cost for electric service and transfer the total here.</p>
Fuel Oil	<p><i>Gallons</i> Total the gallons of fuel oil used. Report the result in this column.</p> <p><i>Costs</i> Take the total cost for fuel oil service and transfer the total here.</p>
Natural Gas	<p><i>Therms/Cubic Feet (CF)</i> Note that utility companies report consumption in terms of one of the following units:</p> <ul style="list-style-type: none"> • CF (cubic foot) • CCF (100 cubic feet) • Therms <p>Total the amounts of natural gas used and enter the results in the appropriate column.</p> <p><i>Costs</i> Take the total cost for natural gas service and transfer the total here.</p>
Propane	<p><i>Gallons</i> Take the amount of propane consumption in terms of gallons. Report the result in this column.</p> <p><i>Costs</i> Take the total cost for propane service and transfer the total here.</p>
Other Fuels	<p><i>Gallons</i> Total the gallons of other fuels used. Report the result in this column.</p> <p><i>Costs</i> Take the total cost for other fuel service and transfer the total here.</p>
Water	<p><i>Gallons</i> Take the amount of water in terms of gallons. Report the result in this column.</p> <p>Some centers may not receive a water consumption bill. The center may use well water, or water may be included in the lease. If you have no water consumption records, please state the reason why in the comments section of the report.</p>

Attachment C

**Quarterly Energy Consumption Report
Form Completion Instructions**

	<p><i>Costs</i> Take the total cost for water and transfer the total here.</p>
--	--