Provide asset data to complete the 2018 GRESB Real Estate Assessment

The Asset Guide explains how GRESB participants can improve the quality of their sustainability reporting and eliminate manual aggregation of asset data by using the Asset Portal. Asset data can be imported through the automated data feed or by uploading the GRESB Asset Spreadsheet. Once the Asset data is uploaded into the Asset Portal, the Portal checks for missing data and outliers. The asset data is then automatically aggregated in the GRESB Portal, which reduces the possibilities for errors.

The following questions in the GRESB Real Estate Assessment can be updated with asset data:

**Reporting characteristics**
- RC5.1

**Performance Indicators**
- PI1.1, PI2.1, PI3.1, PI4.1

**Building Certifications**
- BC1.1 and BC1.2

**Qualitative data**
- R04, ME2, ME3, ME4, ME5
COLLECT ASSET DATA

Data Management System

Data Partners assist GRESB participants to collect energy, GHG emissions, water and waste data, to complete the Performance Indicators aspect of the GRESB Real Estate Assessment. Additionally, Data Partners are able to participate in the GRESB API community, enabling them to link their asset data collection tools to the GRESB Portal. This means that participants can directly export energy, GHG emissions, water and waste data from their data collection system into the GRESB Portal. The participant can then check the completeness of the asset data before aggregating the data to the portfolio level.
Asset spreadsheet
Participants can use the spreadsheet to aggregate energy, GHG emissions, water and waste data for individual assets in the portfolio.

**GRESB data converter** (allows the conversion of data from these third party systems into a format suitable for submission to GRESB)
EPA Energy Star Portfolio manager

**GRESB data mappings** (identifies alignment between GRESB metrics and terminology and third party systems)
US Department of Energy (DoE) Building Energy Data Exchange Specification (BEDES)
GBCA Green Star - Performance Portfolio

### GRESB Asset characteristics

<table>
<thead>
<tr>
<th>Asset Name</th>
<th>Optional information</th>
<th>Building ID</th>
<th>Property type</th>
<th>Address</th>
<th>Year of Construction</th>
<th>Average Annual Vacancy</th>
<th>GAV</th>
<th>Do you have operational control?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset 1</td>
<td></td>
<td>0001 sqm</td>
<td>Retail, High Street</td>
<td>Amsterdam, Netherlands</td>
<td>2008</td>
<td>10% 8%</td>
<td>1%</td>
<td>Y</td>
</tr>
<tr>
<td>Asset 2</td>
<td></td>
<td>0002 sqm</td>
<td>Office</td>
<td>1063PN, Amsterdam</td>
<td>2014</td>
<td>20% 15</td>
<td>10%</td>
<td>Y</td>
</tr>
<tr>
<td>Asset 3</td>
<td></td>
<td>0003 sqm</td>
<td>Data Centers</td>
<td>Barbara Struiklaan, Amsterdam</td>
<td>2016</td>
<td>0% 0%</td>
<td>50%</td>
<td>N</td>
</tr>
<tr>
<td>Asset 4</td>
<td></td>
<td>0004 sqm</td>
<td>Office</td>
<td>Barbara Struiklaan 101, 1063PN, Amsterdam</td>
<td>1981</td>
<td>15% 20%</td>
<td>20%</td>
<td>Y</td>
</tr>
</tbody>
</table>

Please be as specific as possible.

### Energy consumption

#### Asset characteristics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Asset 1</td>
<td>Retail, High Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset 2</td>
<td>Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset 3</td>
<td>Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset 4</td>
<td>Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLLECT ASSET DATA - EXAMPLES

Lindstraat 91 – Managed asset, whole building data

Shopping Center is a managed asset, operated by the submitting entity. For the building, fuels (no data) and electricity (2016: 166 kWh; 2017: 200 kWh) are the main sources of consumption, monitored with a single, master meter.

Only whole building data is available for electricity, for both 2016 and 2017. The fuel consumption data is not available.

The gross floor area of the building is 10,000 m2.

Eastbrook Commons – Managed asset, whole building data

Eastbrook High Street Retail is a managed asset, operated by the submitting entity. For the building, fuels (2016: 10 kWh; 2017: 15 kWh) and electricity (2016: 80 kWh; 2017: 50 kWh) are the main sources of consumption, monitored with a single, master meter.

Only whole building data is available, for 8 months in 2016 (since the asset was purchased in 2016) and 12 months in 2017. Therefore, the asset is excluded from like-for-like consumption.

The gross floor area of the building is 10,000 m2.
### Lindstraat 91 - Managed Asset, whole building data

<table>
<thead>
<tr>
<th>Year</th>
<th>Asset Type</th>
<th>Energy Consumption: 2017</th>
<th>Managed Assets</th>
<th>Whole building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Managed: Whole building</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Combined consumption common areas + tenant space

<table>
<thead>
<tr>
<th>Fuels</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>kWh</td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
<td>kWh Data Coverage m²</td>
</tr>
<tr>
<td>0.0</td>
<td>0.0</td>
<td>10000.0</td>
</tr>
<tr>
<td>200.0</td>
<td>10000.0</td>
<td>10000.0</td>
</tr>
</tbody>
</table>

### 6779 Pearl Blvd. – Indirectly Managed, whole building data

<table>
<thead>
<tr>
<th>Year</th>
<th>Indirectly Managed Assets</th>
<th>Energy Consumption: 2017</th>
<th>Indirectly Managed Assets</th>
<th>Whole Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Indirectly Managed: Whole building</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Whole Building

<table>
<thead>
<tr>
<th>Fuels</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>kWh</td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
<td>kWh Data Coverage m²</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>50000.0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Camden Circle – Managed asset, no tenant data

The Building is a managed asset, operated by the submitting entity. The building is operated using district heating & cooling from a central plant (2016: 2,300 kWh; 2017: 2,420 kWh), for both common areas and tenant space.

Electricity is separately monitored both for common areas and tenant space. Consumption data of the common areas is available for both 2016 (3,200 kWh) and 2017 (3,780 kWh). However, tenant data on electricity consumption (purchased by the landlord) is not available for either of these years, since the tenant is not willing to share the data.

The gross floor area of the building is 35,000 m². The floor area of the common area is 10,000 m² and the lettable floor area of the tenant space is 25,000 m².

6779 Pearl Blvd. – Indirectly Managed, whole building data

The building is an Indirectly Managed asset, operated by a single tenant. For the building, no consumption data is available for this asset.

The lettable floor area of the building is 50,000 m².
### Camden Circle – Managed asset, no tenant data

<table>
<thead>
<tr>
<th>Year</th>
<th>Asset Type</th>
<th>Details</th>
<th>Energy Consumption</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Managed Asset: Base building</td>
<td>Common areas</td>
<td></td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Asset Type</th>
<th>Details</th>
<th>Energy Consumption</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Managed Asset: Base building</td>
<td>Shared services / central plant</td>
<td></td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Asset Type</th>
<th>Details</th>
<th>Energy Consumption</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Managed Asset: Tenant space</td>
<td>Purchased by landlord</td>
<td></td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
</tr>
</tbody>
</table>

### 6779 Pearl Blvd. – Indirectly Managed, whole building data

<table>
<thead>
<tr>
<th>Year</th>
<th>Indirectly Managed Asset</th>
<th>Details</th>
<th>Energy Consumption</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Indirectly Managed Asset</td>
<td>Whole Building</td>
<td></td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Indirectly Managed Asset</th>
<th>Details</th>
<th>Energy Consumption</th>
<th>District Heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Indirectly Managed Asset</td>
<td>Whole Building</td>
<td></td>
<td>kWh</td>
<td>kWh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Data Coverage m²</td>
<td>Maximum Coverage m²</td>
</tr>
</tbody>
</table>

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1. Open the GRESB website and log in to your GRESB account. If you currently do not have a GRESB user account, sign up (free of charge) and create a new user account.

2. Go to the Assessment Portal in the menu at the right hand side of the browser.

3. Select the Assets icon of the entity for which you want to add asset data. When you select the Assets icon, you will be redirected to the Asset Portal where you can add Asset data.

If you do not have existing entities in the GRESB Portal, select: ’Create new reporting entity’.

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### GRESB Asset Portal

**Upload asset data**
- Add certification data
- Review Asset data
- Update GRESB Real Estate Assessment
- Summary of aggregated data

**Definitions and FAQs**

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<table>
<thead>
<tr>
<th>ASSESSMENTS</th>
<th>STATUS</th>
<th>ACCESS</th>
<th>PRINT</th>
<th>DOCUMENTS</th>
<th>ASSETS</th>
<th>MORE...</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRESB Green Fund GRESB</td>
<td>Not submitted, Assessment closed</td>
<td>❗️</td>
<td>📄</td>
<td>📹</td>
<td>📈</td>
<td>⚡</td>
</tr>
<tr>
<td>Random Fund 123</td>
<td>Not submitted, Assessment closed</td>
<td>❗️</td>
<td>📄</td>
<td>📹</td>
<td>📈</td>
<td>⚡</td>
</tr>
<tr>
<td>Yet Another Fund XYZ</td>
<td>Not submitted, Assessment closed</td>
<td>❗️</td>
<td>📄</td>
<td>📹</td>
<td>📈</td>
<td>⚡</td>
</tr>
</tbody>
</table>

*This assessment period scheduled to open 1 April 2018.*

+ Create new reporting entity
In the Asset Portal, select **Manage Assets in Excel**.

Choose whether you want to:

- **Download** the asset data spreadsheet and follow the instructions in the spreadsheet to enter consumption data of the assets.

- **Use a data converter** to transfer data from Energy Star Portfolio Manager to the Asset data spreadsheet and follow the instructions in the spreadsheet to complete consumption data of the assets.

- **Make use of a Data Partner** which will help you to collect the asset data and transfer the data to GRESB via an API connection.

Once the asset data is collected, the data can be imported by **uploading the file**.

**Important:** When you upload an asset spreadsheet, any existing asset data in the Asset Portal will be overwritten.
**GRESB ASSET PORTAL**

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**CONTENTS**

- Introduction
  - Collect asset data
  - Data Management System
  - Asset spreadsheet
- GRESB Asset Portal
  - Upload asset data
  - Add certification data
  - Review asset data
  - Edit asset data
  - Update GRESB Real Estate Assessment
  - Summary of aggregated data
- Definitions and FAQs

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**GRESB Asset portal functionalities**

1. Managing asset data
2. Add Green Building Certification data
3. Review asset data
4. Edit asset data
5. Update GRESB Real Estate Assessment
6. Summary of aggregated data

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**GRESB Green Fund**

- **Load data**
  - Upload from Excel of API
- **Add certification data**
  - Use the GRESB certification tool
- **Review data**
  - Resolve errors and warnings
- **Update assessment**
  - Sync data to portfolio

---

**Displaying all 3 assets**

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ENERGY</th>
<th>GHG</th>
<th>WATER</th>
<th>WASTE</th>
<th>CERT</th>
<th>QUAL</th>
<th>MANAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Fourth St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vermigle States, United States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 Fourth St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRESB Headquarters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nederland, Netherlands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami Dade College Environmental Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, United States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Managing Asset data

1. In the Asset Portal, select under the Manage column, the following icon.

The asset characteristics can be managed and changed:

- **Asset Name**: Name of the asset
- **Country**: Country in which the asset is located
- **Address**: Determines the position of the asset on the map and makes it possible to add certifications

![Manage Asset](image-url)
Green building certification data

This additional feature in the Asset Portal links your address to multiple building certification databases. Based on the provided asset address, the Asset Portal searches for **certified assets in close proximity to the given address**.

You can check which of the potential building certifications applies to the asset and add them to the Asset Portal by selecting **+ add certifications**.
# Add certifications

1. Make sure the address is correctly entered.
2. In the Asset Portal, select the ⭐ icon in the CERT column.
3. Select + Add certifications.
4. Based on the address, you can add the certifications that apply to this asset.

### Displaying all 3 assets

<table>
<thead>
<tr>
<th>Building</th>
<th>Energy</th>
<th>GHG</th>
<th>Water</th>
<th>Waste</th>
<th>CERT</th>
<th>Qual</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Fourth St.</td>
<td><img src="energy_icon.png" alt="Energy Icon" /></td>
<td><img src="ghg_icon.png" alt="GHG Icon" /></td>
<td><img src="water_icon.png" alt="Water Icon" /></td>
<td><img src="waste_icon.png" alt="Waste Icon" /></td>
<td><img src="cert_icon.png" alt="Cert Icon" /></td>
<td><img src="qual_icon.png" alt="Qual Icon" /></td>
<td><img src="manage_icon.png" alt="Manage Icon" /></td>
</tr>
<tr>
<td>Office, United States</td>
<td><img src="energy_icon.png" alt="Energy Icon" /></td>
<td><img src="ghg_icon.png" alt="GHG Icon" /></td>
<td><img src="water_icon.png" alt="Water Icon" /></td>
<td><img src="waste_icon.png" alt="Waste Icon" /></td>
<td><img src="cert_icon.png" alt="Cert Icon" /></td>
<td><img src="qual_icon.png" alt="Qual Icon" /></td>
<td><img src="manage_icon.png" alt="Manage Icon" /></td>
</tr>
<tr>
<td>Miami Dade College Environmental Center</td>
<td><img src="energy_icon.png" alt="Energy Icon" /></td>
<td><img src="ghg_icon.png" alt="GHG Icon" /></td>
<td><img src="water_icon.png" alt="Water Icon" /></td>
<td><img src="waste_icon.png" alt="Waste Icon" /></td>
<td><img src="cert_icon.png" alt="Cert Icon" /></td>
<td><img src="qual_icon.png" alt="Qual Icon" /></td>
<td><img src="manage_icon.png" alt="Manage Icon" /></td>
</tr>
</tbody>
</table>

---

We found possible certification matches for this asset!

- ![Add certifications](add_certifications_icon.png)

- ![Add Asset](add_asset_icon.png)
Review asset data

When errors are detected in the uploaded asset data, the icons of the related consumption data will be coloured in red: 🚨. In order to aggregate the asset data and synchronize the portfolio, all errors need to be resolved in the Asset Portal.

Besides resolving any errors, please make sure that all data is correct.

When you select the icon, the Asset Portal provides you with information about the error. Select **edit data** to enter the data editor.
Edit Asset data

1. The data points that caused the errors are highlighted. When you select the cell, the Asset Portal provides you with additional information about the error.

2. The data can be corrected by selecting and adjusting the data in the data field.

3. When you select the cell, the Asset Portal provides you with additional information about the error.

4. Once all warnings are resolved, please check all other data points before you continue to the next step:

   'Update the GRESB Real Estate Assessment'
Update GRESB Real Estate Assessment

Once the asset data is complete and all errors are resolved, the total consumption and data coverage for all assets can be reviewed by selecting the consumption icons. The following questions can be selected to update the portfolio with the asset data:

- Reporting characteristics: RC5.1
- Performance Indicators: PI1.1, PI2.1, PI3.1, PI4.1
- Building Certifications: BC1.1 and BC1.2
- Qualitative data questions: R04, ME2, ME3, ME4, ME5

![Update portfolio data](image)
Summary of aggregated data

Once the GRESB Real Estate Assessment is updated by using the asset data, you can always review a summary of the aggregated data.

<i>When you update your data and decide to update the Assessment again, please be aware that the data will be overwritten.</i>
DEFINITIONS AND FAQs

Definitions
Appendix 2: Definitions

Common area
Areas shared with other building occupants, including entrance areas, corridors, lifts, staircases, waste storage stores, communal kitchen, breakout facilities, etc.

Data coverage
The part of the portfolio for which data is available, per area of the building, and per fuel type.

Floor area
The size of a floor surface. Definitions of floor areas vary by location, building type and landlord-tenant arrangement, for example: common parts area, lettable/leasable area, internal area, usable area, occupied area, conditioned/treated area. For reporting to GRESB, participants can choose either to report in gross floor area or in net floor area. Be consistent in the floor area calculation that you use. (GRI CRESS 4)

(Ind)directly managed assets
This definition and the definition of managed assets are solely based on the landlord/tenant relationship. Assets for which the tenant is determined to have ‘operational control’ where operational control is defined as having the ability to introduce and implement operating and/or environmental policies and measures. In case both the landlord and tenant have the authority to introduce and implement any or all of the policies and measures mentioned above, the asset should be reported as a Managed Asset. Where a single tenant has the sole authority to introduce and implement operating and/or environmental policies and measures, the tenant should be assumed to have operational control, so it should be considered to be an Indirectly Managed Asset.

Maximum coverage
The floor area reported as Maximum Coverage should reflect the total floor area of the asset of that particular area of the building.

Metered areas, energy and water
Metered Areas is a designation of what areas within your building are covered by your energy and water meters.

Property type allocation
GRESB uses its own sector categories based on accepted industry classifications:
Retail: Retail is sub-categorized into High Street, Shopping Center [including regional malls and shopping malls], and Warehouse [including strip malls].
Office: Includes freestanding office, office terrace, unattributed office buildings, office parks, and medical offices.
Industrial: Includes freestanding office, office terrace, unattributed office buildings, office parks, and medical offices.
Residential: Includes student accommodation, detached or semi-detached houses, apartments, homes and temporary homes, retirement homes, and unattributed residential.
Hotel: Includes hotels, motels, youth hostels, lodging, and resorts.
Healthcare: Includes hospitals, nursing homes.
Other: State the property type. Other answers must be outside the options listed in the question as well as the pre-defined options within other. They can include kindergarten, community halls, service stations, etc. Only use this option if your investments do not fit in to any of the options given.

Scope 1
GHG emission from greenhouse gas sources (physical unit or process that releases GHGs into the atmosphere) owned or controlled by the organization.
Direct GHG emissions: GRI Indicator G4-EN15.

Scope 2
Energy indirect greenhouse gas emission from the generation of imported electricity, heat or steam consumed by the organization. Energy indirect GHG emissions: GRI Indicator G4-EN16.

Scope 3
Other indirect greenhouse gas emission
GHG emission, other than energy indirect GHG emissions, which is a consequence of an organization’s activities, but arises from greenhouse gas sources that are owned or controlled by other organizations. Other indirect GHG emissions: GRI Indicator G4-EN17.

Shared Services/Central Plant
Shared Services/Central Plant is a central source providing energy for the whole building, including common areas and shared services for tenants. If consumption cannot be separated between common areas and shared services, provide both here.

Tenant area
Lettable floor area (both vacant and let/leased).

Whole building
Energy used by tenants and base building services to lettable/leasable and common spaces. This should include all energy supplied to the building for the operation of the building and the tenant space. For reporting to GRESB, use this section to report consumption data in the case no separate data for Common areas and Tenant space is available. (NABERS Energy and Water for Offices v3.0)
Frequently asked questions

Q: The GRESB Asset Portal does not recognize a property type when I upload the spreadsheet. How would I be able to upload this property type?
A: Please make sure to select a property type out of the drop-down list provided in the spreadsheet.

Q: The Asset spreadsheet does not upload properly as I added 0’s in each cell for which I did not have any data.
A: When data is not available for a part of the asset, you should leave the cells empty instead of adding a 0.

Exception:
When you provide consumption data and coverages for the common areas, it’s expected that data could be collected for the tenant areas as well. If there is no tenant data available for these assets but there is energy consumed, you should provide the maximum coverage of these tenant areas. The consumption and data coverage will be 0 then. This way we can calculate what the missing data coverage of your portfolio is.

Example:
When you do not have electricity data available for a property of 1000 m², but electricity is used in the property. The data coverage would be 0 and the columns should be completed as follows:
Consumption: 0 kWh
Data coverage: 0 m²
Maximum coverage: 1000 m²

Q: After uploading the Asset spreadsheet, many errors are depicted in the Asset Portal. How can I resolve these?
A: When a lot of errors arise, please update the spreadsheet or your data in a data management system instead of in the editor in the Asset Portal.
- Please review the reference guide of the GRESB Real Estate Assessment on more detailed guidance to complete the Performance Indicators.
- Please use the dropdown in column I to indicate if the assets were part of a major renovation during the reporting period. If they were part of a major renovation, they will be excluded from the like-for-like calculations.

Q: How do we stipulate whether the floor areas are in m² or ft²?
A: Question RC3 in the Assessment provides the possibility to report the whole assessment in m² or ft². The provided unit in RC3 should be used in the spreadsheet as well.

Q: Could you tell me how the Maximum Coverage question on the Asset Level data spreadsheet works? Say we are reporting on 100% of electricity at a property, I presume that this will mean that we should be putting the same figure in the electricity Maximum Coverage cell. How does this aggregates to the portfolio level? Is this something that needs to be done separately to align it with question RC5.1?
A: The floor area reported in the maximum coverage column should reflect the total floor area of the asset of the area for which there is energy supply in the building. In your example, when you have 100% of the electricity data (e.g. 100 kWh) at a property of 1000 m², the columns should be completed as follows:
Consumption: 100 kWh
Data coverage: 1000 m²
Maximum coverage: 1000 m²
Enhance and protect shareholder value by assessing and empowering sustainability practices in the real asset sector.