

**Municipal Energy Use Assessment
Data Collection Check-List
Town:**

Sector	Information	Where to Find it?	PM	ICLEI	<input checked="" type="checkbox"/>
Buildings (each!)	Building Name/Address	Building manifests/tax forms, town offices, town administrator, town clerk, or selectperson. May be on town website.	X	X	
Buildings (each)	Gross floor area	Building manifests/tax forms, town offices, town administrator, town clerk, or selectperson. Or may need to call someone at each building.	X		
Buildings (each)	Year built/updated	Building manifests/tax forms, town offices, town administrator, town clerk, or selectperson.	X		
Buildings (each)	% heated/air conditioned	Building manifests/tax forms, town offices, town administrator, town clerk, or selectperson. May need to call someone at each building	X		
Buildings (each)	# Personal Computers	Ask town administrator or secretary, or call each building	X		
Buildings (each)	# employees	Ask town administrator or secretary, or call each building	X		
Buildings (each)	Name of electricity provider	Ask town administrator, secretary, or financial person (whoever pays the bills)	X	X	
Buildings (each)	Monthly kwh electricity used	GET 12 MONTHS OF (YEAR) BILLS from electricity provider: town archives/offices/administrator? May need to write letter to provider company to get copies of old bills	X	X	
Buildings (each)	Monthly cost of electricity	Electricity bills	X	X	
Buildings (each)	Monthly units of heating or other fuel used	GET 12 MONTHS OF (YEAR) BILLS from ALL providers of fuel used in municipal buildings: town archives, or may need to contact provider company for copies of old bills	X	X	
Streetlighting	# of streetlights	BILL FROM ELECTRICITY PROVIDER: in town archives or get copies from electricity provider. If the bill does not specify the number of streetlights, ask town administrator or secretary how to get the number.		X	
Streetlighting	kwh electricity used in streetlighting	GET 12 MONTHS OF (YEAR) BILLS for streetlighting: town archives/offices/administrator? (Need TOTAL kwh for whole year)		X	
Streetlighting	Cost of streetlighting electricity	Electricity bills		X	
Vehicle Fleet	# of vehicles in fleet	Highway garage manager or town administrator. There may be a vehicle manifest for the town. May need to contact fire and police departments separately.		X	
Vehicle Fleet	# vehicles by vehicle type	Highway garage manager or town administrator. There may be a vehicle manifest for the town. May need to contact fire and police departments separately.		X	
Vehicle Fleet	Vehicle miles traveled by municipal vehicles	<i>There may be no record on this data point.</i> Find out who is in charge of managing town vehicles and whether they have kept records on how many miles vehicles traveled in (YEAR) (do they keep track of odometer readings on their vehicles?)		X	
Vehicle Fleet	Gallons of fuel used in town vehicles	Find out if records were kept from vehicle fill-ups. If it is broken down by type of fuel (diesel, regular, etc), capture that information		X	
Vehicle Fleet	Cost of fuel for running town vehicles	Records from vehicle fill-ups		X	
Water	Volume water pumped	If not applicable (no water works in town), mark "n/a" →		X	
Water	Volume of water treated	If not applicable (no water works in town), mark "n/a" →		X	
Water	Units of electricity for water works	If not applicable (no water works in town), mark "n/a" →		X	
Water	Cost of electricity for water works	If not applicable (no water works in town), mark "n/a" →		X	
Water	Units of other fuel for	If not applicable (no water works in town), mark "n/a"		X	

	water works	→			
Water	Cost of other fuel for water works	If not applicable (no water works in town), mark “n/a” →		X	
Waste	Tons waste from municipal operations	Check with local waste transfer station or town administrator/secretary		X	
Waste	Haulage/tipping costs	Check with local waste transfer station or town administrator/secretary		X	
Waste	Waste disposal technology	Check with local waste transfer station or town administrator/secretary		X	
Waste	Waste type	Check with local waste transfer station or town administrator/secretary		X	

*** Due to differing administrative systems in each municipality, sources and locations of information may be different in your town.**

Types of Documents You Will Need:

Buildings

For EACH building that is owned/operated by the municipality (including police, fire department, highway/transportation department, water/sewer works, library, town administrative buildings, municipal parks, and any other municipally-owned facility; NOT including public schools), you will need:

- Electricity bills for each month of (YEAR) (may include either some days of previous Dec. or some days of following Jan). The bills must show the cost and kwh of electricity used in the billing cycle (kwh often recorded on second page). PLEASE NOTE: record on the data sheet the TOTAL cost of the electricity bill for each month (not just the cost for kilowatt hours used).
- Heating fuel bills for each month (or delivery) for (YEAR) with cost, units of fuel, fuel type, and approximate date of delivery.
- A building manifest or tax record that shows square footage of building space, year built/updated, and percentage space heated/cooled/electrified. If there are no documents such as these, you can ask the town administrator or secretary how to obtain this information.

Streetlights

- Electricity bills for (YEAR) that show the number of streetlights in the town, cost of lighting, and kwh used (need each month to get a sum of all costs and kwh used over the year).

Vehicles

- List of vehicles owned/operated by the town that shows what types of vehicles they are (car, truck, large truck).
- Any records kept on the use of the vehicles: gallons of fuel used, cost of fuel, odometer readings that show how many miles they traveled over the year (YEAR).

Water/Sewer

- Electricity bills showing the overall yearly cost of operating municipal pumps and water treatment facilities.
- Any documents describing the number and types of water facilities operated by the municipality.
- Records of gallons of water pumped or treated.
- *If all water is managed through individual wells and septic systems, the above data is not needed.*

Waste

- Any records of the haulage and tipping costs of waste removal FOR MUNICIPAL OPERATIONS only (do not include residential, commercial or industrial waste data).
- Any records of total tons of waste removed for municipal operation.
- Breakdown of waste types, if available.

The Town Annual Report for (YEAR) may be helpful for filling in some of the data you are collecting.