



Small Business and Special Surveys Division

COMMERCIAL AND INSTITUTIONAL BUILDING ENERGY USE SURVEY

CONFIDENTIAL when completed

Collected under authority of Statistics Act,
Revised Statutes of Canada, 1985, Chapter S19.
Aussi disponible en français.



Please fill in the following information

Name of contact person:	<input type="text"/>		
Title of contact person:	<input type="text"/>		
Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	ext.:	<input type="text"/>
Fax number:	<input type="text"/>		
Civic Number:	<input type="text"/>	Street:	<input type="text"/>
Suite:	<input type="text"/>	City:	<input type="text"/>
Province:	<input type="text"/>		
Postal Code:	<input type="text"/>		

The purpose of the survey

Statistics Canada is conducting this survey on behalf of the Office of Energy Efficiency of Natural Resources Canada. The objective of the survey is to produce new statistical information on the energy use of commercial and institutional buildings in Canada. Survey results will provide specialists with information on energy consumption and energy efficiency characteristics for these types of buildings across Canada. Results can also be used by the public to identify ways of reducing energy consumption and energy costs in these buildings. Lastly, it will be useful to assess how well Canada is fulfilling its commitment to reducing greenhouse gas emissions.

Your participation is important

Participation in this survey is voluntary. However, your cooperation is essential to ensure the accuracy of the information collected since your building represents hundreds of other buildings similar to yours.

The data you report are confidential

Statistics Canada is prohibited by law from publishing or releasing statistics that could reveal information obtained from this survey relating to an identifiable individual person, business or organisation without your consent. Please also be assured that no information will be released that would identify any buildings included in this survey. The data reported on the questionnaire will be treated in strict confidence, used for statistical purposes and released in aggregated form only.

Data sharing agreement

Thank you for taking the time to participate in our survey. Statistics Canada has entered into an agreement under section 12 of the *Statistics Act* with Natural Resources Canada for the sharing of information from this survey. The department will not be given your name, address or other identifying numbers except the first three characters of your postal code in order to add temperature information for your area from a file obtained from Environment Canada. They have undertaken to keep the information confidential and to use it only for statistical purposes. Under section 12 of the *Statistics Act* you may refuse to share your information with Natural Resources Canada by writing to the Chief Statistician and returning your letter of objection along with the completed questionnaire in the enclosed return envelope.

If you have any questions regarding this survey or the questionnaire, please contact the Survey Manager, David Ogden, toll-free at 1-877-679-2746.

SECTION A: BUILDING IDENTIFICATION

A1: THIS QUESTIONNAIRE REFERS TO THE FOLLOWING BUILDING:

[Label with address]

5-4400-30.1: 2001-01-19 STC\SBS-524-75183

If the address is incorrect, please fill in appropriate lines:

Name of the building:	_____		
Civic Number:	_____	Street:	_____
Suite:	_____	City:	_____
Province:	_____	Postal Code:	_ _ - _ _

A2: Consider the building described on the label above, does this building have the following characteristics:

A2a A structure totally enclosed by walls extending from the foundation to the roof?

- 1 - Yes ➔ Go to Question A2c
 2 - No

A2b A structure enclosed by walls and a roof that is erected on pillars to elevate the first fully enclosed level but leaving the sides at ground level open?

- 1 - Yes
 2 - No ➔ Please return the uncompleted questionnaire

A2c A structure in which the major part was built before 2000?

- 1 - Yes
 2 - No ➔ Please return the uncompleted questionnaire

A2d A structure that contained over 1,000 square feet (equivalent to 93m²) of floor space in January 2000?

- 1 - Yes
 2 - No ➔ Please return the uncompleted questionnaire

A2e A structure in which more than half (50%) of its floor space was used for commercial or institutional activities in 2000?

- 1 - Yes
 2 - No ➔ Please return the uncompleted questionnaire

Definition:

By commercial building, we mean a structure that is used, in part or in all, for commercial activities focusing on the exchange of goods and/or services for a profit. Examples of commercial buildings are stores, office buildings, restaurants, hotels, stadiums, warehouses, etc.

By institutional building, we mean a structure that is used, in all or in part, for institutional activities focusing on not-for-profit services of public interest. Examples of institutional buildings are schools, hospitals, group foster homes, religious worship buildings, courthouses, etc.

A2f A structure which a military base or an embassy, or which is a portable structure, such as a mobile home or trailer not attached to a permanent foundation, even if it houses commercial activities.

- 1 - Yes ➔ Please return the uncompleted questionnaire
 2 - No

**A3: What type of organisation owns this building?
(Mark all that apply)**

- 1 - Private Individual(s)
 2 - Private Organisation (for profit)
 3 - Non-profit Organisation
 4 - Federal Government Agency
 5 - Provincial Government Agency
 6 - Municipal Government Agency
 7 - Regional Government Agency
 8 - Other – Please specify: _____

A4: Have you or your organisation owned or managed this building since December 1999?

- 1 - Yes
 2 - No ➔ Please return the incompleting questionnaire

A5: Did a building service company service this building in 2000?

(By a building service company, we mean a company that provides comprehensive mechanical, electrical and lighting services to building owners.)

- 1 - Yes
 2 - No ➔ Go to Section B

A6: If questions contained in this survey can only be answered by the Building Service company, would you be prepared to grant permission to your Building Service company to provide Statistics Canada with these information?

- 1 - Yes
 2 - No

SECTION B: BUILDING SIZE AND PHYSICAL CHARACTERISTICS

This section refers to building size and physical characteristics. It covers information on year of construction, total gross area, and number of floor levels and parking area.

B1: When was the construction of the major or largest portion of this building completed?

(If you do not know the exact year, please give the best estimate)

|_|_|_| (Indicate the year)

Please specify:

B1v: Type

Real value
Estimation

B2: In December 2000, what was the total gross area of all the space above and below ground enclosed within the walls of this building?

Area also includes hallways, lobbies, stairways, penthouse and elevator shafts, but it excludes indoor parking and mechanical areas?

(If you do not know the exact building area, please give your best estimate)

Total building area:

Please specify:

B2u: Measurement unit

Square feet

Square metres

B2v: Type

Exact area:

Estimated area:

B2a: Did the total gross area of the building change in the year 2000

(e.g. following construction or demolition work)?

- 1 - Yes
 2 - No ➔ Go to Question B3

B2b: In what month was the construction or demolition work completed?

|_| (Record month)

B2c: Did the total gross area of the building increased or decreased?

- 1 - Increase?
 2 - Decrease?

B2d: What was the building total gross area in January 2000?
(Include all space below and above ground excluding parking and mechanical areas)

Total added or removed area: _____

Please specify: B2du: Measurement unit | Square feet
Square metres B2dv: Type | Exact area:
Estimated area:

B3: How many floors are there in this building?
Include floors below ground and penthouse;
Exclude floors used as indoor parking and mechanical areas.

_____ (Record number of floors)

B4: How many floors are below ground excluding floors that may be used as indoor parking or mechanical areas?

_____ (Record number of floors)

B5: Is there indoor parking in this building?

- 1 - Yes
 2 - No → Go to Question B6

B5a: How many levels of indoor parking are there in this building?

_____ (Record number of levels)

B5b: Were the indoor parking levels heated in 2000?

- 1 - Yes
 2 - Partially - Specify percentage of indoor parking space heated _____%
 3 - No → Go to Question B6

B5c: How many levels of heated indoor parking were there in this building in 2000?

_____ (Record number of levels)

B5d: What was the total area of heated indoor parking in this building in 2000?

Indoor parking area: _____

Please specify: B5du: Measurement unit | Square feet
Square metres B5dv: Type | Exact area:
Estimated area:

B5e: How many cars could be accommodated in the heated indoor parking in this building in 2000?

_____ (Record number of cars)

B6: How many walls of this building at the ground level or higher are shared with another building?

- 1 - None, building is freestanding
 2 - One
 3 - Two
 4 - Three
 5 - Four, the building is completely enclosed*
 6 - Four, but the building is not enclosed (complicated floorplan)
 7 - More than four, the building is enclosed (complicated floorplan)
 8 - More than four, the building is not enclosed (complicated floorplan)

B7: If you do not know the answer to any question in this section (building size and physical characteristics), would you know who could provide the information?

- 1 - Another contact
Specify Name: _____
- 2 - Building Service Company
Specify name: _____
- 3 - Don't know

SECTION C: OCCUPANCY CHARACTERISTICS

This section refers to the building's occupancy characteristics. It refers to information on building use, the number of people working in the building, and the hours of operation.

C1: From a list of building types/activities, please indicate all categories of uses of the total area of the building in 2000.
For each type/activity, give total area in square feet, square meters or as percentage of the building total area.

Building type/use category Code	Description of Building type/use Category	Area		Percentage of total area (ignore less than 5%)
		Square feet	Square metres	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total				100%

C1a: If you have difficulty assigning the building to the above categories, please describe below the activity that the building accommodates.

C2: How many people worked in the building during its main shift in 2000?
 By main shift, we mean the shift when most people are in the building.
 (If you do not know the exact number, please give the best estimate)

|_____| (Record number of people)

C3: The following question refers to the Hours of Operation for this building, that is when the building is open for normal operation, and NOT the time when only maintenance, housekeeping or security staff may be in the building.
 On the chart below, please indicate the typical hours of operation (working hours) for this building in 2000.

	Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am								
1am								
2am								
3am								
4am								
5am								
6am								
7am								
8am								
9am								
10am								
11am								
12pm								
1pm								
2pm								
3pm								
4pm								
5pm								
6pm								
7pm								
8pm								
9pm								
10pm								
11pm								
Total hrs	12							

C4: Was this building subject to seasonal activity in 2000?

- 1 - Yes
- 2 - No

Definition:

By seasonal activity we refer to any fluctuation (above or below normal level) in activity occurring within the building due for example to the seasonal nature of work, a temporary closure, a lock-out, a strike, etc.

C5: If you do not know the answer to any question in this section (building's occupancy characteristics), would you know who could provide the information?

- 1 - Another contact
Please specify: _____
- 2 - Building Service Company
Please specify: _____
- 3 - Don't know

SECTION D: ENERGY EFFICIENCY

This section refers to energy efficiency measures taken to improve energy consumption in this building, such as retrofitting or renovations and lighting or heating conservation measures.

D1: In 2000, have there been retrofitting or renovations that could have significantly affected the energy consumption of this building?
(This EXCLUDES work that resulted in an increase or reduction of building total floor space as this aspect was covered in question B2.)

- 1 - Yes
- 2 - No → Go to question D2

D1a: If the following retrofitting or renovations were executed in 2000, please indicate the month in which they were completed:

	Month in 2000 (mm)	Not applicable
a) Lighting system?	___	1 - <input type="radio"/>
b) Heating equipment?	___	1 - <input type="radio"/>
c) Ventilation or air conditioning equipment?	___	1 - <input type="radio"/>
d) Basement or foundation?	___	1 - <input type="radio"/>
e) Roof – structure or surface?	___	1 - <input type="radio"/>
f) Roof – insulation?	___	1 - <input type="radio"/>
g) Walls – siding?	___	1 - <input type="radio"/>
h) Walls – insulation?	___	1 - <input type="radio"/>
i) Other? Please specify _____	___	1 - <input type="radio"/>

D2: Prior to 2000, have there been retrofitting or renovations that could have significantly affected the energy consumption of this building?

- 1 - Yes
- 2 - No → Go to Question D3

FOR INFORMATION ONLY

D2a: If the following retrofitting or renovations were executed please indicate in what year they were completed:
 (Please record up to a maximum of two years under each type)

	Year (yy)	Year (yy)	Not applicable
a) Lighting system?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
b) Heating equipment?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
c) Ventilation, air conditioning?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
d) Basement or foundation?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
e) roof – structure or surface?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
f) roof – insulation ?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
g) walls – siding?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
h) walls – insulation?	1 9 _ _	1 9 _ _	1 - <input type="radio"/>
i) Other? – Please specify _____	1 9 _ _	1 9 _ _	1 - <input type="radio"/>

D3: What factor(s) was or would be the most important for your organisation to undertake energy efficiency retrofits in your buildings?

- 1 -Economic competitiveness
- 2 - Concern for the environment
- 3 - Access to special funding/program (grant, interest free loan, etc.)
- 4 - Others: (Specify) _____

D4: What length of payback is your organisation considering to undertake a particular energy efficiency retrofit measure?

_____| (Record number of years)

D5: Here is a list identifying different types of windows.
 Which best describes the most common type of windows present in this building in 2000?

- 1 - Single glazing
- 2 - Double glazing
- 3 - Triple glazing
- 4 - Double glazing – Sealed Glazing
- 5 - Double glazing with low-e coating
- 6 - Triple glazing with low-e coating
- 7 - Double glazing- Low-e –gas filled
- 8 - Triple glazing- Low-e – gas filled

D5a: Did the building windows have tinted or reflective glass or shading films in 2000?

- 1 - Yes
- 2 - No

D5b: Did the building windows have exterior awnings or interior horizontal or vertical shades or mini blinds?

- 1 - Yes
- 2 - No

D6: Here is a list of some lighting conservation features. For each, indicate the percentage of the building lighting system that possessed these features in 2000:

	0% (None)	1 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 90%	Over 90%
a) Reflectors specifically design to increase the amount of light from the fixture? (i.e. Specular Reflectors)	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
b) Energy efficient ballast?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
c) Daylight controls that detect natural light and turn off lightning when natural light is sufficient?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
d) Occupancy sensors that shut off lights when rooms are not occupied?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
e) Time clocks or time switches that turn interior lights on or off according to a predetermined schedule?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
f) Manual dimmer switches?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
g) Energy efficiency lamps?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>
h) Other lighting feature? – Please specify	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>	5 - <input type="radio"/>	6 - <input type="radio"/>	7 - <input type="radio"/>

Definition:

Lighting conservation features: A building feature or practice designed to reduce the amount of energy consumed by the lighting system.

D7: Here is a list of heating/cooling (HVAC) conservation features. For each, indicate if they were present in this building in 2000.

	Yes	No
a) A variable air volume (VAV) system on the heating or cooling system?	1 - <input type="radio"/>	2 - <input type="radio"/>
b) Equipment that uses outside air for cooling (outdoor air economizer)?	1 - <input type="radio"/>	2 - <input type="radio"/>
c) A temperature setback?	1 - <input type="radio"/>	2 - <input type="radio"/>
d) An equipment reset	1 - <input type="radio"/>	2 - <input type="radio"/>
e) Heat recovery system on the exhaust air?	1 - <input type="radio"/>	2 - <input type="radio"/>
f) Regularly scheduled maintenance and repair?	1 - <input type="radio"/>	2 - <input type="radio"/>

Definition:

Heating/Ventilation/Air-Conditioning (HVAC) Conservation Features: A building feature designed to reduce the amount of energy consumed by the heating, cooling, and ventilation equipment.

D8: What was the average window-to-wall ratio of this building in 2000?

| _____ | % (Record window to wall ratio in percent)

D9: What was the overall R-value of the walls of this building in 2000?

| _____ | (Record R-value) (If you do not know, please complete D9a.)

Definition:

Overall wall R-value: Represents the walls' thermal resistance, which indicates how well the walls resist heat from flowing between the outdoors and indoors. The overall R-value accounts for all exposed wall construction, including framing effects and air layers.

D9a: Which of the following best describes the exterior wall type of this building?

- 1 - Curtain walls?
- 2 - Metal stud framing **with** surface insulation?
- 3 - Metal stud framing **without** surface insulation?
- 4 - Wood frame walls **with** surface insulation?
- 5 - Wood frame walls **without** surface insulation?
- 6 - Concrete block **with** interior finishing?
- 7 - Concrete block **without** interior finishing?
- 8 - Pre-cast panel?

D10: What was the overall R-value of the roof of this building in 2000?

_____ (Record R-value) (If you do not know, please complete D10a)

Definition:

Overall roof R-value: Represents the roof's thermal resistance, which indicates how well the roof resists heat from flowing between the outdoors and indoors.

D10a: Which of the following best describes the roof type of this building?

- 1 - Attic roof **fully** insulated?
- 2 - Attic roof **partially** insulated?
- 3 - Attic roof **not** insulated?
- 4 - Insulated wood truss roof?
- 5 - **Not** insulated wood truss roof?
- 6 - Insulated metal truss roof?
- 7 - **Not** insulated metal truss roof?
- 8 - Insulated deck-type roof?
- 9 - **Not** insulated deck type roof?

D11: If you do not know the answer to any question in this section (building's energy efficiency), would you know who could provide the information?

- 1 - Another contact
Please specify: _____
- 2 - Building Service Company
Please specify: _____
- 3 - Don't know

SECTION E: ENERGY CONSUMPTION

The following questions refer to the energy end uses in this building. Questions consider different energy sources and equipment, and their use in heating and cooling systems.

**E1: Here is a list of various fuels or energy sources.
During the 2000 calendar year, which of these fuels or energy sources were used to supply energy to this building?**

(Mark all that apply)

- 01 - Electricity
- 02 - Natural Gas
- 03 - Fuel/heating Oil
- 04 - Diesel or Kerosene
- 05 - Bottle gas, Liquid Petroleum Gas or Propane
- 06 - District Steam piped into the building from a central plant or utility
- 07 - District Hot Water piped into the building from a central plant or utility
- 08 - District Chilled Water piped into the building from a central plant or utility
- 09 - Wood
- 10 - Coal
- 11 - Solar thermal panels that use sunlight to heat fluids
- 12 - Others – Please specify _____

E1a: In 2000, was there any direct generation of electricity at this site (e.g. solar panels, wind or diesel generators) or electricity generated as a by-product of another process (e.g. co-generation, steam plants)?

This does not include the emergency generator.

- 1 - Yes
- 2 - No → Go to Question E2

E1b: What percentage of the electricity used in this building was generated on site in 2000?

_____ % (Record percentage of electricity generated on site)

E1c: In 2000, which of the following was the MAIN energy source used to generate electricity for this building?

- 1 - Natural Gas
- 2 - Fuel/heating Oil
- 3 - Diesel or Kerosene
- 4 - Bottle gas, Liquefied Petroleum Gas, or Propane
- 5 - District Steam piped into the building from a central plant or utility
- 6 - Coal
- 7 - Wind
- 8 - Solar panels
- 9 - Others – Please specify _____

E1d: In 2000, approximately what percentage of the energy from this source was used in on-site generation of electricity?

|_____|% (Record percentage of energy source used to generate electricity)

E2: In 2000, which of the following energy sources were used for heating?
(Mark all that apply)

- 01 - Electricity
- 02 - Natural Gas
- 03 - Fuel/heating Oil
- 04 - Diesel or Kerosene
- 05 - Bottle gas, Liquefied Petroleum Gas, or Propane
- 06 - District Steam piped into the building from a central plant or utility
- 07 - District Hot Water piped into the building from a central plant or utility
- 08 - Wood
- 09 - Coal
- 10 - Solar thermal panels that use sunlight to heat fluids
- 11 - Others – Please specify _____
- 12 - None, the building was not heated in 2000 → Go to question E3

E2a: In 2000, which energy sources you mentioned in question E2 was used as the MAIN energy source for heating, that is the energy source used to heat most of the square footage in this building, most of the time?

- 01 - Electricity
- 02 - Natural Gas
- 03 - Fuel/heating Oil
- 04 - Diesel or Kerosene
- 05 - Bottle gas, Liquefied Petroleum Gas, or Propane
- 06 - District Steam piped into the building from a central plant or utility
- 07 - District Hot Water piped into the building from a central plant or utility
- 08 - Wood
- 09 - Coal
- 10 - Solar thermal panels that use sunlight to heat fluids
- 11 - Others

E2b: In 2000, what percentage of the gross area of this building was heated to at least 10°C (50°F)?

(If you do not know the exact value, please indicate the best estimate)

|_____|% (Record percentage of area)

E2c: Here is a list of different types of equipment that may be part of a building's heating system. Please indicate the equipment that was used for heating in this building in 2000. (Mark all that apply)

- 1 - Furnaces that heat air directly, without using steam or hot water? (similar to a residential furnace)
- 2 - Heat pumps (other than packaged units)? *(These are devices that heat the interior of a building by absorbing heat from the outside air. Include ground or water source heat pumps. They may stand alone or be combined with another type of equipment. In warmer weather, they can also be used to cool a building.)*
- 3 - Individual space heaters, free standing or mounted in walls, ceiling, or windows? *(This includes portable heaters, hanging unit heaters, heating panels, electric baseboards, perimeter heaters that contain heating elements, wood stoves, and fireplaces.)*
- 4 - District steam or hot water piped in from outside the building?
- 5 - Boilers inside the building that produce steam or hot water? *(Also include boilers just outside the building that are primarily associated with it.)*
- 6 - Packaged heating units, often mounted on the roof or on a slab beside the building? *(These are also known as self-contained units. They contain heating equipment as well as fans, and may or may not include air conditioning equipment.)*
- 7 - Other heating equipment?
Please specify _____

E2d: Which equipment you mentioned (in question E2c) was the MAIN heating equipment for heating the most floor space in 2000?

- 1 - Furnaces that heat air directly, without using steam or hot water?
- 2 - Heat pumps?
- 3 - Individual space heaters?
- 4 - District steam or hot water piped in from outside the building?
- 5 - Boilers inside the building that produce steam or hot water?
- 6 - Packaged heating units?
- 7 - Other heating equipment?

E3: Which, if any, of the following energy sources was used in 2000 for domestic hot water heating?

- 01 - Electricity
- 02 - Natural Gas
- 03 - Fuel/heating Oil
- 04 - Diesel or Kerosene
- 05 - Bottle gas, Liquefied Petroleum Gas or Propane
- 06 - District Steam piped into the building from a central plant or utility
- 07 - District Hot Water piped into the building from a central plant or utility
- 08 - Wood
- 09 - Coal
- 10 - Solar thermal panels that use sunlight to heat fluids
- 11 - Other – Please specify _____
- 12 - Not applicable (No domestic hot water in this building)

E4: In 2000, what percentage of the building gross area was cooled by a cooling system (e.g. air conditioned)?

|_____|% (Record percentage of area)

- 1 - 0% - The building did not have air conditioning ➔ Go to Question E5

E4a: Which of the following energy sources was used in 2000 for air conditioning?

(Mark all that apply)

- 1 - Electricity
- 2 - Natural Gas
- 3 - Fuel/heating Oil
- 4 - Diesel or Kerosene
- 5 - Bottle gas, Liquefied Petroleum Gas, or Propane
- 6 - District Chilled Water piped in the building from a central plant or utility
- 7 - Others – Please specify _____

E4b: Here is a list of different types of equipment that may be part of the building's cooling system.

Please indicate the equipment that was used for cooling in this building in 2000.

(Mark all that apply)

- 1 - Residential type central air conditioners, other than heat pumps, that cool air directly and circulate it without using chilled water? (These may be found either alone or in combination with a boiler or furnace)
- 2 - Heat pumps used for cooling? (These are devices that can also be used for heating in cooler weather by absorbing heat from the outside air. They may stand alone or be combined with another type of equipment.)
- 3 - Individual room air-conditioners, mounted in a window or wall?
- 4 - District chilled water piped in from outside of building?
- 5 - Central chillers inside the building that chill water for air conditioning? (Also include chillers just outside the building that are primarily associated with it.)
- 6 - Packaged air conditioning units, often mounted on the roof or on a slab beside the building? (These are known as self-contained units, or Direct Expansion (DX). They contain air conditioning equipment as well as fans, and may or may not include heating equipment.)
- 7 - "Swamp" coolers or Evaporative Coolers?
- 8 - Other cooling equipment -- Please specify _____

E4c: Which equipment you mentioned (in question E4b) was the MAIN cooling equipment, that is the one cooling the most floor space in 2000?

- 1 - Residential type central air conditioners, other than heat pumps, that cool air directly and circulate it without using chilled water?
- 2 - Heat pumps for cooling?
- 3 - Individual room air-conditioners?
- 4 - District chilled water piped in from outside of building?
- 5 - Central chillers inside the building that chill water for air conditioning?
- 6 - Packaged air conditioning units?
- 7 - "Swamp" coolers or Evaporative Coolers?
- 8 - Other cooling equipment?

E5: In 2000, were any energy consuming services provided from this building to other buildings? (For example, shared laundry, heating, cooling, etc.)

- 1 - Yes
- 2 - No ➔ Go to Question E6

E5a: Which of following services were provided from this building to other buildings?

- 1 - Shared laundry
- 2 - Kitchen services
- 3 - Heating
- 4 - Cooling
- 5 - Other – Please specify: _____

E5b: Approximately what percentage of the energy supplied to this building was devoted to services provided to other buildings?

|_____|% (Record percentage)

E5c: How many other buildings were supplied energy from this building?

|_____| (Record number of buildings)

E5d: Is this energy consumption taken into account in your energy bills?

- 1 - Yes
- 2 - No

E6: In 2000, were any energy consuming services provided to this building by other buildings (For example, shared laundry, heating, cooling, etc.)?

- 1 - Yes
- 2 - No ➔ Go to Question E7

E6a: Which of following services was provided to this building by other buildings?

- 1 - Shared laundry
- 2 - Kitchen services
- 3 - Heating
- 4 - Cooling
- 5 - Other – Please specify: _____

E7: If do not know the answer to any question in this section (building's energy consumption), would you know who could provide the information?

- 1 - Another contact
Please specify: _____
- 2 - Building Service Company
Please specify: _____
- 3 - Don't know

SECTION F: ENERGY QUANTITIES AND COSTS

The following series of questions refer to the quantity and cost of energy consumed in this building in 2000.

In order to gather information on energy consumption in this building, we require access to the information on your energy bills. The information will be used only for the purpose of this survey and will not be released in any way that identifies your individual information.

There are three ways of collecting data on your energy consumption.

1. You can sign an authorisation form that will enable Statistics Canada to gather the information directly from your energy supplier;
2. You can give Statistics Canada photocopies of your energy bills;
3. You can fill in a pre-defined table on your energy consumption.

Among these 3 methods, we request you to use 2 of them: (i) method #1; AND (ii) either method #2 OR method #3, depending on your choice.

The reasons we ask you to use 2 methods are the following:

- (a) Your energy supplier may refuse to provide us your energy consumption;
- (b) The information your energy supplier provides may be incomplete and/or impossible to process.

F1: In 2000, for each of the following energy sources, was the total energy consumption of the building included under a single invoice (account) or was it divided between multiple invoices?

	Single	Multiple	Not applicable
a) Electricity?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
b) Natural gas?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
c) Fuel/heating oil?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
d) District steam?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
e) District hot water?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>

F1a: In 2000, were you, your organisation or your building service company responsible in whole or in part of the energy bills for the following energy sources, or were the invoices entirely being taken care of by building tenants?

(For this question, a "tenant" includes any company or organisation paying energy bills for a portion of the building, which may include an owner of part of the building, a company managing part of the building, or other arrangements.)

	Invoices to you, your organisation, or your Bldg Service Co.			All invoices to tenant(s) Not applicable	
	In Part- Please indicate:				
	All	Share of total building area included in your billing	Main use of area (See question C1)	2 - <input type="radio"/>	3 - <input type="radio"/>
a) Electricity?	1 - <input type="radio"/>	_ _ %	_ _ _	2 - <input type="radio"/>	3 - <input type="radio"/>
b) Natural gas?	1 - <input type="radio"/>	_ _ %	_ _ _	2 - <input type="radio"/>	3 - <input type="radio"/>
c) Fuel/heating oil?	1 - <input type="radio"/>	_ _ %	_ _ _	2 - <input type="radio"/>	3 - <input type="radio"/>
d) District steam?	1 - <input type="radio"/>	_ _ %	_ _ _	2 - <input type="radio"/>	3 - <input type="radio"/>
e) District hot water?	1 - <input type="radio"/>	_ _ %	_ _ _	2 - <input type="radio"/>	3 - <input type="radio"/>

NOTE: For those energy sources you indicated "In Part" or "All invoices to tenants", please fill the **Tenant information form**.

F2: For those energy sources you answered “All” or “In Part” in question F1a, can you please indicate the name of your energy supplier along with your account number:

	Company name of energy supplier	Account number	Not applicable
a) Electricity?			1 - <input type="radio"/>
b) Natural gas?			1 - <input type="radio"/>
c) Fuel/heating oil?			1 - <input type="radio"/>
d) District steam?			1 - <input type="radio"/>
e) District hot water?			1 - <input type="radio"/>

F2a: Who should sign an authorisation form to enable Statistics Canada to gather the year 2000 information directly from your energy supplier?

	You, your organisation	Building Service Company	Tenants	Not applicable
a) Electricity?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
b) Natural gas?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
c) Fuel/heating oil?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
d) District steam?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
e) District hot water?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>

NOTE: For those energy sources you indicated as “You”, please complete the Authorisation form.

F3: Who should provide information on the quantity and cost of energy consumed in this building in 2000?

	You, your organisation	Building Service Company	Tenants	Not applicable
a) Electricity?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
b) Natural gas?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
c) Fuel/Heating oil?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
d) District steam?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>
e) District hot water?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>	4 - <input type="radio"/>

F3a: For those energy sources you indicated “You” in question F3, how would you prefer providing your 2000 energy consumption data to Statistics Canada?

	Copies of energy bills	Fill pre-defined tables	Not applicable
a) Electricity?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
b) Natural gas?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
c) Fuel/Heating oil?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
d) District steam?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>
e) District hot water?	1 - <input type="radio"/>	2 - <input type="radio"/>	3 - <input type="radio"/>

IMPORTANT:

Please provide billing information covering 14 months back from your latest bill.

If you don't have billing information for the last months of the year 2000, please provide replace the missing month(s) with the same months of the year 1999.

For those energy sources you indicated “Copies of energy bills”, please provide photocopies of the energy bills covering a period of 14 months starting from your latest energy bill. If the information does not include the last months of the year 2000, please replace the missing months with the same months of the year 1999.

For those energy sources you indicated “Fill pre-defined table”, please fill the appropriate tables for a period of 14 months starting from your latest energy bill. If the information does not include the last months of the year 2000, please replace the missing months with the same months of the year 1999.

SECTION G: BUILDING SERVICE COMPANY CONTACT INFORMATION

G1: If you responded "Building Service Company" to Questions B7, C5, D11, E7, F2a OR F3 then please fill in the following information for Building Service Company.

Name of contact person: _____
Title of contact person: _____
Name of Building Service company: _____
Telephone Number: | | | | - | | | | - | | | | | ext.: | | | | | Fax number: | | | | - | | | | - | | | | |
Name of building (if applicable): _____
Civic Number: | _____ | Street: _____
Suite: | _____ | City: _____ | Province: _____
Postal Code: | | | | - | | | | |

G2: If you responded "Another Contact" to Questions B7, C5, D11 OR E7 then please fill in the following information for the other contact person.

Name of contact person: _____
Title of contact person: _____
Telephone Number: | | | | - | | | | - | | | | | ext.: | | | | | Fax number: | | | | - | | | | - | | | | |
Name of building (if applicable): _____
Civic Number: | _____ | Street: _____
Suite: | _____ | City: _____ | Province: _____
Postal Code: | | | | - | | | | |

SECTION H: END OF SURVEY AND COMMENTS

You have now completed the questionnaire.

Please make sure you have, if applicable:

- completed the Form listing tenants in charge of their own energy bills;**
- completed all release and authorisation forms indicated in Section F;**
- completed all energy consumption tables indicated in Section F;**
- provided all copies of energy bills;**
- attached all the above documents to the questionnaire.**

Do you have any comments on the survey?

Thank you for your participation.