1. If my building is heated with electricity (one meter)

(We assume here that hot water is gas or oil, but separate fuel, non-electric)

* Get two years of electricity usage.
* Look for the two lowest kwh consumption months in a one-year period (typically May or September).
* Add these two months together, divide by total number of days during that period (this is base use/day)
* Multiply by 365. This is your annual base usage in kwh (non heating or cooling electric).
* Add together total winter kwh usage (October through May). Get the number of days during this period.
* Multiply your daily base usage by your total number of winter billing days. This is your winter base usage.
* Subtract your total winter base usage from your total winter kwh usage. This is your heating usage in kwh.
* Divide this number by the total square footage of the building. Multiply by 3412.
* Divide by annual heating degree days = Btu/ft²/HDD
* Repeat this for the following year. Now you have two different years’ heating usage.
* Get gas or oil bills for two years for all non-heating uses (hot water [oil or gas], dryer and/or stove gas).
* Total each year separately.
* Divide each year by square feet in the building. Separately, divide each year by number of bedrooms.
* Now we know hot water, stove, and gas dryer usage of fuel both per bedroom and per square foot.
2. If my building is heated with gas, oil, or steam

- Get two years of oil, gas or steam usage.
- Look for average daily fuel usage in the summer (hot water only).
- Add summer periods together; divide by number of days during your specific summer period.
- Multiply by 365. This is your annual base usage.
- Get annual totals of gas, oil, or steam usage for each year separately.
- For each year, subtract your annual base usage from the total annual usage. This is your heating usage.
- Divide by building square feet. This is your heating consumption per square foot.
- Multiply by 100,000 (gas), or 138,000 (#2), or 145,000 (#4), 155,000 (#6) or 1,000,000 (steam). These are the Btu/sq.ft.
- Divide by annual heating degree days = Btu/ft²/HDD
- Divide annual base usage by total usage. This is your percentage of fuel used to make hot water.
- Get your total annual kwh electricity usage. Divide by building square feet and by number of bedrooms.
3. If my building uses interruptable gas or other dual fuel system

* Get annual totals of gas or oil usage for each year separately.
* Using a worksheet, note all gas usage and oil deliveries for two years in chronological order.
* Whichever fuel is used less, convert btu fuel usage from that fuel to the fuel that is used more often.
  (Example: if you used 1000 gallons of # 2 oil, that would be 138,000,000 btu or 1380 therms of gas)
* Put these deliveries in the best chronological order you can. Some deliveries will have to be combined.
* Look for average daily fuel usage in the summer (hot water only)
* Add summer periods together; divide by number of days during your specific summer period.
* Multiply by 365. This is your annual base usage.
* For each year, subtract your annual base usage from your total annual usage. This is your heating usage.
* Divide by building square feet. This is your heating consumption per square foot.
* Multiply by 100,000 (gas), or 138,000 (#2), or 145,000 (#4), 155,000 (#6) or 1,000,000 (steam). These are the Btu/sq.ft.
* Divide by annual heating degree days = Btu/ft²/HDD
* Divide annual base usage by total usage. This is your percentage of fuel used to make hot water.
* Get your total annual kwh electricity usage. Divide by building square feet and by number of bedrooms