

MONTHLY CHECK-IN · SAMPLE REPORT

October 2026 — Oakview Professional Center

Fictional ~12,000 sq ft, 2-story office · Greensboro, NC · 4 rooftop HVAC units · one water meter (domestic + irrigation) · Bills covered: October 2026 electric, gas and water/sewer · Report date: Nov 12, 2026

**Two things to know this month.** Good news: the HVAC schedule fix from last month's report is working — after-hours electricity dropped sharply once 3 of 4 rooftop units were reprogrammed on Oct 21, and October's bill was \$810 lower than September's. New issue: **water use jumped 55% vs. last October** even though irrigation season is ending, which looks like a constant leak (most likely a running toilet or a leaking irrigation valve) costing about **\$111/month**. Gas is normal.

Status at a glance

| Utility       | Oct 2026              | Oct 2025<br>(same month LY) | Sep 2026<br>(prior month) | vs. last year         | Status | What it means                                                                                                                      |
|---------------|-----------------------|-----------------------------|---------------------------|-----------------------|--------|------------------------------------------------------------------------------------------------------------------------------------|
| Electric      | \$1,699<br>14,310 kWh | \$1,400<br>12,380 kWh       | \$2,509<br>21,260 kWh     | +21% cost<br>+16% use | WATCH  | Still above last year because the fix only took effect Oct 21 and one unit (RTU-4) still runs nights. Expect November near normal. |
| Gas           | \$291<br>188 therms   | \$273<br>176 therms         | \$93<br>52 therms         | +6% cost<br>+7% use   | OK     | Normal. Slightly colder October (example HDD 150 vs 140) explains the small rise.                                                  |
| Water + sewer | \$339<br>31 CCF       | \$222<br>20 CCF             | \$309<br>28 CCF           | +53% cost<br>+55% use | ALERT  | Up 11 CCF (~8,228 gal) vs. last October; not explained by irrigation or occupancy. See Alert 1.                                    |

Status key: **OK** within ±10% of what weather and season predict · **WATCH** above expected but cause known / fix underway · **ALERT** new or unexplained increase worth acting on now.

Alerts detected this month, ranked by \$ impact

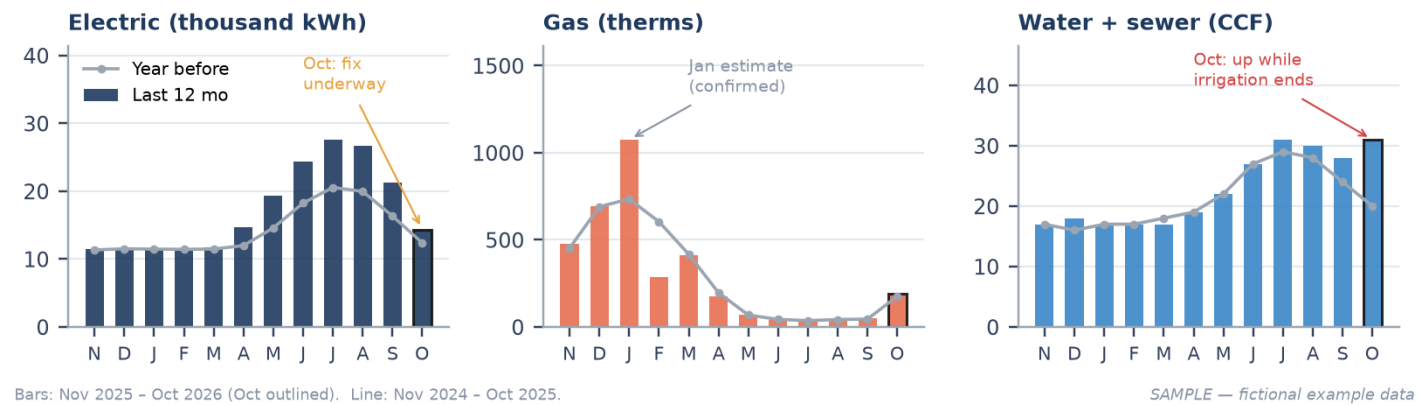
| # | Alert                                     | What the data shows                                                                                                                                                                                                                                                                                                                              | Est. \$ impact                       | Confidence                                    |
|---|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------|
| 1 | Water: possible constant leak             | October used 31 CCF vs. 20 last October and 28 in September — use rose while irrigation was winding down. The extra ~11 CCF (~265 gal/day, around the clock) matches 1–2 running toilets or a stuck irrigation zone valve. The rise began in late September. Because sewer is billed on all metered water, every leaked gallon is charged twice. | ~\$111/mo (~\$1,333/yr if not fixed) | High that it's a leak<br>Medium on the source |
| 2 | Electric: RTU-4 still running after hours | Utility interval data shows overnight load fell from ~19 kW to ~8 kW after Oct 21, but not to the ~5 kW seen in early 2025. One unit still cycles nights and weekends; the contractor found a faulty controller on RTU-4 (replacement booked Nov 9). October ran ~\$218 above weather-expected cost.                                             | ~\$76/mo remaining (more in summer)  | High                                          |
| 3 | Gas: nothing unusual                      | Use tracks heating degree days closely. The utility confirmed January 2026 was an estimated read, corrected in February — no money owed either way. Actual reads since.                                                                                                                                                                          | \$0                                  | High                                          |

Year to date (Jan – Oct) vs. last year

| Utility       | Use 2025 YTD | Use 2026 YTD | Cost 2025 YTD | Cost 2026 YTD | Change          |
|---------------|--------------|--------------|---------------|---------------|-----------------|
| Electric      | 148,390 kWh  | 182,790 kWh  | \$16,717      | \$21,615      | +\$4,898 (+29%) |
| Gas           | 2,361 therms | 2,378 therms | \$3,538       | \$3,628       | +\$90 (+3%)     |
| Water + sewer | 221 CCF      | 239 CCF      | \$2,393       | \$2,641       | +\$248 (+10%)   |
| Total         |              |              | \$22,648      | \$27,884      | +\$5,237 (+23%) |

Most of the electric increase happened April–September from the after-hours HVAC issue, a hotter summer and the January rate change (see the annual report). Water YTD includes higher summer irrigation and the new October leak.

12-month trends



Follow-up on last month's recommendations

| Recommendation (from Oct 17 annual report)     | Status      | Progress / result                                                                                                                                        |
|------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Check HVAC schedules on all 4 rooftop units | 3 of 4 done | RTU-1/2/3 were stuck in “permanent hold” after the April thermostat replacement; reprogrammed Oct 21. RTU-4 has a faulty controller — replacement Nov 9. |
| 2. Spot-check after hours / get interval data  | Done        | Interval data confirmed the nightly pattern and shows the fix working (overnight ~19 kW → ~8 kW). Target after RTU-4: ~5 kW.                             |
| 3. Tighten setpoints, fan schedule             | Scheduled   | Will be done during the Nov 9 RTU-4 visit (unoccupied 80–85°F cooling / 60–62°F heating, fans on auto).                                                  |
| 4. Review electric rate schedule               | In progress | Utility rep sent two alternative small-commercial rates; comparison included in next month's check-in.                                                   |
| 5. Ask gas utility about January bill          | Done        | Confirmed estimated read, corrected in February. Actual meter reads every month since.                                                                   |

Action items for November

| What to do                                                                                                                                                                                                                                                                                           | Who / when                                  | Est. savings                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| 1 Find the water leak. Read the water meter Friday ~6 pm and again Monday ~7 am with the building empty — any change means a leak. Put dye tablets in every toilet tank (color in the bowl within 15 min = bad flapper). Walk the irrigation zones and confirm the controller is off for the season. | Property manager / porter; this week, ~1 hr | \$94–\$122/mo                               |
| 2 Finish the HVAC fix. Replace the RTU-4 controller and apply setpoints/fan schedule on all units (Nov 9).                                                                                                                                                                                           | HVAC contractor; Nov 9                      | \$70–\$90/mo more (~\$2,000–2,800/yr total) |
| 3 Winterize irrigation before the first hard freeze to avoid a burst backflow preventer.                                                                                                                                                                                                             | Landscape; by mid-Nov                       | Avoids repair risk                          |
| 4 What we'll watch next month: November electric should land near ~11,500–12,000 kWh if the fix holds; water should return to ~17–18 CCF once the leak is fixed.                                                                                                                                     | BillClue                                    | —                                           |

How this check-in works

Each month we compare the new bills to the same month last year and the prior month, then adjust for weather (cooling/heating degree days) and season (irrigation months for water) using this building's own 24-month history. Status colors reflect the gap between actual and expected use. Alerts are ranked by estimated monthly cost; confidence reflects how clearly the data points to one cause. Water \$ impact uses this month's combined water + sewer volume rate (\$10.10/CCF, example rates; 1 CCF = 748 gallons). Electric overnight figures use utility interval data the owner provided. All buildings, bills, rates and weather figures are fictional examples for demonstration.