



LEED 2009 for Commercial Interiors

PI FORM 3: OCCUPANT AND USAGE DATA

All fields and uploads are required unless otherwise noted.

SPACE USAGE

This static sample form has been modified for offline access. All sections of the form are visible. Sample forms are for reference only.

Occupant type: (Select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> United States federal agency | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Non-profit organization |
| <input type="checkbox"/> Local government | <input type="checkbox"/> Profit organization |
| <input type="checkbox"/> State government | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Mixed occupancy | |

FEDERAL AGENCY INFORMATION

United States federal agency for which the project space is being constructed and/or renovated:

"Other" federal agency:

Construction/Renovation completion target date (fiscal year):

Select one of the following:

- ☐ The "Designed to Earn ENERGY STAR" rating is earned.
- ☐ The "Designed to Earn ENERGY STAR" rating is being pursued.
- ☐ The "Designed to Earn ENERGY STAR" rating is not being pursued.

Select one of the following:

- ☐ The project has been entered into the Federal Energy Management Program (FEMP) sponsored High Performance Federal Buildings Database.
- ☐ The project has not been entered into the FEMP-sponsored High Performance Federal Buildings Database, and the project team has no intention to enter the project into this database.
- ☐ The project has not been entered into the FEMP-sponsored High Performance Federal Buildings Database, but the project team plans to enter the project into this database.

Principal project space activity:

"Other" principal project space activity:

Total gross square footage / gross floor area of the project space:

 sf

The content highlighted in yellow above is linked to Plf2, SSc1, EAp1 & EAc4.

Table Plf3-1. Space Usage Type

Enter information for all general usage types within the project space; group spaces with similar characteristics.

Space Name / Description	Space Usage Type	Gross Area (sf)	Regularly Occupied Area ¹ (sf)	Un-conditioned Area ² (sf)	Owned or Leased	Lease Type
Total (sf)						
Percentage of total (%)						

¹ Linked to IEQc8.1 & IEQc8.2

² Unconditioned space is defined as an enclosed space within a building that is not a conditioned space or a semiheated space. Crawlspace, attics, and parking garages with natural or mechanical ventilation are not considered enclosed spaces.

Total leased gross area:

 sf

Leased area as a percentage of total area:

 %

OCCUPANT INFORMATION

Select all that apply:

- ☐ The project owner manages project space.
- ☐ The project owner owns project space.
- ☐ The project space is speculative.
- ☐ Actual, historical and/or projected project occupancy includes non-standard occupancy patterns such as shift work, non-8-hour work days, etc.
- ☐ Actual, historical and/or projected project occupancy does not include non-standard occupancy patterns.

COMPLEX OCCUPANCY

Upload Plf3-1. Provide project FTE calculations including daily and annual patterns. Include details on transients, customers, peak and average numbers. For shift work, include details on FTE per shift and shift hours.

Based on calculations in Upload Plf3-1, provide the following information:

Briefly describe project occupancy patterns. Details should be apparent in Upload PIf3-1 above. Use this space to point out special circumstances or further describe any atypical occupancy patterns. (Optional)

Peak occupants:

Note: Equals the number of occupants during the regularly occurring moment with the highest volume of full-time and part-time occupants. For projects with multiple shifts, consider shift overlap. Does not include residents.

Peak transients:

Note: Equals the number of transients during the regularly occurring moment with the highest volume of transients.

Total space users at peak moment:

Note: Equals the sum of occupants and transients during the regularly occurring moment with the highest volume of total users. For projects with multiple shifts and/or projects where peak transient volume and peak occupancy do not occur concurrently, does not necessarily equal the sum of the inputs above. Linked to SSc3.2

Full-time equivalent (FTE) occupants:

Note: Equals the FTE (based on a standard 8-hour occupancy period) during the regularly occurring moment with the highest volume of full-time and part-time occupants. For projects with multiple shifts, consider shift overlap. Does not include residents. Linked to SSc1, SSc3.2, SSc3.3 & WEp1.

Daily average transients - students/visitors:

Note: Equals the average per day calculated on a yearly basis. Linked to WEp1.

Daily average transients - retail customers:

Note: Equals the average per day calculated on a yearly basis. Linked to WEp1.

Total space users as a daily average:

Note: Equals the sum of FTE and transients expressed as an annualized daily average.

SIMPLE OCCUPANCY

Table PIf3-2. Full-Time Equivalence

	Description (Optional)	Number of Occupants ¹	Average Hours / Day	Full-time equivalent
Full-time				
Part-time				
Total full-time equivalent (FTE) occupants ²				

¹ Does not include residents.

² Linked to SSc1, SSc3.2, SSc3.3 & WEp1.

Table PIf3-3. Total Daily Occupancy

	Transients (Students / Visitors)	Transients (Retail Customers)	Totals
Peak ¹			
Daily average ²			
Total full-time equivalent occupants			
Total project space users at peak moment ³			
Daily average project space users ⁴			

Notes:

1 Equals the number of transients during the regularly occurring moment with the highest volume of transients. Linked to SSc3.2

2 Equals the average per day calculated on a yearly basis.

3 Equals FTE plus peak transients. Linked to SSc3.2.

4 Equals FTE plus daily average transients. Linked to WEp1.

Total number of residents:

Note: Assume two residents per one-bedroom unit, three residents per two-bedroom unit, etc., unless there is reason to assume a different occupancy. Linked to SSc1, SSc3.2, SSc3.3 & WEp1.

Typical number of days of operation per year:

Number of days of operation per year must be less than or equal to 365.

ADDITIONAL DETAILS

- ☐ Special circumstances preclude compliance with the submittal requirements outlined in this form.

SPECIAL CIRCUMSTANCES

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload PIf3-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

SUMMARY

PI Form 3: Occupant and Usage Data Completed:

REFERENCE ONLY