



LEED 2009 for Core and Shell Development

PI FORM 3: OCCUPANT AND USAGE DATA

All fields and uploads are required unless otherwise noted.

ALL OPTIONS

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 building 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 building activity:

The content highlighted in yellow above is linked to EAc1 & EAp2.

"Other" principal project building activity:

Total gross square footage / gross floor area of the project building: sf

The content highlighted in yellow above is linked to Plf2, SSc4.2, EAp1, EAp2, EAc1, EAc2, EAc6 & MRc1.

Table Plf3-1. Space Usage Type

Enter information for all general usage types within the project building; 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: %

Select all that apply:

- ☐ The project owner manages project building.
- ☐ The project owner owns project building.
- ☐ The project building is speculative.

Select one of the following:

- ☐ **Actual Occupancy:** The actual building occupancy for the LEED building is available.
- ☐ **Default Occupancy:** The actual building occupancy for the LEED building is NOT available. The project team must use the default occupancy counts.
- ☐ **Estimated Occupancy:** The actual building occupancy is unknown AND the default occupancy counts do not address the LEED building type. The project team will base the occupancy on an alternative methodology.

Table Plf3-2. Full-Time Equivalence

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

1 Does not include residents.
 2 Linked to SSc4.2, SSc4.3, SSc4.4 & WEp1.

Table Plf3-3. Total Daily Occupancy

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

Notes:

- 1 Equals the number of users during the regularly occurring moment with the highest volume of transients.
 2 Equals the average per day calculated on a yearly basis. Linked to WEp1.
 3 Equals FTE plus peak transients. Linked to SSc4.2.
 4 Equals FTE plus daily average transients.

Table Plf3-4. Default Daily Occupancy

Space Usage Type	Total Area (sf)	Area per FTE (sf)	FTE	Area per Transient (sf)	Transients
Total area					
Total full-time equivalent (FTE)					
Total transients, not including retail					
Total retail customers					
Total building users					

The content highlighted in yellow above is linked to SSc4.2, SSc4.3, SSc4.4 & WEp1.

Describe the methodology used to determine the occupancy for the project building.

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 WEp1.

Typical number of days of operation per year:

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)

Files:

SUMMARY

PI Form 3: Occupant and Usage Data Completed: