



# LEED 2009 for Commercial Interiors

## PI FORM 1: MINIMUM PROGRAM REQUIREMENTS

*All fields and uploads are required unless otherwise noted.*

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

NOTE: The complete Minimum Program Requirements (MPRs) and Supplemental Guidance to the MPRs are available online

☐ **1. Must Comply with Environmental Laws**

The LEED project space, all other real property within the LEED project boundary, and all project work complies with applicable federal, state, and local building-related environmental laws and regulations in place where the project is located. This condition has been satisfied from the date of LEED project registration or the commencement of schematic design, whichever came first, and will continue to be satisfied or was satisfied up to and until the date that the building receives a certificate of occupancy or similar official indication that it is fit and ready for use.

I understand that a lapse in a project's compliance with a building-related environmental law or regulation that results from an unforeseen and unavoidable circumstance shall not necessarily result in non-compliance with this MPR, and that such lapses shall be excused so long as they are remediated as soon as feasibly possible.

☐ **2. Must Be a Complete, Permanent Building or Space**

The LEED project is designed for, constructed on, and operated on a permanent location on already existing land. It does not consist of mobile structures, equipment, or vehicles. It is not designed to move at any point in its lifetime.

The LEED project includes a complete interior space distinct from other spaces within the same building with regards to at least one of the following characteristics: ownership, management, lease, or party wall separation.

☐ **3. Must Use a Reasonable Site Boundary**

Any land that was or will be disturbed for the purpose of undertaking the LEED project, is included within the LEED project boundary.

☐ **4. Must Comply with Minimum Floor Area Requirements**

The LEED project includes at least 250 square feet (22 square meters) of gross floor area.

☐ **5. Must Comply with Minimum Occupancy Rates**

The LEED project serves 1 or more Full Time Equivalent (FTE) occupant(s), calculated as an annual average in order to use LEED in its entirety OR the project serves less than 1 annualized FTE, and optional credits from the Indoor Environmental Quality category will not be attempted. (All IEQ prerequisites must still be earned.)

☐ **6. Must Commit to Sharing Whole-Building Energy and Water Usage Data**

I commit to sharing with USGBC and/or GBCI all available actual whole-project energy and water usage data. I understand that the purpose of data collection is for research and to aid in improving the LEED program. USGBC may publish such data, however, any data that is made publicly available shall be presented in an aggregate form with no identifying project-specific characteristics. This commitment will begin on the project completion date and continue for at least five years.

I understand that sharing data includes supplying information on a regular basis in a free, accessible, and secure online tool, or, in the alternative, either allowing USGBC to access the whole-project metering facility where such meters are in place, or taking any action necessary to authorize USGBC or its designee to collect project information directly from service or utility providers. If my project does not have meters in place that measure energy and/or water usage for the entire LEED certified gross floor area, I will not be required to supply energy and/or water usage data unless and until such meters are installed.

I understand that if the LEED project is altered in such a way that the data for the original LEED project becomes impractical to collect, I will no longer be required to provide the data or provide access to the data. I will use reasonable efforts to ensure that this commitment carries forward in the event that the building or space changes ownership or lessee. If all or part of a LEED project is sold, assigned or otherwise transferred in such a way that the data for the original LEED project becomes impractical to collect, then I will no longer be required to provide the data or provide access to the data.

Select one of the following:

- ☐ Option 1: Energy and Water Data Release Form
- ☐ Option 2: Project Owner Commitment to Manually Track and Submit Energy and Water Data

## ENERGY AND WATER DATA RELEASE FORM

*Note: The Data Release Form can be downloaded from the Credit Resources section of LEED Online. The Data Release Form must be signed by the project owner and uploaded to LEED Online during post-certification when the project completes the certification acceptance form.*

A USGBC Energy and Water Data Release Form, authorizing the release of project operating data to USGBC, will be signed at the time of certification acceptance.

SIGNATORY	
Initial here :	

In addition, projects must register an account in ENERGY STAR's Portfolio Manager tool and share the project file with the USGBC master account, "USGBC - LEEDPerformanceReporting". Instructions for sharing access with a master account are available in the Credit Resources section of LEED Online.

USGBC understands that ENERGY STAR's Portfolio Manager does not provide benchmarks for tenant projects, however projects are still able to use Portfolio Manager to track and share energy and water use data.

The project is registered in ENERGY STAR's Portfolio Manager tool and USGBC - LEEDPerformanceReporting has master account access to project in Portfolio Manager.

SIGNATORY	
Initial here :	

Portfolio Manager project title:

--

Note: Project titles in portfolio manager must be the same as the LEED registered project name. Projects must also include their LEED project identification number in the notes portion of each Portfolio Manager registered property. The notes section is located on the "General Facility Information" page.

## COMMITMENT TO MANUALLY TRACK AND SUBMIT DATA

I, the project Owner, commit to providing water and energy consumption data to USGBC extending for a 5 year period beginning on the date the Project accepts LEED certification from the Green Building Certification Institute.

Furthermore, I, the project Owner, acknowledge that USGBC will only accept energy and water consumption data via one of ENERGY STAR's Portfolio Manager "Import Facility Data Templates".

SIGNATORY

Initial here :

Note: Projects may choose and download the appropriate template on the Portfolio Manager ImportFacility Data page. Projects must maintain the spreadsheet's data inputs and be able to send requested data to USGBC within 2 weeks of the request.

☐ **7. Must Comply with a Minimum Building Area to Site Area Ratio**

The gross floor area of the LEED project is no less than 2% of the gross land area within the LEED project boundary.

All information provided on this form indicating that the LEED project is in compliance with all of the Minimum Program Requirements is true and accurate to the best of my knowledge.

SIGNATORY

Initial here :

## ADDITIONAL DETAILS

- ☐ The project team is claiming an exemption from Minimum Program Requirement 6: Must Commit to Sharing Whole-Building Energy and Water Usage Data.

### PROJECT EXEMPTION

Select all that apply:

- ☐ **Energy Meters:** This project has not installed tenant level energy meter(s) and cannot comply with MPR 6. Therefore, the project is exempt from MPR 6 requirement to provide USGBC with energy performance data.
- ☐ **Water Meters:** This project has not installed tenant level water meter(s) and cannot comply with MPR 6. Therefore, the project is exempt from MPR 6 requirement to provide USGBC with water usage data.

Describe reasons for lack of tenant level energy and/or water meters.

- ☐ Special circumstances preclude compliance with the Minimum Program Requirements as outlined in this form.

## SPECIAL CIRCUMSTANCES

List the relevant MPR(s) and describe the special circumstances limiting the project team's ability to demonstrate compliance with the Minimum Program Requirements. Include details supporting any exceptions requested by the project team. Requests for exceptions will be considered upon their merits.

**Upload PI1-SC.** Provide additional documentation that supports the claim to special circumstances. (Optional)

---

## SUMMARY

PI Form 1: Minimum Program Requirements Completed: