



LEED 2009 for Commercial Interiors

PI FORM 4: SCHEDULE AND OVERVIEW DOCUMENTS

All fields and uploads are required unless otherwise noted.

SCHEDULE

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

Stage of the design and construction process during which the decision was made to pursue LEED certification:

Date on which the project team expects, or originally expected to, first submit LEED documentation for preliminary review (may be different from actual submission date):

Enter actual or estimated start dates for each of the following design and construction stages. If date is prior to the date of initial application for review, it is assumed to be actual.

Project planning/pre-design:

Schematic design:

Design development:

Construction document development:

Beginning of construction:

Substantial completion of construction:

Date on which the project space is expected to be ready for occupancy:

OVERVIEW DOCUMENTS

Upload P1f4-1. Provide representative photos of the exterior of the building, with captions. If the project is in the design phase, upload a rendering and/or drawing. (Optional)

Files:

Upload P1f4-2. Provide representative photos of the interior project space, with captions. If the project is in the design phase, upload a rendering and/or drawing.

Files:

Upload L-1. Provide representative floor plans for the project space.

Files:

Upload P1f4-3. Provide project section(s)/elevation(s).

Files:

Upload L-2. Site plan identifying the LEED project boundary, if applicable.
(Optional)

Files:

URL of an online map image of the building location: (Optional)

Upload L-3. Provide schedule(s) for any mechanical systems within project scope (Optional).

Files:

Upload L-4. Provide mechanical plans and/or drawings.

Files:

Describe the building HVAC, lighting and electrical systems. Include descriptions of all base building systems and types of controls, local or central. Additionally, describe what systems are shared with other tenants in the building, what was included in the project scope of work, and if improvements were made to any common building systems in conjunction with this project.

Describe the project in general. Address any context or general characteristics of the project not addressed elsewhere in the Project Information Forms including details about the applicant organization, project history, applicant project team and process for preparing the LEED certification application. Include a description of at least three aspects that highlight the project team's effort to create a sustainable project as well as examples of substantial challenges. Alternatively, upload a document with this information and enter "See upload" in the narrative below.

Upload P1f4-4. Provide a project narrative. (Optional)

Files:

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 PI4-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

Files:

SUMMARY

PI Form 4: Schedule and Overview Documents Completed: