



LEED 2009 for Retail: 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 for project space: (Select all that apply)

- ☐ United States federal agency
- ☐ Individual
- ☐ Local government
- ☐ State government
- ☐ Mixed occupancy
- ☐ Move Residential
- ☐ Non-profit
- ☐ Profit
- ☐ Other

FEDERAL AGENCY INFORMATION

United States federal agency for which this project space is being fit-out 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:

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

sf

Table Plf3-1. Space Usage Type

Enter information for all general usage types within the project building; group spaces with similar characteristics. Non-regularly occupied support spaces (e.g., storage, mechanical spaces, bathrooms, etc.) should be included in the Gross Area of the Space Usage Type for which they are ancillary.

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

Total gross area for each row must be equal to or greater than the regularly occupied and unconditioned gross areas.

Total gross area must equal the total project gross square footage entered above.

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.

Select one of the following:

- ☐ Project occupancy is determined using actual or historical data and/or project.
- ☐ No data or project are available. Project occupancy is determined using the LEED for Retail default calculation methodology.
- ☐ 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. Include details on transients, customers, peak and average numbers. For shift work, include details on FTE per shift and shift hours.

Files:

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

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 building 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.

Total full-time equivalent (FTE):

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.

Daily average transients - students/visitors:

Note: Equals the daily average, calculated on a yearly basis.

Daily average transients - retail customers:

Note: Equals the daily average, calculated on a yearly basis.

Briefly describe project occupancy patterns. Details should be apparent in Upload Plf3-1 above. Use this space to point out special circumstances or further describe any atypical occupancy patterns. (Optional)

SIMPLE OCCUPANCY

Table P1f3-2. Full-Time Equivalence

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

¹ Does not include residents

Table P1f3-3. Total Daily Occupancy

	Transients (Students / Visitors)	Retail Customers	Totals
Peak ¹			
Daily average			
Total full-time equivalent			
Total peak building users (FTE + peak transients)			
Daily average project building users			

¹ Equals the number of users during the regularly occurring moment with the highest volume of transients.

DEFAULT OCCUPANCY

Table P1f3-4. LEED for Retail Default Occupancy Calculator

Space Usage Type	Gross Area (sf)	Number of Retail Customers	Number of Employees
Total full-time equivalent			
Total retail customers			
Total building users			

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.

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 P1f3-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

Files:

SUMMARY

PI Form 3: Occupant and Usage Data Completed: