



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)

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

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:

"Other" principal project building activity:

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

 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 Usage Type	Space Name / Description (Optional)	Gross Area (sf)	Owned or Leased	Lease Type	Regularly Occupied Gross Area (sf)	Unconditioned Gross Area (sf)
Total gross area (sf)						
Total leased gross area (sf)						
Percentage leased gross area (%)						
Total regularly occupied gross area (sf)						
Total unconditioned gross area (sf)						

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

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

¹Does not include residents

Table Plf3-3. Total Daily Occupancy

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

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

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 Plf3-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

SUMMARY

PI Form 3: Occupant and Usage Data Completed: