



LEED 2009 for Existing Buildings: Operations & Maintenance

EA PREREQUISITE 1: ENERGY EFFICIENCY BEST MANAGEMENT PRACTICES-PLANNING

DOCUMENTATION, AND OPPORTUNITY ASSESSMENT

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.

Performance period start:

Performance period end:

Upload EAp1-1. Provide the Building Operating Plan.

Upload EAp1-2. Provide a Systems Narrative describing (at a minimum) heating, cooling, ventilation, lighting, and any building controls system.

Upload EAp1-3. Provide a 1-2 page representative excerpt from the current Sequence of Operations for at least two different systems summarized in the Systems Narrative. The systems must be of different types (e.g., a chiller and a boiler).

- ☐ The documents above meet the minimum content requirements defined in the definitions provided in the
- ☐ The Building Operating Plan and Sequence of Operations were in effect in the project building during the entire performance period.

Summarize the methods used to implement the Building Operating Plan, and the checks performed to verify proper ongoing implementation.

Upload EAp1-4. Provide the building's preventive maintenance plan for the equipment described in the Systems Narrative.

Upload EAp1-5. Provide the preventive maintenance schedule for the equipment in effect during the performance period.

Briefly summarize the maintenance plan and schedule uploaded above.

- ☐ The project team has performed or overseen a complete ASHRAE Level I Walk-Through Analysis for the project building during the performance period. The audit and analysis included all constituent parts as described on pages 6 and 7 of the ASHRAE "Procedures for Commercial Building Energy Audits".

Upload L-9. Provide a breakdown of total project building annual energy consumption by major end uses or applications. The end use breakdown may take the form of a data table or a graphical summary.

Upload EA1-6. Provide the ASHRAE Level 1 Audit Summary for the project building. The Summary may be uploaded as a single report, or in sections.

The uploaded ASHRAE Level 1 Audit Summary includes the following components:

- ☐ An energy performance summary including the following:
1. The energy index and cost index for each fuel or demand type for this project, and their combined total, using ASHRAE standard 105 methods.*
 2. A comparison of the energy use intensity and the cost index for this project building with those for buildings with similar characteristics.*
 3. The target energy, cost, and demand indices for a building with the same characteristics as the project building.
 4. A comparison of the energy and cost savings for each fuel type against the target energy, cost, and demand indices.
 5. A description of whether further engineering analysis is warranted to meet the target energy, cost, and demand indices.
- * If the project team has used the ENERGY STAR's Portfolio Manager to perform the comparison of the energy use intensity against similar characteristics, the EA Prerequisite 2 documentation may be referenced from the ASHRAE Level 1 data upload, and #1 and #2 above do not need to be explicitly included in the ASHRAE Level 1 data upload.
- ☐ A list of potential low-cost/no-cost energy efficiency and conservation upgrades and programmatic changes, and the expected annual energy consumption savings, energy demand savings, total energy cost savings (consumption + demand), and maintenance cost savings resulting from these improvements.

ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of prerequisite 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 EAp1-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

☐ The project team is using an alternative compliance approach in lieu of standard submittal paths.

ALTERNATIVE COMPLIANCE PATH

Describe the alternative compliance path used by the project team. Include justification that this path meets the prerequisite intent and requirements. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload EAp1-ACP. Provide any additional documents that support the alternative compliance path approach. (Optional)

SUMMARY

EA Prerequisite 1: Energy Efficiency Best Management Practices - Planning, Documentation, and Opportunity Assessment Compliance Documented: