



# LEED 2009 for Existing Buildings: Operations & Maintenance

## EA PREREQUISITE 2: MINIMUM ENERGY EFFICIENCY PERFORMANCE

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.

- ☐ Current energy performance data for this credit is based on 12 continuous months of energy data for the project building as entered into, tracked, and reported by ENERGY STAR's Portfolio Manager tool.

Performance period start:  Invalid Date range: The performance period for EA Prerequisite 2 must be between 365 and 731 days, and must end within 90 days of the overall project performance period given in the Project Information section.

Performance period end:

Project building's site energy intensity:  
(as provided by ENERGY STAR's Portfolio Manager tool)  kBTu /SF

Project building gross square footage:  sf

Total annual site energy usage:  million BTu

- ☐ Optional: Some or all of the project building's total energy use is met by on-site renewable energy systems.

### ON-SITE RENEWABLE ENERGY

Enter the start and end dates for the EA Credit 4 performance period (linked submittal). If EA Credit 4 is not being pursued, enter the start and end dates for a period of at least three (3) months and no longer than two (2) years over which on-site renewable energy data was continuously tracked.

Performance period start:  Invalid Date range: The performance period must be between 89 and 731 days, and must end within 90 days of the overall project performance period given in the Project Information section.

Performance period end:

EA Credit 4 performance period length (months):  months

On-site renewable energy data included in calculations for EA Prerequisite 2/Credit 1 must be consistent with any such data reported in EA Credit 4: On-Site & Off-Site Renewable Energy. The following renewable energy table is linked to EA Credit 4.

Complete the table below for all renewable energy generated on site.

**Table.** On-Site Renewable Energy Source Summary

| Renewable Energy Type                                | Amount of Energy Generated During the Performance Period (Based on Metered Energy Output) |  | Million BTU of Renewable Energy per Type | Percentage Renewable Achievement by Type (%) | Renewable Source Allocation | Renewable System Owner |
|--|---|--|--|--|-----------------------------|------------------------|
|  |   |  |  |  |                             |                        |
| Total renewable energy produced (performance period) |   |  |  |  |                             |                        |
| Calculated annual renewable energy production        |   |  |  |  |                             |                        |

## ENERGY METERING

☐ Energy meter(s) have been in place that measured the entire energy use of the project building for at least the past 12 continuous months, and this was the data used to establish the project building's energy efficiency performance for this form.

For all meters measuring energy performance data reported on this form (select all that apply):

- ☐ Energy meters are owned by the building owner, management organization, or a tenant, and all have been calibrated within the manufacturer's recommended interval.
- ☐ Energy meters are owned by a third party.

## CALIBRATION REPORT

**Upload EAp2-1.** Provide summary calibration reports for energy meters owned by the building owner, management organization, or tenant (as declared above).

## THIRD PARTY NARRATIVE

For each energy meter, list the owning party and the type(s) of energy measured.

# ENERGY PERFORMANCE

- ☐ **Shared Access:** The project team has shared access to the ENERGY STAR profile of the project building with the GBCI LEED: O&M master account. (Optional)

*NOTE: Project teams electing to share access to the ENERGY STAR profile of the project building with the USGBC LEED-EB: O&M master account are exempt from providing certain submittal elements below, as they will be obtained via the master account. Upon checking the box above, exempted elements in the form will be shaded with a grey background and input fields will be locked if no input is required.*

Select one of the following compliance options:

- ☐ **ENERGY STAR** (Rating System Case 1)
- ☐ **Adjusted Benchmark Score** (Rating System Case 2, Option 1): The project building is not eligible to receive an energy performance rating using Portfolio Manager.
- ☐ **Alternative Score** (Rating System Case 2, Option 2): The project building is not eligible to receive an energy performance rating using Portfolio Manager.

## ENERGY STAR (RATING SYSTEM CASE 1)

Using the Portfolio Manager tool on the [ENERGY STAR website](#), the project building has achieved an ENERGY STAR performance rating of:

Select one of the following:

- ☐ **Streamlined Path:** Project building has recently earned the ENERGY STAR label.
- ☐ **No Recent Labels:** Building has an ENERGY STAR rating, but no recent ENERGY STAR label.

### STREAMLINED PATH:

- ☐ The project building has been ENERGY STAR-labeled within the 12 months preceding the LEED-EB: O&M application date.

**Upload EAp2-2.** Provide the award certificate, congratulatory letter, or similar official program correspondence confirming that the project building earned the label, the date of the label, and the performance rating achieved in Portfolio Manager.

### NO RECENT LABELS

**Upload EAp2-3.** Provide copies of the Portfolio Manager Web Pages that show:

- The project building's source and site energy use intensities.
- The ENERGY STAR performance rating.
- The list of space usage types.
- The values for the space attributes and actual operational variables.

\* Not required if "Shared Access" is checked.

*(NOTE: The rating may NOT be based on the default values of the space attributes and operating variables; the ENERGY STAR documentation must confirm that the user overrode all the default values with the actual values for the project building.)*

Briefly explain how the space attributes and actual operational variables used to generate the ENERGY STAR rating were derived and verified.

**Upload EAp2-4.** Provide a summary of the monthly energy use (kilowatt-hours, therms, gallons, etc.) including each type of energy used by the project building over the performance period (this information can be printed from Portfolio Manager).

\* Not required if "Shared Access" is checked.

**Upload EAp2-5.** Provide copies of the cover or summary pages of energy bills from the energy suppliers representing at least three months of the performance period. These cover pages must confirm the energy use entered into Portfolio Manager for those months. The bills must show energy consumption at least, and also peak demand if it is available. All fuel types must be included.

## ADJUSTED BENCHMARK SCORE (RATING SYSTEM CASE 2 OPTION 1)

Describe the reason(s) why the project building is ineligible to receive an ENERGY STAR rating (e.g., the space usage types in the building are ineligible for a rating using Portfolio Manager.)

**Upload EAp2-5.** Provide copies of the cover or summary pages of energy bills from the energy suppliers representing at least three months of the performance period. These cover pages must confirm the energy use entered into Portfolio Manager for those months. The bills must show energy consumption at least, and also peak demand if it is available. All fuel types must be included.

**Upload EAp2-4.** Provide a summary of the monthly energy use (kilowatt-hours, therms, gallons, etc.) including each type of energy used by the project building over the performance period (this information can be printed from Portfolio Manager).

\* Not required if "Shared Access" is checked.

Project building annual weather-normalized source energy use intensity:

BTU/sf

**Upload EAp2-6.** Provide a summary report from the Portfolio Manager tool to verify the values entered above.

\* Not required if "Shared Access" is checked.

Percentile points above national average (from calculator):

**Upload EAp2-7.** Provide a copy of the LEED EB: O&M 2009 EAc1 Case 2 Calculator completed with data for the project building and associated grounds.

## ALTERNATIVE SCORE (RATING SYSTEM CASE 2, OPTION 2)

**Upload EAp2-5.** Provide copies of the cover or summary pages of energy bills from the energy suppliers representing at least three months of the performance period. These cover pages must confirm the energy use entered into Portfolio Manager for those months. The bills must show energy consumption at least, and also peak demand if it is available. All fuel types must be included.

**Upload EAp2-4.** Provide a summary of the monthly energy use (kilowatt-hours, therms, gallons, etc.) including each type of energy used by the project building over the performance period (this information can be printed from Portfolio Manager)

\* Not required if "Shared Access" is checked.

**Upload EAp2-7.** Provide a copy of the LEED EB: O&M 2009 EAc1 Case 2 Calculator completed with data for the project building and associated grounds.

The project team has completed the "LEED EB: O&M 2009 EAc1 Case 2 Calculator" using the following method (select one):

- ☐ Case 2 Option 2A (**Streamlined Baseline**)
- ☐ Case 2 Option 2B (**Historical Data**)
- ☐ Case 2 Option 2C (**Historical Data + Comparable Buildings**)

### CASE 2 OPTION 2A (STREAMLINED BASELINE)

Percentile points above National Average, as approximated by the 2A baseline:

### CASE 2 OPTION 2B (HISTORICAL DATA)

Percentile points above National Average, as approximated by the 2B baseline:

Select one of the following:

- ☐ Historic results were not normalized for factors other than weather differences.
- ☐ Historic results were normalized for factors other than weather differences.

Explain the normalization methodology applied to historic results. Describe, at a minimum, variables and the basis for their use in the normalization calculation.

**CASE 2 OPTION 2C (HISTORICAL DATA + COMPARABLE BUILDINGS)**

Percentile points above National Average, as approximated by the 2C baseline:

Briefly explain how comparable buildings were selected for use with EA Prerequisite 2/Credit 1 calculations.

Briefly explain how energy use was normalized.

- ☐ The project team provided its own comparable buildings and the performance of all comparable buildings used for the benchmark was also based on at least 12 months of continuous measured energy data.

Explain how the project team verified that the performance data of all comparable buildings was based on at least 12 months of continuous measured data.

Table. LEED-EB: O&M EA Prerequisite 2/Credit 1 Threshold Calculation

|  | Case 1 | Case 2<br>Option 1 | Case 2<br>Option 2A | Case 2<br>Option 2B | Case 2<br>Option 2C |
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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 EAp2-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 EAp2-ACP.** Provide any additional documents that support the alternative compliance path approach. (Optional)

SUMMARY

EA Prerequisite 2: Minimum Energy Performance Compliance Documented: