



## LEED 2009 for Existing Buildings: Operations and Maintenance

### MR CREDIT 3: SUSTAINABLE PURCHASING FACILITY ALTERATIONS AND ADDITIONS

All fields and uploads are required unless otherwise noted.

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

*TIP: Refer to the project's Environmentally Preferable Purchasing policy from MR Prerequisite 1, as that establishes the policies, goals, and practices that lead to achieving MR Credit 3.*

Performance period start:

Performance period end:

Total cost of materials for facility alterations and additions purchased for the project building and associated grounds during the performance period, including both sustainable and non-sustainable purchases: \$

- ☐ The purchases included in the total above were omitted from any calculations for MR Credits 1, 2.1 and 2.2 (no double-counting), and do not include materials considered furniture, fixtures and equipment as these are not considered base building elements and are excluded from this credit.

Enter the sustainable purchases made during the performance period in Table MRc3-1 and complete the sustainable criterion as applicable to each product. If a sustainability criterion does not apply to the product, leave the field blank (e.g., if the product does not contain regional content, leave the cells under the "% Regional" column header blank). Purchases may be listed by specific dates of purchase or regular purchasing periods (e.g., monthly or quarterly purchase totals); purchasing periods may not exceed 3 months.

Hover over the column headers for more information.

**Table MRc3-1.** Facility Additions and Alterations Purchases

|   |           |      |                  |         |            |                          | Sustainability Criteria |       |            |           |       |       |       |                          |          |  |
|---|-----------|------|------------------|---------|------------|--------------------------|-------------------------|-------|------------|-----------|-------|-------|-------|--------------------------|----------|--|
| Date  | Purchaser | Item | Cost / Item (\$) | # Items | Value (\$) | Doc?                     | % Post                  | % Pre | % Salv Off | % Salv On | % Ren | % FSC | % Reg | Low-Emit                 | SWV (\$) |  |
|   |           |      |                  |         |            | <input type="checkbox"/> |                         |       |            |           |       |       |       | <input type="checkbox"/> |          |  |
| Total sustainable purchases value (\$)  |           |      |                  |         |            |                          |                         |       |            |           |       |       |       |                          |          |  |
| Total sustainable purchases weighted value (\$)   |           |      |                  |         |            |                          |                         |       |            |           |       |       |       |                          |          |  |
| Sustainable purchases of materials (weighted value) represents the following percentage of total materials purchases <sup>1</sup> (%) |           |      |                  |         |            |                          |                         |       |            |           |       |       |       |                          |          |  |
| Percentage purchased value with documentation from product manufacturers or suppliers <sup>2</sup> (%)                                |           |      |                  |         |            |                          |                         |       |            |           |       |       |       |                          |          |  |

1 Must be 50% to earn MR Credit 3, and 95% to earn exemplary performance.  
2 Must be 20% minimum, by cost.

**Upload MRc3-1.** Provide documentation from product manufacturers or suppliers verifying product compliance with the specified sustainability criteria (minimum 20%, by cost).

Select one of the following:

- ☐ The project building is a single management/control building, pursuing no tenant-related exemptions and needs no tenant-related special calculations.
- ☐ The project building is a multi-tenant building.

## MULTI-TENANT BUILDING

### 10% EXEMPTION

Select one of the following:

- ☐ Up to 10% of the building's gross floor area is exempted from this credit and from the total costs described above because it is occupied by tenants that would not share data on total purchases.
- ☐ Total costs reported above are comprehensive for the entire project building and do not include any exemptions.

## EXEMPTED FLOOR AREA

Gross square footage of the project building(s):  sf

**Table L-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) | Prerequisites/ Credits From Which Space is Excluded, if any |
|--|-------------------------------------|-----------------|-----------------|------------|------------------------------------|-------------------------------|---|
|  |                                     |                 |                 |            |                                    |                               |   |
| Total gross area (sf)                    |                                     |                 |                 |            |                                    |                               |   |
| Total leased gross area (sf)             |                                     |                 |                 |            |                                    |                               |   |
| Percentage leased gross area (%)         |                                     |                 |                 |            |                                    |                               |   |
| Total regularly occupied gross area (sf) |                                     |                 |                 |            |                                    |                               |   |
| Total unconditioned gross area (sf)      |                                     |                 |                 |            |                                    |                               |   |

For all spaces exempted from MR Credit 3: Sustainable Purchasing: Facility Alterations and Additions, describe the reason for the exemption and efforts made to acquire information related to MR Credit 3 documentation.

## TENANT SUSTAINABLE PURCHASES

Select one of the following:

- ☐ The project team is seeking recognition for tenant sustainable purchases in this credit.
- ☐ The project team is not seeking recognition for any tenant sustainable purchases in this credit.
- ☐ The uploaded supporting documentation for sustainable facility addition and alteration goods purchases from the table above includes at least the single largest sustainable purchase (by dollar value) made by each separate participating entity occupying the building (project applicant, tenant, etc.) during the performance period.

## ACTUAL OR ESTIMATED COSTS

Select one of the following:

- ☐ The total cost of sustainable materials entered in Table MRc3-1 is based on actual costs.
- ☐ The total cost of sustainable materials entered in Table MRc3-1 is based on a combination of actual and estimated costs.

**Upload MRc3-2.** Provide the calculations and rationale establishing the appropriateness and robustness of the single largest purchase estimate for each tenant for which the project team has estimated costs. In the rationale, indicate that when estimates are uncertain, the calculations were made conservatively.

## ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of credit 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 MRc3-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 and/or documentation.

## ALTERNATIVE COMPLIANCE PATH

Describe the alternative compliance path used by the project team. Include justification that this path meets the credit 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 MRc3-ACP.** Provide any additional documents that support the alternative compliance path approach. (Optional)

- ☐ The project team is using the above alternative compliance path to document exemplary performance of MR Credit 3.

## SUMMARY

MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions  
Points Documented:

MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions  
Exemplary Performance Documented:

- ☐ The project team reserves one point in the Innovation in Operations credit category for exemplary performance in MR Credit 3.