



# LEED 2009 for Existing Buildings: Operations & Maintenance

## PI FORM 1: MINIMUM PROGRAM REQUIREMENTS

*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.**

*Note: The complete Minimum Program Requirements (MPRs) and Supplemental Guidance to the MPRs are available online*

☐ **1. Must Comply with Environmental Laws**

The project building, all other real property within the LEED project boundary, any project work and all normal building operations occurring within the project building and the LEED project boundary complies with applicable federal, state, and local building-related environmental laws and regulations in place where the project is located. This condition has been or will be satisfied from the commencement of the project's initial LEED EB: O&M performance period through the expiration date of the LEED Certification.

I understand that a lapse in the project's compliance with a building-related environmental law or regulation that results from an unforeseen and unavoidable circumstance shall not necessarily result in non-compliance with this MPR, and that such lapses shall be excused so long as they are remediated as soon as feasibly possible.

☐ **2. Must Be a Complete, Permanent Building or Space**

The project was designed for, constructed on, and is operated on a permanent location on already existing land. It does not consist of mobile structures, equipment, or vehicles. It is not designed to move at any point in its lifetime.

The project includes at least one existing commercial, institutional, or high-rise residential building in its entirety.

☐ **3. Must Use a Reasonable Site Boundary**

1. The LEED project boundary includes all contiguous land that is associated with and supports normal building operations for the LEED project building, including all land that was or will be disturbed for the purpose of undertaking the LEED project.
2. The LEED project boundary does not include land that is owned by a party other than that which owns the LEED project unless that land is associated with and supports normal building operations for the LEED project building.
3. If the LEED project is located on a campus, the project boundary is drawn such that if all the buildings on campus become LEED certified, then 100% of the gross land area on the campus will be included within a LEED boundary, without violating MPR #7, Must Comply with Minimum Building Area to Site Area Ratio.
4. No given parcel of real property within the LEED project boundary has ever been and ever will be attributed to another LEED project building.
5. No gerrymandering of a LEED project boundary has occurred; the boundary does not unreasonably exclude sections of land to create boundaries in unreasonable shapes for the sole purpose of complying with prerequisites or credits.

☐ **4. Must Comply with Minimum Floor Area Requirements**

The LEED project includes a minimum of 1,000 square feet (93 square meters) of gross floor area.

☐ **5. Must Comply with Minimum Occupancy Rates**

*Full Time Equivalent Occupancy:* The project serves 1 or more Full Time Equivalent (FTE) occupant(s), calculated as an annual average, in order to use LEED in its entirety OR the project serves less than 1 annualized FTE, and optional credits from the Indoor Environmental Quality category will not be attempted (the prerequisites must still be earned).

*Minimum Occupancy Rate:* The project has been or will be in a state of typical physical occupancy, and all building systems have been or will be operating at a capacity necessary to serve the current occupants, for a period that includes all performance periods as well as at least the 12 continuous months immediately preceding the first submission for a review.

☐ **6. Must Commit to Sharing Whole-Building Energy and Water Usage Data**

I commit to sharing with USGBC and/or GBCI all available actual whole-project energy and water usage data. I understand that the purpose of data collection is for research and to aid in improving the LEED program. USGBC may publish such data, however, any data that is made publicly available shall be presented in an aggregate form with no identifying project-specific characteristics. This commitment will begin on the project completion date and continue for at least 5 years.

I understand that sharing data includes supplying information on a regular basis in a free, accessible, and secure online tool OR, in the alternative, either allowing USGBC to access the whole-project metering facility where such meters are in place, or taking any action necessary to authorize USGBC or its designee to collect project information directly from service or utility providers. I understand that if my project does not have meters in place that measure energy and/or water usage for the entire LEED certified gross floor area, I will not be required to supply energy and/or water usage data unless and until such meters are installed.

I understand that if the LEED project is altered in such a way that the data for the original LEED project becomes impractical to collect, I will no longer be required to provide the data or provide access to the data. I will use reasonable efforts to ensure that this commitment carries forward in the event that the building or space changes ownership or lessee. I understand that if all or part of a LEED project is sold, assigned or otherwise transferred in such a way that the data for the original LEED project becomes impractical to collect, then I will no longer be required to provide the data or provide access to the data.

Select one of the following:

- ☐ **Option 1.** Energy and Water Data Release Form
- ☐ **Option 2.** Project Owner Commitment to Apply for LEED for EB: O&M Recertification

## ENERGY AND WATER DATA RELEASE FORM

*Note: The Data Release Form can be downloaded from the Credit Resources section of LEED Online. The Data Release Form must be signed by the project owner and uploaded to LEED Online during post-certification when the project completes the certification acceptance form.*

A USGBC Energy and Water Data Release Form, authorizing the release of project operating data to USGBC, will be signed at the time of certification acceptance.

SIGNATORY	
Initial here:	

## COMMITMENT TO APPLY FOR LEED FOR EB: O&M RECERTIFICATION

I, the project Owner, commit to applying for LEED for Existing Buildings: Operations & Maintenance re-certification within two years from the date the Project accepts its initial LEED operations and maintenance certification from the Green Building Certification Institute.

SIGNATORY	
Initial here:	

In addition, projects must register an account in ENERGY STAR's Portfolio Manager tool and share the project file with the USGBC master account, "USGBC - LEEDPerformanceReporting". Instructions for sharing access with a master account are available in the Credit Resources section of LEED Online.

*Note: Master account "USGBC - LEEDPerformanceReporting" is not the same master account as offered in EA Prerequisite 2/Credit 1.*

The project is registered in ENERGY STAR's Portfolio Manager tool and USGBC - LEEDPerformanceReporting has master account access to project in Portfolio Manager.

SIGNATORY	
Initial here:	

Portfolio Manager project title:

*Note: Project titles in portfolio manager must be the same as the LEED registered project name. Projects must also include their LEED project identification number in the notes portion of each Portfolio Manager registered property. The notes section is located on the "General Facility Information" page.*

☐ **7. Must Comply with a Minimum Building Area to Site Area Ratio**

The gross floor area of the LEED project building is no less than 2% of the gross land area within the LEED project boundary.

All information provided on this form indicating that the LEED project is in compliance with all of the Minimum Program Requirements is true and accurate to the best of my knowledge.

SIGNATORY	
Initial here:	

## ADDITIONAL DETAILS

- ☐ The project team is claiming an exemption from Minimum Program Requirement 6: Must Commit to Sharing Whole-Building Energy and Water Usage Data.

### PROJECT EXEMPTION

- ☐ **Water Meters:** This project has not installed whole building water meter(s) and cannot comply with MPR 6. Therefore, the Project is exempt from MPR 6 requirement to provide USGBC with water usage data.

Describe reasons for lack of whole building energy and/or water meters.

☐ Special circumstances preclude compliance with the Minimum Program Requirements as outlined in this form.

**SPECIAL CIRCUMSTANCES**

List the relevant MPR(s) and describe the special circumstances limiting the project team's ability to demonstrate compliance with the Minimum Program Requirements. Include details supporting any exceptions requested by the project team. Requests for exceptions will be considered upon their merits.

**Upload PI1-SC.** Provide additional documentation that supports the claim to special circumstances. (Optional)

SUMMARY

PI Form 1: Minimum Program Requirements Completed: