



LEED 2009 for Existing Buildings: Operations & Maintenance

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 P1f3-1. 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)							

Minimum Occupancy Compliance. Select one of the following:

- ☐ The project building has been fully occupied throughout all performance periods and the 12 months leading up to application.
- ☐ The project building has NOT been fully occupied throughout all performance periods and the 12 months leading up to application.

Note: The complete Minimum Program Requirements (MPRs), Supplemental Guidance to the MPRs, and Reduced Occupancy Guidance for LEED 2009 Existing Buildings: Operations & Maintenance are available online

Table P1f3-2. Minimum Occupancy Compliance

Complete the table below, showing the average level of occupancy for the building over time. If occupancy conditions have not fluctuated over time only a single row is needed. If occupancy conditions have varied over time, enter a separate row for each time period having a different occupancy pattern. For "% Occupied", provide the average percentage occupied across all partially occupied spaces.

Start Date	End Date	For Fully Occupied Spaces	For Partially Occupied Spaces		For Completely Vacant Spaces	Building Average % Occupied, This Period ²
		Total Floor Area (sf)	Total Floor Area (sf)	% Occupied ¹	Total Floor Area (sf)	
Total regularly occupiable gross square footage (sf)						
Building average percent occupied over time (%) <i>Note: Must be 55% for hotels, 50% for other buildings</i>						

¹ Equals the number of FTE occupants in this space for this time period divided by the number of FTE occupants this space can support at full occupancy

² Weighted assuming "Fully Occupied" equals 100% occupancy. Calculation based on "Total regularly occupied gross area (sf)" from Table Plf3-1 above.

Select all that apply:

- ☐ The project owner manages the project building.
- ☐ The project owner owns the project building.
- ☐ The project building is speculative.

Table Plf3-3. Full-Time Equivalence

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

¹ Does not include residents

Table P1f3-4. Total Daily Occupancy

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

¹ Equals the number of users during the regularly occurring moment with the highest volume of transients. Typically this moment occurs on a daily or weekly basis.

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 P1f3-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

SUMMARY

PI Form 3: Occupant and Usage Data Completed: