



LEED 2009 for Existing Buildings: Operations & Maintenance

PI FORM 4: SCHEDULE AND OVERVIEW DOCUMENTS

All fields and uploads are required unless otherwise noted.

SCHEDULE

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

Date on which the project team expects, or originally expected to, first submit LEED documentation for preliminary review (may be different from actual submission date):

Earliest performance period start date:

Latest performance period end date:

Earliest performance period start date must be a year, at a minimum, before the latest performance start date.

Length of time the project building was in operation before the decision was made to pursue LEED certification:

 years

OVERVIEW DOCUMENTS

Upload P1f4-1. Provide representative photos of the exterior of the project building, with captions.

Files:

Upload P1f4-2. Provide representative photos of the interior of the project building, with captions.

Files:

Upload L-1. Provide representative floor plans for the project building.

Files:

Upload P1f4-3. Provide project section(s)/elevation(s). (Optional)

Files:

Upload L-2. Provide a site plan identifying the LEED project boundary. Sketches are acceptable. (Optional)

Files:

Upload L-3. Provide mechanical schedule(s).

Files:

Upload L-4. Provide mechanical plans and/or drawings.

Files:

URL of an online map image of the project building location. (Optional)

Describe the building HVAC, lighting and electrical systems. Include descriptions of all base building systems and types of controls, local or central. Additionally, describe any major upgrades or replacements to mechanical, electrical or plumbing systems.

Describe the LEED project in general. Address any context or general characteristics of the project not addressed elsewhere in the Project Information Forms, including details about the applicant organization, building history, applicant project team and process for preparing the LEED certification application. Include a description of at least three aspects that highlight the project team's effort to create a sustainable project as well as examples of substantial challenges. Alternatively, upload a document with this information and enter "See upload" in the narrative below.

Upload PIf4-4. Provide a project narrative. (Optional)

Files:

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.

SUMMARY

PI Form 4: Schedule and Overview Documents Completed:

REFERENCE ONLY