

All Cases



ALL OPTIONS

This active sample form has been modified for offline access. Modified fields and instructions are indicated in purple.
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: Dec 1, 2010

Performance period end: Nov 30, 2011

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

83 kBTu/sf

Project building gross square footage:

180,000 sf

The content highlighted in yellow above is linked to Plf2, Plf3, Plf5, IEQc1.2, IEQc3.2-3.4, MRc1-9 & IOc3.

Make sure that the Statement of Energy Performance, provided as supporting documentation, matches the performance period end-date.

The building gross area here must be consistent with the gross area listed on the Statement of Energy Performance.

All Cases



ALL OPTIONS

This active sample form has been modified for offline access. Modified fields and instructions are indicated in purple. Sample forms are for reference only.

- ☒ Current energy performance data for the project building as entered into, tracked, and reported by ENERGY STAR's Portfolio Manager tool.

Performance period start: Dec 1, 2010

Performance period end: Nov 30, 2011

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

83 kBTu/sf

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180,000 sf

The content highlighted in yellow above is linked to Plf2, Plf3, Plf5, IEQc1.2, IEQc3.2-3.4, MRc1-9 & IOc3.

Note that if you're pursuing the streamlined path with an ENERGY STAR label, the performance period dates for EAp2 should still align with the rest of the prerequisites and credits.

Statement of Energy Performance



Year Built: 1928
Gross Floor Area (ft²): 180,000

Energy Performance Rating² (1-100) 82

Site Energy Use Summary³

District Steam (kBtu)
Electricity - Grid Purchase(kBtu)
Natural Gas - (kBtu)⁴
Total Energy (kBtu)

Energy Intensity⁴

Site (kBtu/ft²/yr)
Source (kBtu/ft²/yr)

With few exceptions, gross floor area should be consistent with all other credits and prerequisites.

One exception is if a portion of the building (up to 10%) is being excluded from this prerequisite but not other credits.



For 12-month Period Ending: November 30, 2011¹
Date SEP becomes ineligible: N/A

The 12 month period must fall within 30 days of the latest performance period end-date for the project unless pursuing the Streamlined (ENERGY STAR) label path.

ENERGY PERFORMANCE

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

*Note: Project teams electing to share access to the ENERGY STAR profile of the project building with the **GBCI 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 will be highlighted in gray and input fields will be locked as no input is required. To share access, click on "Add user to share this Facility" from the main building view, then select "GBCI - LEED_EB: O&M".*

Your team may elect to share access with GBCI to the building on Portfolio Manager. Access can be granted as “read only”. This allows you to streamline the information you have to upload as supporting documentation. Note that sharing access here is different than sharing access to meet the Minimum Program Requirements # 6.

Case 1



Enter the rating from Portfolio Manager and the Statement of Energy Performance.

ENERGY STAR (RATING SYSTEM CASE 1)

Energy Performance Rating² (1-100) 82

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

The content highlighted in yellow above is linked to EAc1.

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.

The streamlined path is available if the building has received an ENERGY STAR Label within 12 months of the LEED application submittal date.

Case 1

Upload a copy of the full Statement of Energy Performance to demonstrate building operations and energy use inputs on 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.

Upload

Files:

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.

Building attributes were verified based on existing building documentation and a walkthrough performed by the chief engineer. Operational variables including occupancy, operating hours, and computers are tracked by building management and confirmed with the building tenants.

Case 1

Generate the SEP based on the following selections. This will cover all of the documentation needs except for the supporting utility bills.

*Period Ending Date: November, 2011

Optional Contact Information:

Select the Organization that owns this facility: Select Contact

Select the Primary Point of Contact for this statement: Select Contact

Select the Certifying Professional for this statement: Select Contact

[Add/Edit Contacts and Organizations](#)

Report Options:

* Select one or more of the following options:

- ☒ Statement of Energy Performance (for uses other than applying for the ENERGY STAR)
- ☒ Data Checklist
- ☒ Facility Summary
- ☐ Statement for Display Purposes (Only for buildings with ratings - must select valid 12 month rating period)

CANCEL GENERATE REPORT

Case 1

The summary of monthly energy should be provided directly from Portfolio Manager. The full SEP takes care of this.

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).

Files:

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.

Files:

Upload copies of the building utility bills for three months.

Case 1

The point tally is automatically populated at the end of the form based on the ENERGY STAR rating input.

Table EAp2-1. LEED-EB: O&M EA Prerequisite 2/Credit 1 Threshold Calculation

EAc1 points	Energy Star Rating	No Energy Star Rating - percentile points above national average			
	Case 1	Case 2 Option 1	Case 2 Option 2A	Case 2 Option 2B	Case 2 Option 2C
EAp2 Compliance	69	19	19	19	19
1	71	21	n/a	21	21
2	73	23	n/a	23	23
3	74	24	n/a	24	24
4	75	25	n/a	25	25
5	76	26	n/a	26	26
6	77	27	n/a	27	27
7	78	28	n/a	28	28
8	79	29	n/a	29	29
9	80	30	n/a	30+	30
10	81	31	n/a	n/a	31
11	82	32	n/a	n/a	32
12	83	33	n/a	n/a	33
13	85	35	n/a	n/a	35

Case 1 Portfolio Manager Tips



Make sure that the total area of all spaces equals to gross area for all other prerequisites and credits. Even small differences must be flagged by the review team.

Office Space (Office)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<input checked="" type="checkbox"/>
Gross Floor Area	179,063 Sq. Ft.	Does this square footage include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc. Also note that existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in the total. Finally gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.		<input type="checkbox"/>

Case 1 Portfolio Manager Tips



Watch out for the weekly operating hours. This should match the building operating plan for EAp1.

Weekly operating hours	60 Hours	Is this the total number of hours per week that the Office space is 75% occupied? This number should exclude hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.	<input type="checkbox"/>
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Weekly operating hours aren't based on equipment run times but rather the hours that the hours when 75% of occupants are present in the building (for office buildings). That being said, there shouldn't be an obvious conflict between the Energy Star operating hours and the building operating plan for EAp1; for example, if the equipment schedules don't show typical runtimes on the weekend, it should be assumed that no weekend hours should be included in the Energy Star operating hours.

Case 1 Portfolio Manager Tips



Actual occupants should be verified and be consistent with all other credits and prerequisites.

Actual values for PCs should be verified and it's not unusual for the amount PC's to exceed the number of occupants somewhat.

Workers on Main Shift	464	Is this the number of employees present during the main shift? Note this is not the total number of employees or visitors who are in a building during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100. The normal worker density ranges between 0.3 and 5.3 workers per 1000 square feet (92.8 square meters)		<input type="checkbox"/>
Number of PCs	538	Is this the number of personal computers in the Office?		<input type="checkbox"/>

Case 1 Portfolio Manager Tips



Check out guidance on ENERGY STAR for benchmarking mixed-use properties.

Coffee Shop (Other)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<input checked="" type="checkbox"/>

Page 1 of 4

Gross Floor Area	937 Sq. Ft.	Does this square footage include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc. Also note that existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in the total. Finally gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.		<input type="checkbox"/>
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Case 1 Portfolio Manager Tips



If the parking energy use is included with the energy use input on Portfolio Manager, the parking space should be included on Portfolio Manager as well.

Parking Garage (Parking)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	<input checked="" type="checkbox"/>
Gross Floor Area	83,920 Sq. Ft.	Is this the total square footage of the entire parking area (enclosed + nonenclosed + open floor area)?		<input type="checkbox"/>
Enclosed Floor Area	41,960 Sq. Ft.	Is this the total square footage of the enclosed garage space? An enclosed garage is defined as having both sides and a roof.		<input type="checkbox"/>
Non-Enclosed Floor Area (w/roof)	0 Sq. Ft.	Is this the total square footage of the nonenclosed garage space? This is typically defined as the portion of the garage above ground (contains no sides but is under a roof).		<input type="checkbox"/>
Open Floor Area (w/o roof)	41,960 Sq. Ft.	Is this the total square footage of the nonenclosed parking area without a roof? This is typically defined as open parking lots or the very top level of an above ground parking garage.		<input type="checkbox"/>
Weekly Hours of Access	168 Hours	Is this the total number of hours per week when it is possible for a vehicle to enter or exit?		<input type="checkbox"/>

Case 1 Portfolio Manager Tips



Make sure the energy use dates match the utility bill service dates exactly. This is required for the program to properly normalize for weather.

Energy Consumption

Power Generation Plant or Distribution Utility: Public Service Co of Colorado [Xcel Energy Inc]

Fuel Type: Electricity		
Meter: 000003891147 (kWh (thousand Watt-hours)) Space(s): Entire Facility Generation Method: Grid Purchase		
Start Date	End Date	Energy Use (kWh (thousand Watt-hours))
10/11/2011	11/09/2011	190,395.00
09/12/2011	10/11/2011	213,239.00
08/11/2011	09/12/2011	249,183.00
07/13/2011	08/11/2011	242,413.00
06/13/2011	07/12/2011	291,680.00
05/13/2011	06/12/2011	235,045.00
04/13/2011	05/12/2011	203,237.00
03/13/2011	04/12/2011	188,938.00

Case 2



If the building is not eligible for an ENERGY STAR rating, move on to Case 2. USGBC's Case 2 calculator walks teams through the process of determining which Case 2 option should be pursued.

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.

The content highlighted in yellow above is linked to EAc1.

ADJUSTED BENCHMARK SCORE (RATING SYSTEM CASE 2 OPTION 1)

The project activity type is categorized as follows:

- ☒ Standard Case 2, Option 1 activity types.
- ☐ Lab space in over 10% of building area.

Case 2



This decision tree on the Case 2 calculator helps you determine which Option should be pursued.

LEED EB: O&M 2009, EA prerequisite 2 and EA credit 1 Case 2 Calculator, v1.2

	<p>Before using this sheet, enter your building and energy use on ENERGY STAR'S online Portfolio Manager tool. If no Energy Star rating is provided there, answer the questions in this section to determine whether this calculator should be used.</p>		
I.	Was an Energy Star rating provided by Portfolio Manager? (Y / N)	N	If yes, use Case 1 in LEED Online, not this calculator
II.	If the Energy Star rating was not available:		
	Was the rating unavailable because of insufficient metered energy information? (Y / N)	N	If yes, obtain the missing information, and then complete the Energy Star rating for use in LEED Online Case 1
III.	If the Energy Star rating was unavailable because of building characteristics or activities, the activity types in the building will determine which of the Case 2 alternatives applies. Refer to the type list below in answering the following questions.		
a.	Do laboratories occupy 10% or more of total floor space?	N	If yes, use "Option 1-Labs" Tab to calculate LEED-EB: O&M Adjusted Benchmark Score
b.	Does the combined area of floor space allocated to the following activities exceed 10% of the project total?	N	If yes, use the "Option 2" Tab to calculate LEED-EB: O&M Alternative Score
	Service	N	
	All Other - not classified	N	
c.	Any other project not identified by I. through III.b. above.	Y	Use the "Option 1" Tab to calculate LEED-EB: O&M Adjusted Benchmark Score

Case 2: Option 1-Labs



If laboratory space is more than 10% of the floor area, pursue Option 1-Labs.

a.	Do laboratories occupy 10% or more of total floor space?	Y	If yes, use "Option 1-Labs" Tab to calculate LEED-EB: O&M Adjusted Benchmark Score
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LEED EB: O&M 2009, EA prerequisite 2 and EA credit 1					
Case 2 Calculator, v1.2					
I.	Use this Option 1-Labs calculator if laboratories occupy at least 10% of total floor area				
	<u>Related instructions and tools</u>				
	Labs21 Guidance on how to use the tool for LEED EB: O&M		Labs21 Benchmarking Tool		
II.	Basic Information				
	Project Building Name				
	LEED Registration Number				
	Project Administrator				
	Responsible Party (if different)				
	Measured energy end date (enter the final date of the year of metered energy used in this calculation)				Valid date required for results to be displayed
	Gross floor area (sq ft)				

Case 2: Option 1



If laboratory space or the combined area for Service and All Other – Not Classified is less than 10%, Option 1 is pursued.

LEED EB: O&M 2009, EA prerequisite 2 and EA credit 1 Case 2 Calculator, v1.2

<p>Before using this sheet, enter your building and energy use on ENERGY STAR'S online Portfolio Manager tool. If no Energy Star rating is provided there, answer the questions in this section to determine whether this calculator should be used.</p>			
I.	Was an Energy Star rating provided by Portfolio Manager? (Y / N)	N	If yes, use Case 1 in LEED Online, not this calculator
II.	If the Energy Star rating was not available:		
	Was the rating unavailable because of insufficient metered energy information? (Y / N)	N	If yes, obtain the missing information, and then complete the Energy Star rating for use in LEED Online Case 1
III.	If the Energy Star rating was unavailable because of building characteristics or activities, the activity types in the building will determine which of the Case 2 alternatives applies. Refer to the type list below in answering the following questions.		
a.	Do laboratories occupy 10% or more of total floor space?	N	If yes, use "Option 1-Labs" Tab to calculate LEED-EB: O&M Adjusted Benchmark Score
b.	Does the combined area of floor space allocated to the following activities exceed 10% of the project total?	N	If yes, use the "Option 2" Tab to calculate LEED-EB: O&M Alternative Score
	Service	N	
	All Other - not classified	N	
c.	Any other project not identified by I. through III.b. above.	Y	Use the "Option 1" Tab to calculate LEED-EB: O&M Adjusted Benchmark Score

Case 2: Option 1



Input required data for Option 1.

III.	Calculate Benchmark Source EUI				
Complete yellow cells with information from Portfolio Manager from its online Space Use screen - see example in section V					
EXCEPTION : Do <u>not</u> enter parking/garage space					
EXCEPTION : Enter laboratory space separately below, not as "Other - not classified" (the category used for labs by Portfolio Manager).					
INPUT AREA				CALCULATIONS	
	Space Name	Space Type (choose from drop-down list)	Gross floor area (sq ft)	% of Total floor area	Adjusted Nat'l Avg Source EUI (kBtu/sf)
1	Office	Office	75,000	75%	182
2	Multifamily Residential	Lodging - Residential - Multifamily	25,000	25%	170
3					
4					
5					
6					
	Whole Building	Combined	100,000	100%	179
IV.	Calculate EAc1 Points for Option 1				
	This Project Building's annual weather-normalized Source Energy Use Intensity (from Portfolio Manager)		100	kBtu/sf	
	Approximate percentile points above National Average				32
	EAc1 points for Option 1 Adjusted Benchmark Score				11
Enter Percentile Points Above Average in LEED Online for Case 2, Option 1.					

Case 2: Option 1



Make sure the building's weather normalized source EUI is entered. This value may be different from that listed on page 1 of the SEP.

Facility Performance			
Select View: Source EUI Create View Edit View			
12 Months Ending	Current Rating (1-100)	Current Source Energy Intensity (kBtu/Sq. Ft.)	Current Weather Normalized Source Energy Intensity (kBtu/Sq. Ft.)
November 2011	82	208.5	209.8
Select Date			

Use this value, not this value.

Energy Intensity ⁴	
Site (kBtu/ft ² /yr)	83
Source (kBtu/ft ² /yr)	208

Case 2: Option 2



If Service or All Other – Not Classified areas are more than 10% of the total floor area, Option 2 is pursued.

b.	Does the combined area of floor space allocated to the following activities exceed 10% of the project total?	Y	If yes, use the "Option 2" Tab to calculate LEED-EB: O&M Alternative Score
	Service	N	
	All Other - not classified	Y	

Case 2: Option 2



Begin by entering basic building data and comparison against the national average. If at least 19 percentile points better, the building qualifies for the prerequisite.

INPUT AREA				CALCULATIONS	
	Space Name	Space Type (choose from drop-down list)	Gross floor area (sq ft)	% of Total floor area	Adjusted Nat'l Avg Source EUI (kBtu/sf)
1	Manufacturing Facility	All Other - not classified	100,000	100%	213
2					
3					
4					
5					
6					
	Whole Building	Combined (2A baseline)	100,000	100%	213
IV. Calculate Percentile above National Average for EAp2 using Streamlined Approach					
	This Streamlined Approach is used only to meet EA Prerequisite 2. For points under EA c1, additional information under Option 2B or 2C below must also be provided. (The initial 2009 Reference Guide misstated the Streamlined Approach point maximum.)				
	This Project Building's annual weather-normalized Source Energy Use Intensity (from Portfolio Manager)		190	kBtu/sf	
	Approximate percentile points above National Average				-

Case 2: Option 2



To earn points or if prerequisite not earned yet, input historical building energy use.

V. Calculate Percentile above National Average for Option 2B - Historic Data (maximum 9 points)			
Enter the project building's historic weather-normalized source EUIs from Portfolio Manager. If you have further normalized experience for other changes, as described in the Reference Guide, enter those values in column c and upload a description of your normalization process in LEED Online.			
	a. Year ending	b. Weather Normalized Source EUI from Portfolio Manager	c. Further Normalized EUI (optional)
		KBtu/sf	KBtu/sf
Current Experience			
	12/31/11	190	190
Historic Experience (Enter oldest date first, for 3 consecutive years)			
1	12/31/08	288	288
2	12/31/09	280	250
3	12/31/10	270	225
Historic Average		279	254
2B Baseline		279	254
Approximate percentile points above National Average			22
EAc1 points for Option 2B - Energy Baseline Including Historical Data			1

Case 2: Option 2



To earn more points or if prerequisite not earned yet, input comparable building energy use. Note that comparable building energy use should be normalized to facilitate a better comparison.

LEED EB: O&M 2009, EA prerequisite 2 and EA credit 1 Case 2 Calculator, v1.2					
VII. Option 2C Detail - Alternative Score from Historic Data plus Comparable Buildings					
Information entered here will be used only after the Option 2 tab is completed					
In addition to providing the historic data under Option 2B, provide total building energy usage by fuel below for all buildings with similar uses. See the Reference Guide for further explanation.					
If measured usage was normalized for these sites (for factors other than square footage), enter the normalized value and upload a narrative to LEED Online, explaining the basis of normalization, as described in the Reference Guide. Please enter energy data for a total period of one year for each building.					
Choose site energy types and units for					
		Energy Type	PURCHASED ELECTRICITY	NATURAL GAS	
		Energy Units	kWh	ccf nat gas	
	Building Identifier (Required to calculate results)	Gross Floor Area	measured year end date	Full year, total site, measured energy	
(required) a	Comparable 1	100,000	12/31/10	1,600,000	100,000
(required) b	Comparable 2	100,000	12/31/10	1,600,000	100,000
(required) c	Comparable 3	100,000	12/31/10	1,600,000	100,000
(optional) d					
(optional) e					
(optional) f					
(optional) g					
(optional) h					

Total site energy kBtu/sf	Total source energy kBtu/sf/year
157.6	290.2
157.6	290.2
157.6	290.2
0.0	
0.0	
0.0	
0.0	
0.0	