



LEED 2009 for Existing Buildings: Operations & Maintenance

PI FORM 3: OCCUPANT AND USAGE DATA

Project #

All fields and uploads are required unless otherwise noted.

THRESHOLD ATTEMPTED

Points Attempted: 0

ALL OPTIONS

Occupant type: (Select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> United States federal agency | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Non-profit organization |
| <input type="checkbox"/> Local government | <input type="checkbox"/> Profit organization |
| <input type="checkbox"/> State government | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Mixed occupancy | |

Principal project building activity:

Office: Government

Total gross square footage / gross floor area of the project building:

185,825 sf

The content highlighted in yellow above is linked to Pf2, Pf5, EAp2, MRc1-9, IEQc1.2, IEQc3.2, IEQc3.3, IEQc3.4 & IOc3.

Table L-1. Space Usage Type

Enter information for all general usage types within the project building; group spaces with similar characteristics. The contents of this table is linked to the optional exempted floor area section of MRc1-9, IEQc1.2 and IEQc3.2.

Space Usage Type	Space Name / Description (Optional)	Gross Area (sf)	Regularly Occupied Area (sf)	Un-conditioned Area ¹ (sf)	Owned or Leased	Lease Type	Prerequisites/ Credits From Which Space is Excluded, if any		
Office: Administrative/Professional	Office	182,925	156,291	29,534	Lease	Gross	None	+	-
IT Rooms	IT Rooms	1,963	0	0	Lease	Gross	All except EAp2/5	+	-
Retail: Restaurant/Cafeteria	Coffee Shop	937	937	0	Lease	Gross	All except EAp2/5	+	-
Totals		185,825	157,228	29,534					
Total leased gross area (sf)		185,825							
Percentage leased gross area (%)		100							

¹ Unconditioned space is defined as an enclosed space within a building that is not a conditioned space or a semiheated space. Crawlspace, attics, and parking garages with natural or mechanical ventilation are not considered enclosed spaces.

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](#).

OCCUPANT INFORMATION

Select all that apply:

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

Select one of the following

- ☐ Actual, historical and/or projected project occupancy includes non-standard occupancy patterns such as shift work, non-8-hour work days, etc.
- ☒ Actual, historical and/or projected project occupancy does not include non-standard occupancy patterns.

SIMPLE OCCUPANCY

Table PI3-3. Full-Time Equivalence

	Number of Occupants ¹	Average Hours / Day ²	FTE
Full-time	620	8	620
Part-time	0	0	0
Total full-time equivalent (FTE) occupants ³			620

¹ Does not include residents.

² Equals the average per day calculated on a yearly basis.

³ Linked to WEp1.

Table Plf3-4. Total Daily Occupancy

	Transients (Students / Visitors)	Retail Customers	Totals
Peak ¹	75	15	90
Daily average ²	40	10	50
Total full-time equivalent (from Table Plf3-3)			620
Total peak building users ³			710
Daily average project building users ⁴			670

Notes:

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.

² Equals the daily average calculated on a yearly basis. Linked to WEp1.

³ Equals FTE plus peak transients.

⁴ Equals FTE plus daily average transients.

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. Linked to WEp1.

0

Typical number of days of operation per year:

260

ADDITIONAL DETAILS

☐ Special circumstances preclude compliance with the submittal requirements outlined in this form.

SUMMARY

PI Form 3: Occupant and Usage Data Completed:

N

Check Compliance