



## LEED 2009 for Existing Buildings: Operations & Maintenance

### IEQ CREDIT 2.4: DAYLIGHT AND VIEWS

*All fields and uploads are required unless otherwise noted.*

#### 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.

Select one of the following:

- ☐ D&C Streamlined Path: The project building earned a credit related to Daylight and Views under LEED for New Construction, or LEED for Schools, or LEED for Core & Shell with LEED for Commercial Interiors for at least 75% of the floor space.
- ☐ O&M Submittal Path: Document compliance with the requirements of LEED EB: O&M IEQc2.4.



Select the path being used to demonstrate compliance with this credit.

Continue to Slide 2 if using the D&C Streamlined Path.  
Continue to Slide 4 if using the O&M Submittal Path.

Select the credit(s) the project was previously awarded.

## D&C STREAMLINED PATH

The project was awarded the following credit(s) under a prior LEED Certification Review (Select all that apply):

- ☐ Daylighting
- ☐ Access to Views

**Upload L-7.** Upload the USGBC-generated LEED Certification Scorecard(s) of the previously-certified building. If the project has been certified more than once, upload all relevant scorecards.

*The content highlighted in yellow above is linked to Plf5, SSc1, SSc6, SSc7.1, SSc7.2, SSc8, WEc3, EAp3, EAc5, IEQp2, IEQc2.2 & IEQc3.5.*

Upload

Files:

Upload a copy of the building's official LEED certification scorecard(s).

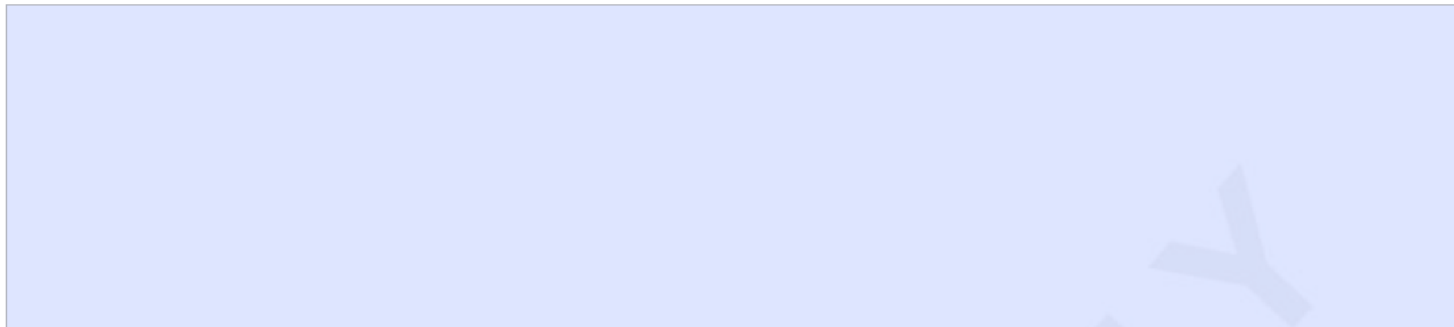
Select the appropriate option for the project.

If no changes occurred, select that option and continue to Slide 10.

Select one of the following:

- ☐ The design and construction elements that contributed to the previously earned credit have not been altered, replaced, or removed since the Final LEED Review of the project building.
- ☐ Design and construction elements that contributed to the previously earned credit have been altered, replaced, or removed since the Final LEED Review of the project building. These changes do not put into question the potential achievement of IEQc2.4.

Describe the circumstances of these changes.

A large, empty rectangular box with a light blue background, intended for the user to describe the circumstances of the changes.

If changes occurred, select that option and describe the circumstances of the changes in the narrative box that pops up. Continue to Slide 10.

This value will automatically populate based on the value entered in PI form 3.

## O&M SUBMITTAL PATH

Total regularly occupied area:

*The content highlighted in yellow above is linked to PI3.*

Download, complete, and upload the Supplemental Daylight and Views Calculation Spreadsheet (found under "Credit Resources") to document the regularly occupied spaces and associated daylight values.

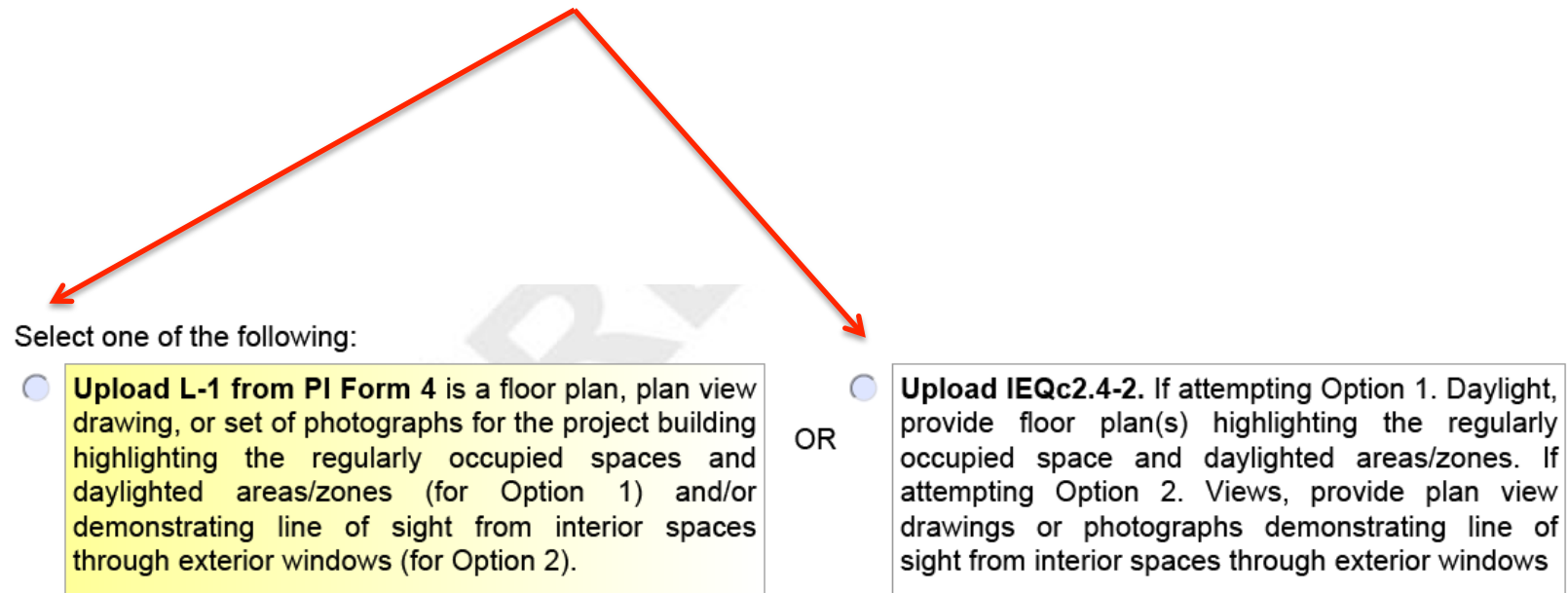
**Upload IEQc2.4-3.** Provide the completed Supplemental Daylight and Views Calculation Spreadsheet.

Upload

Files:

The Supplemental Daylight and Views Calculation Spreadsheet can be downloaded from the Credit Resources section of LEED Online v3.

Select the appropriate path for your project and upload the required documentation. Provide representative floor plans/drawings/photographs for ALL spaces contributing to credit achievement, especially if floor plans or cubicle configurations vary throughout the building.



Select the option(s) that the project will pursue.

Continue to Slide 7 if using Option 1: Daylight

Continue to Slide 9 if using Option 2: Views

Select all that apply:

- ☐ **Option 1. Daylight:** 50% or more of all regularly occupied area is daylighted.
- ☐ **Option 2. Views:** 45% or more of all regularly occupied area has a direct line of sight to the outdoor environment.

## OPTION 1. DAYLIGHT

One or more of the calculation methods below may be used to document the daylight illumination requirements (Select all that apply):

- ☒ Path 1. Simulation
- ☒ Path 2. Prescriptive
- ☒ Path 3. Measurement

### SIMULATION

**Upload IEQc2.4-4.** Provide an output summary from the daylight computer simulations. *Note: Must be consistent with Upload IEQc2.4-3. Supplemental Daylight and Views Calculation Spreadsheet.*

Upload

Files:

- ☐ Daylight simulations were performed with clear sky conditions at 9:00 a.m. and 3:00 p.m. on September 21st, at the project's geographic location, 30 inches above the floor (or at appropriate desk / work height for the space) on a 5-foot (maximum) calculation interval.

### PRESCRIPTIVE

**Upload IEQc2.4-5.** Provide building sections or interior elevations that show regularly occupied spaces and glazing elements used to achieve daylight levels.

Upload

Files:

Select one of the following:

- ☐ The elevation drawings above support the window areas claimed in the sidelighting section of IEQc2.4-3.
- ☐ A different document is better suited to satisfy this requirement.

### MEASUREMENT

**Upload IEQc2.4-7.** Provide project drawing(s) with the recorded daylight measurements. *Note: Must be consistent with Upload IEQc2.4-3. Supplemental Daylight and Views Calculation Spreadsheet*

Upload

Files:

- ☐ Measurements were taken at 30 inches above the floor (or at appropriate desk / work height for the space) on a 10-foot (maximum) calculation interval.

Select the path(s) that the project will use to show compliance with daylight requirements, and upload the required documentation (the options will appear based on which path you select).

Confirm that the building has glare control devices (usually interior blinds or exterior shading devices).

### DAYLIGHTING RESULTS

☐ The project will include glare control devices to avoid high-contrast situations that could impede visual tasks.

Complete the table below using the summary values from Upload IEQc2.4-3. Supplemental Daylight and Views Calculation Spreadsheet

**Table IEQc2.4-1. Daylight Summary**

Daylighted regularly occupied area subtotals (sf)	Simulation	
	Prescriptive	
	Measurement	
Total daylighted regularly occupied area (sf)		0
Total regularly occupied area documented in Upload IEQc2.4-3 <sup>1</sup> (sf)		
Percentage of regularly occupied area that is daylighted <sup>2</sup> (%)		

<sup>1</sup> Must be consistent with Option 2, if attempted

<sup>2</sup> At least 75% of regularly occupied space must achieve daylighting requirements to document 1 point

Use the values from the Supplemental Daylight and Views Calculation Spreadsheet to complete Table IEQc2.4-1.  
At least 75% of total regularly occupied spaces must achieve daylighting requirements.



Upload documentation showing line of sight for spaces that are contributing to credit achievement.

## OPTION 2. VIEWS

**Upload IEQc2.4-10.** Provide building sections or interior elevations with section views of glazing elements and sight lines (drawn from typical seated height) for the regularly occupied spaces included in access to view totals.

Upload

Files:

Complete the table below using the summary values from Upload IEQc2.4-3. Supplemental Daylight and Views Calculation Spreadsheet.

**Table IEQc2.4-2. View Summary**

Total regularly occupied area with access to views (sf)	
Total regularly occupied area documented in Upload IEQc2.4-3 <sup>1</sup> (sf)	
Regularly occupied area with access to views <sup>2</sup> (%)	

<sup>1</sup> Must be consistent with Option 1, if attempted

<sup>2</sup> Must be at least 45 to document credit compliance

Use the values from the Supplemental Daylight and Views Calculation Spreadsheet to complete Table IEQc2.4-2.  
At least 45% of total regularly occupied spaces must have access to views.

## ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of credit compliance with the submittal requirements outlined in this form.
- ☐ The project team is using an alternative compliance approach in lieu of standard submittal paths.

## SUMMARY

IEQ Credit 2.4: Daylight And Views Points Documented:

1

Check Compliance

IEQ Credit 2.4: Daylight And Views Exemplary Performance Documented:

N

One point is available to projects that achieve both daylighting of 75% or more and views of 45% or more for all regularly occupied areas.

- ☐ The project team reserves one point in the Innovation in Operations credit category for exemplary performance in IEQ Credit 2.4.

Complete the Additional Details section as necessary.

Exemplary performance can be earned for achieving both the daylighting and views requirements. Most buildings that qualify for daylighting compliance would also meet the views requirements. So if you're confident you'll earn the credit for daylighting, you may also want to see if you can earn views as well to capture an additional point.