



LEED 2009 for Existing Buildings: Operations and Maintenance

IEQ PREREQUISITE 2: ENVIRONMENTAL TOBACCO SMOKE (ETS) CONTROL

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:

- ☐ **LEED Design & Construction Streamlined Path:** The project building earned the prerequisite related to ETS Control under LEED for New Construction, LEED for Core & Shell, or LEED for Schools.
- ☐ **O&M Submittal Path:** Document compliance with the ETS control requirements of LEED-EB: O&M IEQ Prerequisite 2.



Note: if the Design & Construction submittal for ETS Control included designated smoking rooms or residential units and construction work occurred that would normally damage the air sealing of any smoking areas, or there is a pattern of smoke odor transport complaint from neighboring occupants, the project team may not use the D&C Streamlined Path.

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

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

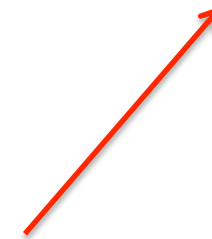
LEED DESIGN AND CONSTRUCTION STREAMLINED PATH

Upload L-7. Provide the USGBC- or GCBI-generated LEED Certification Scorecard(s) of the previously-certified building/project(s). 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, IEQc2.2 & IEQc3.5.

Upload

Files:



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

Note that the D&C Streamlined Path cannot be used if designated smoking rooms are not working correctly (e.g. construction work damaged air sealing of smoking rooms, or there's a pattern of smoke odor complaint from neighboring occupants).

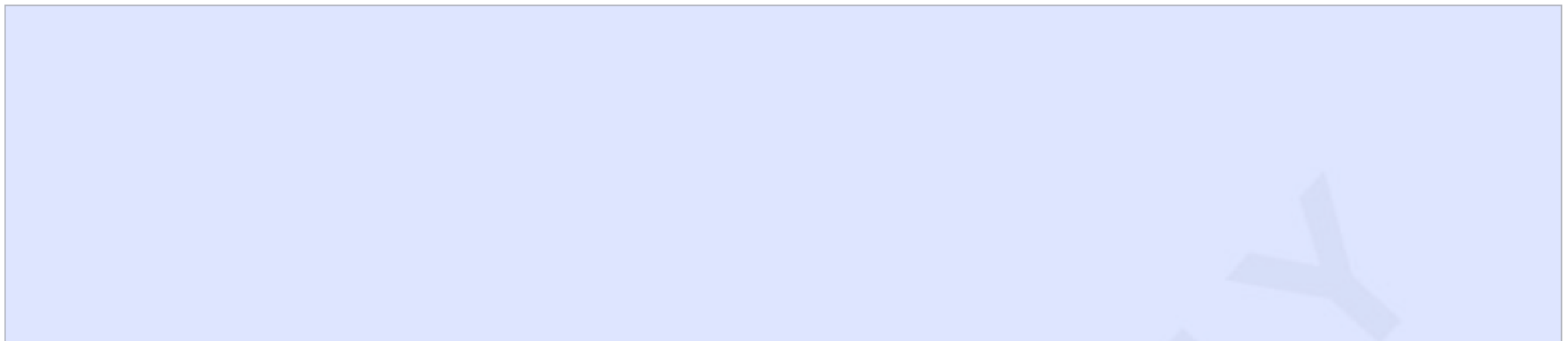
Select the appropriate option for the project.

If no changes occurred, select that option and continue to Slide 9.

Select one of the following:

- ☐ **No Change:** The design and construction elements that contributed to the previously earned credit have not been altered, replaced, or removed since the Final D&C LEED Review of the project building.
- ☐ **Change:** The 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 IEQ Prerequisite 2 (LEED-EB: O&M).

Describe the circumstances of these changes.

A large, empty light blue rectangular box 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 9.

SITE SMOKING POLICY

Select one of the following with respect to the project's outdoor smoking policy:

- ☐ Smoking is prohibited on the project site.
- ☐ Smoking is prohibited within 25 feet of entries, outdoor air intakes and operable windows.

Select the site smoking option appropriate to your project.

Both options require the following:

1. The Owner/Agent must initial the form as the Required Signatory
 - Additional information must be provided in the Special Circumstances narrative box if the Agent initials the form. See the form for details.
2. Upload evidence of the signage posted at the building that communicates the exterior smoking policy (this is usually photos).

INTERIOR SMOKING POLICY

Select one of the following:

- ☐ Smoking is prohibited in the project building.
- ☐ Smoking is prohibited except in designated smoking areas and/or residential units.

Select the interior smoking option appropriate to your project.

If smoking is prohibited (option 1), the following must be provided:

1. The Owner/Agent must initial the form as the Required Signatory
 - Additional information must be provided in the Special Circumstances narrative box if the Agent initials the form. See the form for details.
2. Confirm whether the building includes residential units.
 - If no residences, continue to Slide 9
 - If residences, describe the no smoking policy and strategies used to communicate/enforce the policy. Upload a copy of the policy.

INTERIOR SMOKING POLICY

Select one of the following:

- ☐ Smoking is prohibited in the project building.
- ☐ Smoking is prohibited except in designated smoking areas and/or residential units.

If smoking is prohibited except in certain areas (option 2), the following must be provided:

1. The Owner/Agent must initial the form as the Required Signatory
 - Additional information must be provided in the Special Circumstances narrative box if the Agent initials the form. See the form for details.
2. Upload evidence of signage communicating the interior smoking policy.
3. Select whether the building includes designated smoking rooms (continue to Slide 7), or residential units (continue to Slide 8), or both. If the building includes neither, continue to Slide 9.

If the building includes designated smoking room(s), provide the following:

1. Complete Table IEQp2-1: Negative Pressure for Smoking Rooms
2. Upload a differential air pressure test report for each designated smoking room
3. Upload mechanical plans highlighting the location of smoking room(s), designated area separations, and dedicated ventilation systems

If the building includes residential units, provide the following:

1. Upload blower door test results for residential units

If common hallways are pressurized with respect to residential units, provide the following:

1. Complete Table IEQp2-2: Pressurized Common Hallways
2. Upload a differential air pressure test report for each pressurized hallway
3. Upload mechanical plans highlighting the location of smoking room(s), designated area separations, and dedicated ventilation systems

Complete the Additional Details section as necessary.

ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of prerequisite 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 Prerequisite 2: Environmental Tobacco Smoke (ETS) Control
Compliance Documented:

Y

Check Compliance