



LEED 2009 for Existing Buildings: Operations and Maintenance

MR CREDIT 1: SUSTAINABLE PURCHASING ONGOING CONSUMABLES



All fields and uploads are required unless otherwise noted.

ALL PROJECTS

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

Refer to the project's Environmentally Preferable Purchasing Policy from MR Prerequisite 1 as this policy establishes the goals and practices that lead to achievement of this credit.

Performance period start:

Performance period end:

Total cost of ongoing consumables purchased for the project building and associated grounds during the performance period, including both sustainable and non-sustainable purchases:

\$

☒ The purchases included in the total above were omitted from any calculations for MR Credit 2.1, MR Credit 2.2 or MR Credit 3 (no double-counting).

You can extend the performance period back 2 years to capture older purchases, but all PP's must overlap and end within the same 30 day window.

Do not include any purchase in two different credits. If you are unsure which credit a purchase should be counted under, choose the credit that makes the most sense to you and classify that product type consistently across all purchasing credits.

Enter the TOTAL cost of ongoing consumables purchases (both sustainable and non-sustainable)

Table MRc1-1. Ongoing Consumable Purchases

Products meeting two criteria earn weighted credit.

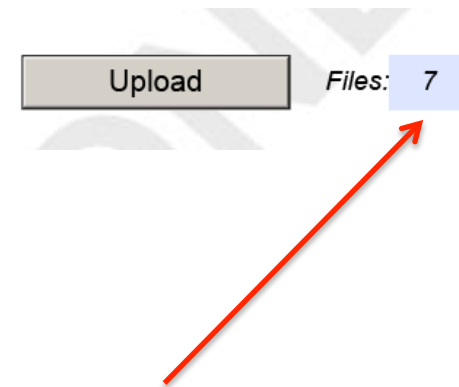


Date	Purchaser	Item	Cost / Item (\$)	# Items	Value (\$)	Doc?	Sustainability Criteria					Rech. battery	SWV (\$)		
							% Post	% Pre	% Ren	% FSC	% Reg				
Jan 2, 2012	Purch Dept	Paper	15.78	4	63.12	<input checked="" type="checkbox"/>	50					<input type="checkbox"/>	63.12	+	-
Jan 2, 2012	Purch Dept	Battery	14.99	2	29.98	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	29.98	+	-
Jan 19, 2012	Purch Dept	Notepad	3.99	8	31.92	<input checked="" type="checkbox"/>	30					<input type="checkbox"/>	31.92	+	-
Jan 19, 2012	Purch Dept	Calendar	16.99	1	16.99	<input checked="" type="checkbox"/>	10					<input type="checkbox"/>	16.99	+	-
Feb 15, 2012	Purch Dept	Paper	18.55	5	92.75	<input checked="" type="checkbox"/>				100		<input type="checkbox"/>	92.75	+	-
Mar 12, 2012	Purch Dept	Stapler	7.99	1	7.99	<input checked="" type="checkbox"/>	25					<input type="checkbox"/>	7.99	+	-
Mar 12, 2012	Purch Dept	Pens	6.99	2	13.98	<input checked="" type="checkbox"/>	15					<input type="checkbox"/>	13.98	+	-
Total sustainable purchases value (\$)													256.73		
Total sustainable purchases weighted value (\$)													256.73		
Sustainable purchases value as a percentage of total ongoing consumable purchases ² (%)													61.74		
Percentage of MRc1 purchases with documentation provided ³ (%)													100		

Enter all sustainable purchases in Table MRc1-1. Provide clear details in the Item column for the product brand and item type to enable the reviewer to check the documentation you upload that confirms sustainability criteria.

Indicate whether documentation confirming sustainability criteria is uploaded. This supporting documentation must be provided for at least 20% of purchases by cost.

Upload MRc1-1. Provide documentation from product manufacturers or suppliers verifying product compliance with the specified sustainability criteria (minimum 20%, by cost).



Highlighting the sustainability criteria shown in the product documentation helps ensure the reviewer sees that the product is compliant with the credit requirements.

TENANT INFORMATION

Select one of the following:

- ☒ The project building is a single management/control building, pursuing no tenant-related exemptions and needs no tenant-related special calculations.
- ☐ The project building is a multi-tenant building.

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

Select the tenant scenario that matches your building. If your project is the first scenario, continue on to the Additional Details and Summary sections and complete the credit form.

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 and/or documentation.

SUMMARY

MR Credit 1: Sustainable Purchasing - Ongoing Consumables Points Documented:

1

Check Compliance

MR Credit 1: Sustainable Purchasing - Ongoing Consumables Exemplary Performance Documented:

N

- ☐ The project team reserves one point in the Innovation in Operations credit category for exemplary performance in MR Credit 1.

Click if you want to claim IO credit for exemplary performance and meet the threshold (will show a Y)

TENANT INFORMATION

Select one of the following:

- ☐ The project building is a single management/control building, pursuing no tenant-related exemptions and needs no tenant-related special calculations.
- ☒ The project building is a multi-tenant building. ←

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

MULTI-TENANT BUILDING

10% Exemption

Select one of the following:

- ☐ Up to 10% of the building's gross floor area is exempted from this credit and from the total costs described above because it is occupied by tenants that would not share data on total purchases.
- ☐ Total costs reported above are comprehensive for the entire project building and do not include any exemptions.

Select the tenant scenario that matches your building. If your project is the second scenario, there is additional information to provide.

Select the multi-tenant scenario that matches your building.
If your project is the first scenario (area is being exempted from the credit), select that option and continue to the next slide.
If your project is the second scenario (total costs are comprehensive), select that option and continue on to slide 8.

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

 sf

The content highlighted in yellow above is linked to Plf2, Plf3, Plf5, EAp2, IEQc1.2, IEQc3.2-3.4, MRc1-9 & IOc3.

The information below is linked to PI Form 3 and is read-only. To modify this information, see PI Form 3.

Table L-1. Space Usage Type

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
Totals		0	0	0			
Total leased gross area (sf)		0					
Percentage leased gross area (%)							

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.

If area is being exempted from the credit, the above Table L-1 will automatically pop up and will be filled out with information entered into PI Form 3.

For all spaces exempted from MR Credit 1: Sustainable Purchasing - Ongoing Consumables, describe the reason for the exemption and efforts made to acquire information related to MR Credit 1 documentation.

Retail space in the LEED building is not under the control of building management, and has been excluded from all prerequisites and credits.

Provide a narrative describing which spaces are being excluded from the credit and why.

Complete the Tenant Sustainable Purchases and Actual or Estimated Costs sections shown below.

Continue on to the Additional Details and Summary sections and complete the credit form.

Tenant Sustainable Purchases

Select one of the following:

- ☐ The project team is seeking recognition for tenant sustainable purchases in this credit.
- ☐ The project team is not seeking recognition for any tenant sustainable purchases in this credit.

Actual or Estimated Costs

Select one of the following:

- ☐ The total cost of ongoing consumables entered in Table MRc1-1 is based on actual costs.
- ☐ The total cost of ongoing consumables entered in Table MRc1-1 is based on a combination of actual and estimated costs.