



DOCUMENT ADDENDA

For the document titled: **LEED Reference Guide for Green Building Operations and Maintenance, 2009 Edition**

Note: This document contains minor LEED Reference Guide for Green Building Operations and Maintenance addenda and will be published on a monthly basis as necessary. In 2010, the LEED Reference Guide addenda and Rating System addenda will be published as separate documents on a quarterly basis. Any overlapping issues that are included in both documents are noted with an asterisk and footnote. LEED Rating System and/or Reference Guide addenda may be submitted through the “Feedback” link at the bottom of the LEED Online v3 website <http://www.leedonline.com>, or by clicking the red feedback button in the top right of the screen once logged in.

Page	Section	Credit	Credit Title	Issue	Date Posted
ii	Disclaimer	n/a	n/a	In the fourth line of the third paragraph, replace the text “20036” with “20037” so it becomes “Washington, DC 20037”	November 2, 2009
xxvi	Licensed Professional Exemption Form	n/a	n/a	In this third paragraph of the page, replace the text so it becomes the following: “Licensed Professional Exemption. Licensed Professional Exemptions (LPEs) can be used by a project team’s registered professional engineer, registered architect, registered interior designer, or registered landscape architect as a streamlined path for documenting certain credits, or bypassing otherwise-required submittals. License information and an Exemption Signature in LEED Online are required to document each exemption the project team wishes to claim. Licensed Professional Exemptions are noted in the corresponding credit documentation section of LEED Online.”	November 2, 2009
26	Options 1 and 2	SSc4	Alternative Commuting Transportation	In the last line of the paragraph, replace the period with a semicolon and add text so it becomes the following: “...performance rates; confirm the program is of equivalent or greater stringency than SCAQMD; and demonstrate that the program encompasses a small and cohesive enough area to assume reasonable similarity of transportation options across the participating buildings.”	November 2, 2009
84	Table 1	WEp1	Minimum Indoor Plumbing Fixture and Fitting Efficiency	In the eighth row of the table, remove the text “and janitor” so it becomes “Kitchen sink faucets”	November 2, 2009

Page	Section	Credit	Credit Title	Issue	Date Posted
87	Table 3	WEp1	Minimum Indoor Plumbing Fixture and Fitting Efficiency	Replace the table with two tables so it becomes: (see below tables)	November 2, 2009

(tables relating to above issue)

Table 3a. Non-residential Default Fixture Uses, by Occupancy Type

Fixture Type	Duration (sec)	Uses / Day		
		FTE	Transient (Student / Visitor)	Retail Customer
Water Closet (Female)	n/a	3	0.5	0.2
Water Closet (Male)	n/a	1	0.1	0.1
Urinal (Female)	n/a	0	0	0
Urinal (Male)	n/a	2	0.4	0.1
Lavatory Faucet *	15*	3	0.5	0.2
Shower	300	0.1	0	0
Kitchen Sink	15	1	0	0

* Default duration is 12 seconds for lavatory faucet with autocontrol

Table 3b. Residential Default Fixture Uses

Fixture Type	Duration (sec)	Uses / Day
Water Closet (Female)	n/a	5
Water Closet (Male)	n/a	5
Lavatory Faucet	60	5
Shower	480	1
Kitchen Sink	60	4

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163	Sharing Access to ENERGY STAR Portfolio Manager Data	EAc1	Optimize Energy Efficiency Performance	In this section, replace all instances of "GBCI" with "USGBC" so the text becomes: See below text	November 2, 2009
<p>(text relating to above issue)</p> <p>Project teams have the option of sharing data directly from ENERGY STAR Portfolio Manager with GBCI to minimize the number of supporting documents that must be uploaded in the certification application. GBCI keeps these data in confidence and uses them for the sole purpose of verifying credit compliance. To share facility data, follow these steps:</p> <ol style="list-style-type: none"> 1. Log into Portfolio Manager and go to Home > My Portfolio. 2. Click on the "Share Facilities" link under "Work with Facilities." 3. Under "Select a Portfolio Manager Master Account," select "GBCI - LEED_EB:O&M" and click "Add and Modify." 4. Select the access rights being granted to the GBCI master account. It is recommended that project teams provide read-only access and not grant any of the option rights listed. Click "Continue." 5. Select the LEED EB: O&M project facility whose data you wish to share from the list of facilities in your account and click "Continue." 6. Review the confirmation page and click "Save." 7. You will be notified by e-mail when GBCI accepts the shared data into its master account. 					
209	6. Calculations	EAc4	On-Site and Off-Site Renewable Energy	In the tenth line of the first paragraph, replace both instances of "25 MBtus" with "12.5 MBtus" so it becomes "...performance period is 12.5 MBtus for electricity and 12.5 MBtus for natural gas"	November 2, 2009
265	9. Exemplary Performance	MRC2	Sustainable Purchasing - Durable Goods	Remove the entire section's text and replace with the following: (see below text)	November 2, 2009
<p>(text relating to above issue)</p> <p>Project teams can earn an additional point by meeting 1 of the following requirements:</p> <p>For Option 1, project teams can earn 1 additional point by increasing sustainable purchases of electrical equipment to 80% of total electronics purchases. Or, project teams can earn 1 additional point by purchasing EPEAT-rated desktops, laptops and monitors for 40% of their durable goods total.</p> <p>For Option 2, project teams can earn 1 additional point by increasing sustainable purchases of furniture to 80% of total furniture purchases.</p>					
344	10. Regional Variations	IEQp2	Environmental Tobacco Smoke (ETS) Control	In the text above the figure, add footnote "34" so the text becomes " Figure 3. Smoking Bans, by State ³⁴ "	November 2, 2009

Page	Section	Credit	Credit Title	Issue	Date Posted
353	12. Definitions	IEQp3	Green Cleaning - High-Performance Cleaning Program	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009
431	12. Definitions	IEQc3.1	Green Cleaning - High-Performance Cleaning Program	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009
438	12. Definitions	IEQc3.2	Green Cleaning - Custodial Effectiveness Assessment	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009
446	12. Definitions	IEQc3.3	Green Cleaning - Purchase of Sustainable Cleaning Products and Materials	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009
451	12. Definitions	IEQc3.4	Green Cleaning - Sustainable Cleaning Equipment	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009
459	4. Implementation	IEQc3.6	Green Cleaning – Indoor Chemical and Pollutant Source Control	In fourth paragraph, replace the " http://www.sfgov.org " link with " http://www.sfenvironment.org/ipmchecklist "	November 2, 2009
461	11. Resources	IEQc3.6	Green Cleaning – Indoor Chemical and Pollutant Source Control	Under San Francisco Pest Management Program: -Replace the first hyperlink with " http://www.sfenvironment.org/ipmchecklist " -Remove the last sentence "The 2007 list of reduced-risk pesticides is online at http://www.up3project.org/documents/2007rpplbyaicomplete.pdf ." "	November 2, 2009
462	12. Definitions	IEQc3.6	Green Cleaning – Indoor Chemical and Pollutant Source Control	Replace the term description of 'Green cleaning' with the text ' Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices.'	November 2, 2009

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463	n/a	IEQp2	Environmental Tobacco Smoke (ETS) Control	At the end of the list of footnotes, insert the following text: 34 Americans for Non-Smokers' Rights. "Americans for Non-Smokers' Rights: Smokefree Lists, Maps and Data." http://www.no-smoke.org/goingsmokefree.php?id=519 (accessed September 2008). This information is subject to change based on the ongoing indoor smoking legislation of each state.	November 2, 2009
497	Glossary, Green cleaning	n/a	n/a	Replace the term description of "Green cleaning" with new text so it becomes " Green cleaning is the use of cleaning products and practices that have lower environmental impacts and more positive indoor air quality impacts than conventional products and practices."	November 2, 2009
497	Glossary	n/a	n/a	Insert the term "Hospitality" in alphabetical order with the accompanying text " Hospitality is the business of providing temporary residence to customers, such as a hotel"	November 2, 2009
503-504	Glossary	n/a	n/a	In alphabetical order, insert the terms: Preproject is before the LEED project was initiated, but not necessarily before any development or disturbance took place. Pre-project conditions describe conditions on the date the developer acquired rights to a majority of the buildable land on the project site through purchase or option to purchase. Private or private use applies to plumbing fixtures in residences, apartments, and dormitories, to private (non-public) bathrooms in transient lodging facilities (hotels and motels), and to private bathrooms in hospitals and nursing facilities. Public or public use applies to all buildings, structures, or uses that are not defined as private or private use.	November 2, 2009
510	Glossary, Waste disposal	n/a	n/a	In the term description, remove the phrase "dumping at sea"	November 2, 2009