



DOCUMENT ADDENDA

For the documents titled: **LEED Reference Guide for Green Building Operations and Maintenance, 2009 Edition**
LEED 2009 for Existing Buildings Operations & Maintenance Rating System

Note: This document contains minor addenda to the documents listed above, in addition to Rating System changes reflected in the LEED Online v3 forms. This February 1, 2010, document is the final edition of the monthly addenda; in April, the addenda schedule will transfer to a quarterly publication to include substantial issues. Additionally, the online Rating System language will simultaneously be updated to reflect newly-incorporated addenda. Documents specific to USGBC's addenda policies and procedures will be published to the website in early 2010; refer to the USGBC website or subsequent addenda documents for updates. 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 feedback button in the top right of the screen once logged in.

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
n/a	n/a	n/a	n/a	n/a	Replace all instances of "[LEED] Registered Project Tools [website]" with "LEED Resources & Tools [website]"; the website (www.usgbc.org/projecttools) remains unchanged	1/8/2010
n/a	n/a	n/a	n/a	n/a	Replace all instances of "LEED-Online" with "LEED Online"	1/8/2010
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"	11/2/2009
	vi	LEED 2009 for Existing Buildings: Operations & Maintenance Project Checklist	n/a	n/a	Replace the text "Disturbance" for Sustainable Sites Credit 5 with "Development" so it becomes "Site Development - Protect or Restore Open Habitat"	1/8/2010
	xvii	IV. Multitenant Buildings	n/a	n/a	In the fourth line of the paragraph, replace "IV" with "VI" so the text becomes "Section VI)."	2/1/2010

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date																																
xvi		Updates and Addenda	n/a	n/a	Remove the text of the second paragraph and replace with "Project teams are subject to Rating System addenda requirements based on registration date. It is strongly recommended that project teams adhere to the Reference Guide and Reference Guide addenda based on registration date. Rating System and Reference Guide addenda can be found on the USGBC's LEED Resources & Tools website, www.usgbc.org/projecttools ."	1/8/2010																																
xix		VI. Performance Period	n/a	n/a	Following the first paragraph, change the font, size, and boldness of the text "Requirements for Initial Certification" to match the other sub-headers	12/2/2009																																
xx		Requirements for Initial Certification	n/a	n/a	In the second paragraph, replace the last two sentences with "However, all performance periods must overlap and terminate within 30 calendar days of each other, as illustrated in Table 1. In this example, each performance period is at least 3 months, and the termination dates range from April 1 through April 26."	12/2/2009																																
xx		Table 1	n/a	n/a	Replace the table with the table below so it becomes: (see below table)	12/2/2009																																
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<table border="1"> <thead> <tr> <th>Credit</th> <th>Start</th> <th>End*</th> <th>Duration**</th> </tr> </thead> <tbody> <tr> <td>WEc3, Water-Efficient Landscaping</td> <td>February 22, 2009</td> <td>April 20, 2010</td> <td>14 months</td> </tr> <tr> <td>SSc6, Stormwater Management</td> <td>April 6, 2009</td> <td>April 22, 2010</td> <td>12.5 months</td> </tr> <tr> <td>EAp2, Minimum Energy Efficiency Performance</td> <td>April 1, 2009</td> <td>April 1, 2010</td> <td>12 months</td> </tr> <tr> <td>SSc2, Building Exterior and Hardscape Management Plan</td> <td>August 25, 2009</td> <td>April 25, 2010</td> <td>8 months</td> </tr> <tr> <td>WEp1, Minimum Indoor Plumbing Fixture and Fitting Efficiency</td> <td>January 12, 2010</td> <td>April 26, 2010</td> <td>3.5 months</td> </tr> <tr> <td colspan="4">* All performance periods must end within the same 30-day interval.</td> </tr> <tr> <td colspan="4">** Minimum duration = 3 months; maximum duration = 24 months.</td> </tr> </tbody> </table>							Credit	Start	End*	Duration**	WEc3, Water-Efficient Landscaping	February 22, 2009	April 20, 2010	14 months	SSc6, Stormwater Management	April 6, 2009	April 22, 2010	12.5 months	EAp2, Minimum Energy Efficiency Performance	April 1, 2009	April 1, 2010	12 months	SSc2, Building Exterior and Hardscape Management Plan	August 25, 2009	April 25, 2010	8 months	WEp1, Minimum Indoor Plumbing Fixture and Fitting Efficiency	January 12, 2010	April 26, 2010	3.5 months	* All performance periods must end within the same 30-day interval.				** Minimum duration = 3 months; maximum duration = 24 months.			
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xx		Application Submittal upon Completion of the Performance Period	n/a	n/a	In the paragraph, replace the last two sentences with the text "In the example above, the termination interval ends on April 26, 2010. The certification application therefore must be submitted on or before June 25, 2010."	12/2/2009
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."	11/2/2009
xxvi		XIV. How to use this Reference Guide	n/a	n/a	In the fourth line of the paragraph, remove the text "case studies of buildings that have implemented these strategies successfully,"	1/8/2010
23	4	Requirements	SSc4	Alternative Commuting Transportation	In the third line of the first paragraph, replace the word "includesincludes" with "includes"	1/8/2010
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."	11/2/2009

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
44		6. Calculations	SSc6	Stormwater Quantity Control	<p>Replace the text in the second paragraph titled "Volume Captured via Collection Facilities" with the following:</p> <p>"For less complex sites without detention facilities, teams can perform a water balance to determine if a proposed reduction in impervious area and/or rain capture systems will result in the required reduction in site runoff. However, in order to determine the discharge rate and quantity from a site with a wet or dry detention facility, project teams should make a detailed analysis of the stage-storage relationship of the detention facility, coupled with an analysis of any control structures used to regulate discharge. Drawdown rates due to infiltration and therefore geotechnical conditions will also need to be considered. While it is possible to perform these types of calculations by hand, a computer simulation model is more typically used and recommended."</p>	1/8/2010
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"	11/2/2009
87		Table 3	WEp1	Minimum Indoor Plumbing Fixture and Fitting Efficiency	<p>Replace the table with two tables so it becomes:</p> <p>(see below tables)</p>	11/2/2009

(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

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
	22	Credit header	WEc4	Cooling Tower Water Management	At the top of the page, replace "WE Credit 4" with "WE Credits 4.1 – 4.2"	2/1/2010
115 - 121		n/a	WEc4	Cooling Tower Water Management	Replace all instances of "WE Credit 4" and "Credit 4" with "WE Credits 4.1 – 4.2" and "Credits 4.1 – 4.2" respectively	2/1/2010
115	22	Requirements	WEc4	Cooling Tower Water Management	Remove the following text: OPTION 1. Chemical Management (1 point) Replace with: WE Credit 4.1 (1 point): Chemical Management	2/1/2010
115	22	Requirements	WEc4	Cooling Tower Water Management	Remove the following text: OR OPTION 2. Nonpotable Water Source Use (1 point) Replace with: AND/OR WE Credit 4.2 (1 point): Nonpotable Water Source Use	2/1/2010
115	22	Requirements	WEc4	Cooling Tower Water Management	Remove the following text: OR OPTION 3. (2 points) Achieve both Options 1 and 2.	2/1/2010
141	24	Case 1	EAp2	Minimum Energy Efficiency Performance	In the third line of the second paragraph, remove the text "both" and "and all comparable buildings used for the benchmark" so the paragraph becomes the following: "Have energy meters that measure all energy use throughout the performance period of all buildings to be certified. Each building's energy performance must be based on actual metered energy consumption for the LEED project building(s). A full 12 months of continuous measured energy data is required."	1/8/2010

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
151	27	Case 1	EAc1	Optimize Energy Performance	In the third line of the fourth paragraph, remove the text "both" and "and all comparable buildings used for the benchmark" so it becomes the following: "Have energy meters that measure all energy use throughout the performance period of buildings to be certified. Each building's energy performance must be based on actual metered energy consumption for the LEED project. A full 12 months of continuous measured energy data is required."	1/8/2010
160		Case 2, Option 2A	EAc1	Optimize Energy Performance	In header, remove the text "(maximum 2 points)" and replace with "(EAp2 compliance option)" so the text becomes "CASE 2, OPTION 2A: Streamlined Baseline (EAp2 compliance option)"	1/8/2010
161		Case 2, Option 2B	EAc1	Optimize Energy Performance	In header, replace the "7" with a "9" so the text becomes "CASE 2, OPTION 2B: Energy Baseline Including Historical Data (maximum 9 points)"	1/14/2010
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	11/2/2009
<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"	11/2/2009

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
251	43	Requirements	MRC1	Sustainable Purchasing - Ongoing Consumables	In the first line of the second paragraph, replace the text "A template calculator for MR Credit 1 is available in the LEED Reference Guide for Green Building operations & Maintenance, 2009 Edition" with the following: "A template calculator for MR c1 is available in LEED Online 3 as a credit submittal"	1/8/2010
251	43	Requirements	MRC1	Sustainable Purchasing - Ongoing Consumables	In the fifth line of the first paragraph (fourth line in the Rating System), remove the second period following "Food" so the text becomes "...Sustainable Purchasing - Food. For materials..."	1/8/2010
	44	Credit header	MRC2	Sustainable Purchasing - Durable Goods	At the top of the page, replace "MR Credit 2" with "MR Credits 2.1 – 2.2"	2/1/2010
259-267		n/a	MRC2	Sustainable Purchasing - Durable Goods	Replace all instances of "MR Credit 2" and "Credit 2" with "MR Credits 2.1 – 2.2" and "Credits 2.1 – 2.2" respectively	2/1/2010
259	44	Requirements	MRC2	Sustainable Purchasing - Durable Goods	Remove the following text: OPTION 1. Electric-Powered Equipment (1 point) Achieve sustainable purchases of at least 40% of total purchases of electric-powered equipment ¹ (by cost) during the performance period. Sustainable purchases shall meet 1 of the following criteria: Replace with: MR Credit 2.1 (one point): Electric-Powered Equipment. Achieve sustainable purchases of at least 40% of total purchases of electric-powered equipment (by cost) during the performance period. Examples of electric-powered equipment include, but are not limited to, office equipment (computers, monitors, copiers, printers, scanners, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adapters, and televisions and other audiovisual equipment. Sustainable purchases are those that meet one of the following criteria:	2/1/2010

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
259	44	Requirements	MRc2	Sustainable Purchasing - Durable Goods	Remove the following text: OR OPTION 2. Furniture (1 point) Achieve sustainable purchases of at least 40% of total purchases of furniture (by cost) during the performance period. Sustainable purchases shall meet 1 or more of the following criteria: Replace with: AND/OR MR Credit 2.2 (one point): Furniture. Achieve sustainable purchases of at least 40% of total purchases of furniture (by cost) during the performance period. Sustainable purchases are those that meet one or more of the following criteria:	2/1/2010
259	45	Requirements	MRc2	Sustainable Purchasing - Durable Goods	Remove the following text: OR OPTION 3. Combination (2 points) Achieve the requirements of both Option 1 & Option 2.	2/1/2010
265		9. Exemplary Performance	MRc2	Sustainable Purchasing - Durable Goods	Remove the entire section's text and replace with the following: (see below text)	11/2/2009
<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>						
283	48	Requirements	MRc4	Sustainable Purchasing - Mercury in Lamps	In the first line of the third paragraph, remove "template calculator to aid in documenting performance" and replace with "sample calculation" so the text becomes "A sample calculation for this credit is available..."	1/8/2010

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
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 "	11/2/2009
345		12. Definitions	IEQp2	Environmental Tobacco Smoke (ETS) Control	Insert the term "Lodging" in alphabetical order with the accompanying text " Lodging are facilities that provide overnight accommodations to customers or guests, including hotels, motels, inns and resorts."	12/2/2009
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."	11/2/2009
371*	63	Case 2	IEQc1.3	Indoor Air Quality Best Management Practices – Increased Ventilation	In the first paragraph, remove the text "Design natural ventilation systems for occupied spaces to meet the recommendations set forth in the Carbon Trust "Good Practice Guide 237" (1998)."	12/2/2009
371*	63	Option 1	IEQc1.3	Indoor Air Quality Best Management Practices – Increased Ventilation	Remove the text in the paragraph and insert: "Show that the natural ventilation systems design meets the recommendations set forth in the CIBSE manuals appropriate to the project space. PATH 1. CIBSE Applications Manual 10: 2005, Natural Ventilation in Non-domestic Buildings. PATH 2. CIBSE AM 13:2000, Mixed Mode Ventilation."	12/2/2009
373		3. Summary of Referenced Standards	IEQc1.3	Indoor Air Quality Best Management Practices – Increased Ventilation	Remove the following text in the section: (see below text)	12/2/2009
<p>(text relating to above issue)</p> <p>The Carbon Trust Good Practice Guide 237: Natural Ventilation in Non-Domestic Buildings — A Guide for Designers; Developers and Owners (1998) http://www.carbontrust.co.uk According to the Carbon Trust, "Carefully designed, naturally ventilated buildings can be cheaper to construct, maintain and operate than more heavily serviced equivalents. Occupants generally prefer windows that can be opened, and natural light, both of which are features of well designed, naturally ventilated buildings. The Guide summarizes the benefits of natural ventilation and considers the commercial implications, illustrating the issues by means of case studies."</p> <p>To obtain a copy, search for "GPG 237" on the Carbon Trust Energy website or go to www.carbontrust.co.uk/Publications/publicationdetail.htm?productid=GPG237&metaNoCache=1.</p>						

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424		12. Definitions	IEQc2.4	Daylight and Views	Insert the term "Bay" in alphabetical order with the accompanying text "A bay is a component of a standard, rectilinear building design. It is the open area defined by a building element such as columns or a window. Typically, there are multiple identical bays in succession."	12/2/2009
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."	11/2/2009
435		Step 2	IEQc3.2	Green Cleaning - Custodial Effectiveness Assessment	In third line of the paragraph, replace entire last sentence "For any space types where..." with "For any space types with fewer than 5 rooms, include all 5 rooms in the audit."	12/2/2009
436		Step 6	IEQc3.2	Green Cleaning - Custodial Effectiveness Assessment	In the fourth line of the paragraph, remove the text "or utilize tools provided in LEED Online"	12/2/2009
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."	11/2/2009
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."	11/2/2009
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."	11/2/2009
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 "	11/2/2009

RG Pg	RS Pg	Location	Credit	Credit Title	Issue	Post Date
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 ." .	11/2/2009
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."	11/2/2009
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.	11/2/2009
467	83	Path 1	IOc1	Innovation in Operations	In the first line of the second paragraph, replace "IDc1" with "IOc1"	12/2/2009
467	83	Path 2	IOc1	Innovation in Operations	In the second line of the second paragraph, replace "IDc1" with "IOc1"	12/2/2009
490		Glossary	n/a	n/a	Insert the term "Bay" in alphabetical order with the accompanying text "A bay is a component of a standard, rectilinear building design. It is the open area defined by a building element such as columns or a window. Typically, there are multiple identical bays in succession."	12/2/2009
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."	11/2/2009

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497		Glossary	n/a	n/a	Insert the term "Hospitality industry" in alphabetical order with the accompanying text "The hospitality industry consists of companies within the food services, accommodations, recreation, and entertainment sectors"	12/2/2009
500		Glossary	n/a	n/a	Insert the term "Lodging" in alphabetical order with the accompanying text " Lodging are facilities that provide overnight accommodations to customers or guests, including hotels, motels, inns and resorts."	12/2/2009
503-504		Glossary	n/a	n/a	In alphabetical order, insert the terms: 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.	12/2/2009
510		Glossary, Waste disposal	n/a	n/a	In the term description, remove the phrase "dumping at sea"	11/2/2009

Note: The online version of the Rating System at <http://www.usgbc.org/ShowFile.aspx?DocumentID=5545> takes precedent over the Rating System portions of the LEED Reference Guides in project guidance and application; project teams are required to adhere to the Rating System and Rating System addenda in accordance with the project's registration date.