LEED O+M: Existing Buildings | v2008

Energy efficiency best management practices - planning, documentation and opportunity assessment

EAp1 | Required

Glossary

Intent

To promote continuity of information to ensure that energy-efficient operating strategies are maintained and provide a foundation for training and system analysis.

Requirements

Document the current sequence of operations for the building.

Develop a building operating plan that provides details on how the building is to be operated and maintained. The operating plan must include, at a minimum, an occupancy schedule, equipment run-time schedule, design set points for all HVAC equipment, and design lighting levels throughout the building. Identify any changes in schedules or set points for different seasons, days of the week and times of day. Validate that the operating plan has been met during the performance period.

Develop a systems narrative that briefly describes the mechanical and electrical systems and equipment in the building. The systems narrative must include all the systems used to meet the operating conditions stated in the operating plan, including, but not limited to, heating, cooling, ventilation, lighting and any building controls systems.

Create a narrative of the preventive maintenance plan for equipment described in the systems narrative and document the preventive maintenance schedule during the performance period.

Conduct an energy audit that meets the requirements of the ASHRAE Level I walk-through assessment.