



## First Look: LEED v4 online forms (part 2)

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Welcome back to the LEED v4 first look series, where we're giving you a sneak preview at the new or updated tools and resources that are part of the LEED v4 program. Everything that we've done has been based on the great feedback we've received from a number of sources including LEED volunteers, participants in the LEED v4 Beta (who are actually certifying projects using the LEED v4 credits and tools) and other LEED practitioners.

### LEED Online Forms (part 2)

In the [previous article](#) in this series, we previewed the changes being made to LEED Online forms for LEED v4 (that will also be extended to LEED 2009 forms). We showed how, across the board, our approach to these new forms has been focused on streamlining and simplifying, saving project teams valuable time. There's now a smaller set of forms that are designed to support multiple projects types.

This week, we're doing a deeper dive into the LEED v4 forms themselves. In working on the forms for each credit, the key goal has been clarity. We want to make sure that project teams understand how each form works and the level of effort needed to complete it. We've even made updates to the way you determine whether the form is complete and ready for submission. Forms that are more intuitive are just another way we're working to save project teams time and money.

Here are some of the key features:

**Improved wayfinding:** side margin for notes, clear headings for section divisions, clear designation of projects that may fall into a certain case ("For project pursuing...")

LEED v4 for New Construction  
**WE Prerequisite Indoor Water Use Reduction**  
WE Credit Indoor Water Use Reduction

Project #10000000

**All Projects**

Points are calculated as follows:

Building Water Use Percentage Reduction								Appliances and Process Water Use Standards			
20%	25%	30%	35%	40%	45%	50%	55%	Appliances		Process	
								Prereq	Credit	Prereq	Credit
Y	1	2	3	4	5	8	8	Y	n/a	Y	n/a

**Building Water Use**

All eligible newly installed fixtures and fittings are WaterSense labeled (or equivalent for projects outside the United States).

**Upload: fixture and fitting cutsheets**  
Provide cutsheets for all fixtures and fittings installed in the project.

Select one of the following:

Prescriptive achievement

Usage-based calculation

Projects pursuing WE Credit Indoor Water Use Reduction must use the usage-based calculation to document compliance.

Clear representation of the point thresholds for given credits

LEED v4 for New Construction  
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Project #10000000

**All Projects**

Points are calculated as follows:

20%	25%	30%	35%	40%	45%	50%	55%	Appliance and Process Water Use Standards			
								Appliances		Process	
								Prereq	Credit	Prereq	Credit
Y	1	2	3	4	5	6	EP	Y	n/a	Y	n/a

**Building Water Use**

All eligible newly installed fixtures and fittings are WaterSense labeled (or equivalent for projects outside the United States).

**Upload: fixture and fitting cutsheets**  
 Provide cutsheets for all fixtures and fittings installed in the project.

**Select one of the following:**

Projects pursuing WE Credit Indoor Water Use Reduction must use the design-based calculation to document compliance.



**Conditional branching:** a feature that changes the information you see based on the options/paths within the rating system - this means that you won't see information that isn't relevant to you, but you will see everything that is

**Select one of the following:**

Prescriptive achievement  
 Usage-based calculation

**Usage-Based Calculation**

**Upload: indoor water use calculator**  
 Provide the Indoor Water Use Calculator (found under the "Resources" section of the Credit Library).

Provide the following information from the Indoor Water Use Calculator:

Annual baseline water consumption (gallons/year)

Annual design water consumption (gallons/year)

Percent reduction from baseline (before alternative water sources) (%)

**For projects pursuing WE Credit Indoor Water Use Reduction with alternative water sources**

Annual nonpotable water supply (gallons/year)

Percent reduction from baseline with alternative water sources (%)

**Upload: alternative water information**  
 Provide alternative water system design drawings, a narrative describing the alternative source, and calculations confirming the alternative water quantity, include climate data and storage spooling calculations. Note: alternative water use for irrigation or other purposes and the corresponding prerequisite/credit submit(s) (i.e. Outdoor Water Use). The sum total of all alternative water use across all water-consuming systems must not exceed system production.

Projects pursuing WE Credit Indoor Water Use Reduction must use the usage-based calculation to document compliance.



**Form completion check functionality:** located in the summary section

**Cooling towers and evaporative condensers**

Equip with:

- Makeup water meters
- Conductivity controllers and overflow alarms
- Efficient drift eliminators that reduce drift to maximum of 0.002% of recirculated water volume for counterflow towers and 0.004% of recirculated water flow for cross-flow towers

Yes  No

**Special Circumstances**

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits. (Optional)

**Upload Special Circumstances**  
 Provide any additional documentation that supports the claim to special circumstances. (Optional)

**Summary**

Name  Date



Stay tuned for more previews related to LEED v4. Next week, we'll look at tools available online. Have questions? Learn more about [LEED v4](#) or [email us](#).

Earlier in this series:

[First Look: LEED v4 Online Forms \(part 1\)](#)

3 comments

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**Margarita Kendall**

Director of Architecture, Fluor Enterprises, Inc.

1 year 36 weeks ago

Great improvement.



**Michelle Robinson**

Sustainability Specialist, Re:Vision Architecture

1 year 36 weeks ago

Hi Sara,

It would be great if every form had an appropriate spot for the team to provide additional comments. Often there's a brief narrative (a sentence or two) that the team member would like to include that's not a "Special Circumstance" with regards to "limiting the project team's ability to provide the submittals required in this form" but just an additional comment we feel would be useful for the LEED Reviewer to see (ex. SSc8 to state "PLEASE NOTE: There are no light fixtures lighting Non-Tradeable Surfaces for this building (no building facade lighting, etc)" to let the LEED Reviewer know we did not simply forget to include those but because there are none in the project.) This could still be included under the "Special Circumstances" portion of the form, but the description on the form of what this section is for would need to be revised to include something like "Provide additional information or describe the circumstances limiting the ..."  
Thanks and keep up the great improvements!



**Zhengqian Cai**

Consultant, Atkins

1 year 40 weeks ago

Nice! The interface looks more friendly.

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