GUIDANCE FOR LEED O+M CERTIFICATION AND RECERTIFICATION PROJECTS AFFECTED BY COVID-19

Updated November 13, 2020

This guidance is for projects pursuing LEED O+M initial certification or recertification and impacted by COVID-19. In general, there are two pathways forward for project teams.

- Option 1. Use pre-COVID-19 performance data (LEED O+M v4.1 initial or recertification in either LEED Online or the Arc platform and LEED O+M v4 recertification in the Arc platform)

  or

- Option 2. Implement outlined pathways which account for reduced occupancy during COVID-19 (LEED v4.1 initial or recertification only)

This guidance is applicable to LEED O+M projects submitting prior to June 30, 2021.

In case any of this guidance does not work for a specific project need please contact us to propose alternative approaches.

To utilize these pathways, select the setting "Impacted by COVID-19" in project settings under meters and surveys -> settings -> more settings if not already selected.

1. ENERGY PERFORMANCE

Projects have two options to report energy performance. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018.

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2. Use a 1-year time period (reporting period) and if applicable use time-weighted occupancy. The reporting period is aligned for energy performance and water performance.

The system will calculate time-weighted occupancy based on the occupancy values provided. Time-weighted occupancy values are calculated as follows.

Example:

Reporting Period: June 1, 2019 through May 31, 2020

June 1, 2019 through February 29, 2020: 600 occupants (274 days of the reporting period)

March 1, 2020 through May 31, 2020: 10 occupants (92 days of the reporting period)

*Calculation: ((600*274) + (10*92))/(274+92) = 452 occupants*

2. WATER PERFORMANCE

Projects have two options to report water performance. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018.

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2. Use a 1-year time period (reporting period) and if applicable use time-weighted occupancy. The reporting period is aligned for energy performance and water performance.

The system will calculate time-weighted occupancy based on the occupancy values provided. Time-weighted occupancy values are calculated as follows.

Example:

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Calculation: ((600*274) + (10*92))/(274+92) = 452 occupant

3. WASTE PERFORMANCE

Projects have two options to report on waste performance. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2 Conduct waste audit during COVID-19 conditions. The date for this action should be within 2 years of the reporting period established for energy and water performance. Enter waste audit results and occupancy at the time of the waste audit, and the system will calculate the waste performance score based on actual occupancy at the time of the audit.

4. TRANSPORTATION PERFORMANCE

Projects have two options to report on transportation performance. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018.

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2. Conduct the survey during COVID-19 conditions. The date for this action should be within 2 years of the reporting period established for energy and water performance. Account for full-time occupant transportation behavior experienced through one or a combination of the following:

- Survey onsite occupants to reflect transportation behavior to the building

- Use the additional information field in Arc to attest to the number of regular occupants that are teleworking instead of coming to the project

Option 2 is available for all projects (unoccupied buildings as well as buildings with partial or full, occupancy). The minimum required response rate is based upon the occupancy at the building on the day the survey was conducted.

To enter survey data for surveys conducted outside of the LEED Online or Arc, contact http://www.gbci.org/contact.

5. INDOOR ENVIRONMENTAL QUALITY PERFORMANCE

Projects have a few options to report on indoor environmental quality performance.

5.1 Occupant satisfaction survey
Projects have two options to conduct occupant satisfaction survey. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018.

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2. For buildings with partial or full occupancy, conduct the survey with the on-site occupants ONLY to reflect their satisfaction with the building environment during COVID-19. The date for this action should be within 2 years of the reporting period established for energy and water performance.

To enter survey data for surveys conducted outside of the LEED Online or Arc, contact http://www.gbci.org/contact.

The minimum required response rate is based upon the occupancy at the building on the day the survey was conducted.

5.2 Indoor air quality evaluation (for CO2 Score and TVOC Score)
Projects have two options to conduct indoor air quality evaluation. Project teams may use performance data from a 1-year time period ("reporting period") beginning any time after January 1, 2018.

Option 1. Select a reporting period prior to experiencing occupancy reductions due to COVID-19. The reporting period should be aligned for all categories.

Option 2a. Indoor air quality testing may be conducted during partially occupied conditions. Test in the occupied areas that are most representative of the entire project. It is acceptable to perform testing in spaces that are operating with lower occupancy to accommodate physical distancing. The date for this action should be within 2 years of the reporting period established for energy and water performance.

Option 2b. For buildings that are unoccupied, TVOC measurements may be conducted in areas of the building representative of   spaces occupied prior to COVID-19 that are operating at close to typical ventilation conditions. CO2 measurements taken in unoccupied buildings may not be used to calculate the CO2 score. The date for this action should be within 2 years of the reporting period established for energy and water performance.