



SUPPLEMENTAL GUIDANCE TO THE MINIMUM PROGRAM REQUIREMENTS

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LEED 2009 MPR

SUPPLEMENTAL GUIDANCE

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INTRODUCTION

The LEED 2009 MPR Supplemental Guidance was written to help project teams understand how their buildings and their spaces can meet the Minimum Program Requirements (MPRs). This document builds on the MPRs by establishing exceptions, providing direction for specific situation, defining key terms, and describing the intent behind each MPR. This Supplemental Guidance is the dynamic partner of the MPRs: it will evolve over time to respond to a changing and complex industry while the requirements themselves will remain the same.

ABOUT THE MPRs

The MPRs list the basic characteristics that a project must possess to be eligible for certification under the LEED 2009 rating systems, therefore defining a broad category of buildings that the LEED 2009 rating systems were designed to evaluate. They were developed over a period of nine months by USGBC staff and committee members, and were officially approved in April, 2009 by the LEED Steering Committee (LSC). In November 2009, the LSC and the USGBC Executive Committee approved of additional MPR language that clarified, but did not add to, the existing requirements. When new rating system versions become available, the MPRs will be completely revised and re-approved. Please find the MPRs at the following locations:

- stated throughout this document
- condensed for all rating systems here:
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=2014>

APPLICABLE RATING SYSTEMS

Projects registering under the following rating systems, including those that upgrade from past versions, are subject to the MPRs: New Construction and Major Renovations 2009 (NC), Core & Shell 2009 (CS), Schools 2009, Commercial Interiors 2009 (CI), and Existing Buildings: Operations 2009 (EB: O&M). *The MPRs do NOT apply to LEED for Homes, LEED for Neighborhood Development, rating systems that have not yet launched, and pre-2009 rating systems.*

VERSIONS OF THIS DOCUMENT

This document will be regularly updated as necessary to provide additional clarification on the intent and application of the MPRs. All changes and additions will be clearly communicated as highlighted text within each new version. Retired versions will be archived and permanently accessible.

Projects must comply with the version of this document that is current at the time of the project's registration. It is the responsibility of the project team to be familiar with the current version when registering a project. Versions published after a LEED project's registration may be referenced by project teams for additional clarifications, if desired.

SUBMITTING QUESTIONS ABOUT THE MPRs

The process for submitting alternative compliance or interpretation requests regarding MPRs is still under development. This process and fees related thereto will be described in a later

version of this document. All general inquiries relative to the MPRs should be sent to GBCI from this website: <http://www.gbci.org/customerserv.aspx>.

IF MPR COMPLIANCE IS IN QUESTION

If it becomes known that a LEED project is or was in violation of an MPR, certification may be revoked, or the certification process may be halted. These situations will be handled on a case by case basis according to GBCI's challenge policy.

UNUSUAL BUILDING TYPES

Some buildings have characteristics that are not specifically prohibited by the MPRs, but nonetheless make them unsuitable for evaluation under the LEED rating systems. If a project team recognizes that their building has such a characteristic, they are encouraged to implement green building strategies but refrain from attempting LEED certification. The decision not to attempt certification is at the discretion of the project team only. In general, GBCI will not prevent a building or space from attempting LEED certification as a result of an unusual characteristic that is not addressed by the MPRs.

PRECERTIFICATION AND RECERTIFICATION

Projects pre-certifying under LEED CS must meet the MPRs applicable to all LEED CS projects. Projects re-certifying under LEED EB: O&M must meet the MPRs applicable to all LEED EB: O&M projects.

RATING SYSTEM SELECTION

The MPRs, and this document, do not deal with rating system selection, i.e., choosing the proper LEED rating system for a given project. Please find guidance on this topic in the introductions to each rating system and in the rating system selection wizard tool found in the registration process in LEED Online.

DOCUMENTING COMPLIANCE WITH THE MPRs

The LEED project owner must confirm that the project complies with each of the MPRs by completing checkboxes and an initial box in the Project Information form #1 in LEED Online v3. Unless there is a special circumstance, project teams are not required to submit additional documentation to prove compliance.

MULTIPLE BUILDINGS

With a few exceptions, this document excludes guidance specific to multiple building projects. Such guidance is under development and will be included in a later version of this document.

Please find underlined terms in the definitions section at the end of this document.

1. MUST COMPLY WITH ENVIRONMENTAL LAWS.

MPR Language

All Rating Systems:

A lapse in a project's compliance with a building-related environmental law or regulation that results from an unforeseen and unavoidable circumstance shall not necessarily result in non-compliance with this MPR. Such lapses shall be excused so long as they are remediated as soon as feasibly possible.

New Construction, Core & Shell, Schools, Commercial Interiors:

The LEED project building or space, all other real property within the LEED project boundary, and all project work must comply with applicable federal, state, and local building-related environmental laws and regulations in place where the project is located. This condition must be satisfied from the date of LEED project registration or the commencement of schematic design, whichever comes first, up to and until the date that the building receives a certificate of occupancy or similar official indication that it is fit and ready for use.

Existing Buildings: O&M:

The LEED project building, all other real property within the LEED project boundary, any project work, and all normal building operations occurring within the LEED project building and the LEED project boundary must comply with applicable federal, state, and local building-related environmental laws and regulations in place where the project is located. This condition must be satisfied from the commencement of the LEED project's initial LEED-EB: O&M performance period through the expiration date of the LEED Certification.

Intent:

The purpose of this MPR is to highlight the importance of environmental laws and regulations that apply to LEED projects. While all building projects ought to comply with all legal requirements, as the LEED rating systems are standards for excellence in green building, it is appropriate and logical to specifically require LEED certified buildings to comply with applicable environmental laws and regulations. Such legislation establishes a baseline standard for sustainability.

THIS MPR DOES NOT INTEND TO:

- align LEED, USGBC, or GBCI with any form of government
- give USGBC/GBCI the opportunity to penalize project teams or building owners for unintended, short term, minor offenses

- extend to environmental laws that are not related to the design, construction, and operation of a LEED project building
- force project teams to make extensive and unnecessary effort to verify compliance with environmental building laws

Specific Allowed Exceptions:

- *Short-term lapse*
As stated in the MPR, a lapse in a building's compliance with an environmental law that results from unforeseen and unavoidable circumstances will not be considered as a basis for revocation of LEED certification. However, the LEED project team must demonstrate a dedicated effort to return the building to compliance as soon as feasibly possible. As a precaution and at the project team's discretion, the building owner may notify GBCI of any lapse in compliance and efforts to bring the building back into compliance. The MPR form under 'Project Information Forms' in LEED Online should be used for this purpose. If the lapse occurs after certification (applicable only to EB: O&M certified projects), the project team may contact GBCI through regular customer service at <http://www.gbci.org/customerserv.aspx>.
- *Exemption granted by authorities*
If the project is granted an exemption from a building-related environmental law from governmental authorities for any reason, then that project is exempt from this MPR in regards to that particular law. In the event that this occurs, a description of the situation leading to the exemption and proof of the exemption (such as an official letter from the granting authority) must be provided in the MPR form under 'Project Information Forms' in LEED Online.
- *Special consideration for LEED for Commercial Interiors projects*
Only the gross floor area within the LEED project boundary of a LEED CI project must comply with this MPR, NOT the building that the project is located in.
- *Special consideration for LEED for Core and Shell projects*
For LEED-CS projects, interior fit-out work conducted by a tenant is NOT subject to this MPR unless strategies implemented in the fit-out space contribute to earned credits for that project via the tenant sales and lease agreement path. For the purposes of this exception, a tenant is considered an entity which is leasing space from the owner.

Additional Information and Clarification

- *Applicable building-related environmental laws*

DEFINITION

For the purposes of this MPR, an ‘environmental law’ is considered to be a statute, rule, treaty, convention, executive order, regulation, or ordinance that seeks to protect the natural environment and/or human health which may be negatively impacted by activities surrounding the design, construction, development, and (for those using EB: O&M), operation of a building.

LOCATION

This MPR applies to ALL LEED projects, regardless of location, and includes all existing building-related environmental laws in the jurisdiction where the LEED project is located. For US projects, this includes laws at the federal, state, and local level.

CATEGORIES

Categories containing laws that fall under the purview of this MPR include, but are not limited to the following: wetlands, noise, runoff, asbestos, air quality, pollution, sewage, pesticides, safety, and forestry.

EXAMPLES

The following are examples of US federal building-related environmental laws and regulations that USGBC generally expects will fall under the purview of this MPR for most LEED projects. This list is not intended to be exhaustive, only illustrative: its purpose is to further orient project teams as to the meaning of this MPR and to assist project teams in determining which laws fall under the purview of this MPR. **It is the project team’s responsibility to know which laws apply to the building and to verify that the project is in compliance.**

- Clean Water Act
 - OSHA Safety and Health Regulations for Construction
 - Endangered Species Act
 - OSHA Recording and Reporting Occupational Injuries and Illness
- *New laws and regulations*
This MPR includes new laws, regulations, and ordinances as they are enacted.
 - *Conflicts between LEED 2009 requirements and laws*
In the rare case that an applicable building-related environmental law covered by this MPR conflicts with an MPR, or a LEED prerequisite or credit, the law will take precedence. Project teams may still comply with the MPR and achieve the prerequisite or credit by submitting a Project CIR requesting approval of an alternative compliance path that satisfies both the law and the intent of the LEED requirement.

- *Law enforcement*

By verifying that a LEED project complies with this MPR, it is assumed that project owners are accurately and willingly attesting that the LEED project complies with applicable building-related environmental laws. LEED is a voluntary program that rewards exemplary building performance. In no way will USGBC or GBCI act as law enforcement. With this MPR, USGBC and GBCI are using established laws only to ascertain that the LEED project is meeting a minimum environmental standard.

- *MPR #1 and Sustainable Sites Credit 1 (SSc1) Site Selection in LEED NC, LEED CS, and LEED for Schools*

The intent and requirements of SSc1 differs from that of this MPR. This MPR requires compliance with the law, and SSc1 rewards voluntary land use choices. A point may be earned under SSc1 if the LEED project complies with a series of criteria. Projects that do not meet these criteria demonstrate unsustainable, but not illegal development practices. SSc1 essentially builds on the requirements of MPR #1.

- *Settlements*

It is recognized that, in the case of an alleged environmental law violation, building owners sometimes agree on a settlement with EPA or other governmental agency to make reparations for their actions. Guidance on how this MPR will be applied in such a situation is forthcoming. If you are in this situation and need to know if you are in compliance with this MPR, please contact GBCI through this website <http://www.gbci.org/customerserv.aspx>.

2. MUST BE A COMPLETE, PERMANENT BUILDING OR SPACE

MPR Language

All Rating Systems:

All LEED projects must be designed for, constructed on, and operated on a permanent location on already existing *land*. LEED projects shall not consist of mobile structures, equipment, or vehicles. No building or space that is designed to move at any point in its lifetime may pursue LEED Certification.

New Construction, Core & Shell, Schools:

LEED projects must include the new, ground-up design and construction, or *major renovation*, of at least one commercial, institutional, or high-rise residential building in its *entirety*.

Commercial Interiors:

The LEED project scope must include a *complete interior space* distinct from other spaces within the same building with regards to at least one of the following characteristics: ownership, management, lease, or *party wall separation*.

Existing Buildings: O&M:

LEED projects must include at least one existing commercial, institutional, or high-rise residential building in its entirety.

Intent:

The LEED rating systems were designed to evaluate complete buildings and spaces in fixed locations. Partial buildings or spaces are unsuitable for LEED certification because, when analyzed under the requirements of LEED prerequisites and credits, they create results inconsistent with those of whole buildings or spaces. Also, partial certification can easily appear to encompass an entire building or space, sending a false message to users.

Permanency is an important requirement because a significant percentage of LEED prerequisites and credits are dependent on location, making a mobile building or space unacceptable. The stipulation for already existing land responds to the fact that artificial land masses displace and disrupt marine ecosystems. Buildings that generate the need to develop such land do not meet the overall intent of the LEED rating system. Anything less than a distinct, complete, and permanent project on existing land will not be able to accurately demonstrate compliance with LEED.

THIS MPR DOES NOT INTEND TO:

- exclude a building or space that could be fairly evaluated through the LEED certification process if the exclusion is based on a technicality
- exclude buildings with an unusual design or built through non-traditional means that could be fairly evaluated through the LEED certification process

Specific Allowed Exceptions:

- *Movable buildings and parts of buildings*
Prefabricated or modular structures and moveable building elements of any variation may be certified once permanently installed and/or established as part of the LEED project building in the location that they are intended to stay for the life of the complete structure.
- *Horizontally attached buildings (including additions)*
Horizontally attached buildings may be certified independently, provided that the following two conditions are met:
 - a) they are physically distinct (see definition in Glossary)
 - b) they have unique addresses or names.
 If these conditions are not met, the structure is considered a single building and must be certified as such.
- *Vertically Attached Buildings*
Currently, structures that are vertically stacked are not recognized as distinct buildings that may apply separately to LEED. Buildings may only be distinguished if they are horizontally attached. However, an alteration to this rule that would allow some vertically stacked structures to certify separately is under consideration. There is no timeline for the release of this alteration. If you would like to certify a building that is built on top of or below another building please contact GBCI through this website <http://www.gbci.org/customerserv.aspx>.
- *Buildings constructed on top of or below underground public infrastructure*
Buildings vertically connected to, but physically distinct from public infrastructure such as a transportation hub, may be considered a building in its entirety and certified independently of the infrastructure.
- *Special consideration for LEED for Commercial Interiors projects*
 MOBILITY
 Buildings in which CI projects are located must be immobile, and are subject to the same guidance on the subject of permanency as projects that are certifying under whole building rating systems.
 ALREADY EXISTING LAND
 Buildings in which CI projects are located are NOT required to be built on already existing land.

- *Special Consideration for LEED for Core & Shell projects*
For a project certifying under CS, the project is considered a 'building in its entirety' without interior fit-outs complete
- *Artificial land mass or support structures*
 - Buildings located on previously constructed docks, piers, jetties, infill, and other manufactured structures in or above water or other bodies are permissible, provided that artificial land is previously developed, i.e., once supported hardscape or another building before the development of the LEED project.
 - Buildings cantilevered over water, highways, or other bodies are acceptable.
 - Existing land to which soil or other material has been added is acceptable.
- *Multi-tenant buildings certifying under LEED EB: O&M*
Multi-tenant buildings certifying under LEED EB: O&M may exclude up to 10% of the gross floor area from some prerequisites and credits as outlined in the LEED EB: O&M reference guide and the submittal forms in LEED Online.
- *Floor separation may be used to define a complete interior space*
Ownership, management, lease, and party walls are listed in the MPR as acceptable methods for defining complete interior spaces for LEED-CI. Floors and ceilings, i.e. the structural component separating two floors, may also define two complete interior spaces if one floor is unaffected by construction work, even if both floors serve the same occupant.
- *Owner-occupied buildings and CI: Certifying space not separate by ownership, management, lease, party wall, or floor*
There are many situations in which a single entity owns, manages, and occupies an entire building, and wishes to certify a renovated portion of the building which is not separate from other portions by a party wall or floor. For example, a single floor in an academic building might be divided into labs and offices, and only the labs undergo a renovation. Such a space is not automatically disqualified from attempting to certify under LEED CI. Project teams with this situation must submit a narrative in Project Information Form #1 in LEED Online v3 confirming that the conditions below are met.
 - a) It is unreasonable or impossible to draw a project boundary where there is separation by ownership, management, lease, or party wall separation.
 - b) The LEED project boundary is not drawn in such a way as to specifically avoid floor area that would not comply with other MPRs, prerequisites, or attempted credits.
 - c) The LEED project boundary is drawn at a clear functional and physical barrier such that the LEED certification, if awarded, could not easily be perceived to extend to uncertified floor area.
 - d) The LEED project boundary is not drawn in such a way as to create an unreasonably difficult review process that results from the reviewer's inability to distinguish between strategies, services, or materials in the LEED certifying space and the non-LEED certifying space. For example, it would be best if the LEED project boundary coincided with an HVAC zone boundary.

- e) If the project is on multiple floors, the renovation or fit-out work is conducted under a single construction contract and signage will be used to clearly indicate which floors/space is LEED certified. The floors need not be adjacent.

Additional Information and Clarification

- *Movable buildings*
 - Structures not compliant with this MPR include cars, motor homes, trains, boats, ships, planes, and transient exhibits of any kind.
 - If, for any reason, a LEED 2009 certified building is moved from the location cited at the time of LEED certification, it will no longer be in compliance with this MPR.
- *Certifying buildings with movable parts*
Buildings with large movable parts, such as a retracting ceiling in a stadium, are acceptable.
- *Certifying temporary buildings*
The amount of time that a building or space is intended to remain standing does not affect compliance with this MPR.
- *Multi-party ownership*
Multiple-party ownership of a certifying building or space is acceptable. Proper accountability for MPR and rating system conformance must be in place.
- *Building types*
The categories of buildings suitable for LEED - commercial, institutional, and high rise residential are intentionally inclusive, and are in no way exclusive. They cover a wide range of building types, including industrial. GBCI will not prevent a building from attempting certification due to its use. However, building use may restrict project teams to one rating system or another. For example, single family homes are restricted to LEED for Homes. Information on rating system selection can be found in the introduction to each rating system and the wizard tool found in the registration process in LEED Online v3.
- *No exceptions for projects with EQp2 conflicts*
Some project buildings, such as casinos, typically have difficulty achieving LEED certification due to a smoking policy that conflicts with Indoor Environmental Quality prerequisite 2, Environmental Tobacco Smoke Control (EQp2). There will be no exceptions to this MPR to allow for partial building certification of such buildings. Project teams are encouraged to carefully review option 2 in EQp2 to explore opportunities to achieve LEED certification despite a smoking room located within a project.

3. MUST USE A REASONABLE SITE BOUNDARY

MPR Language

New Construction, Core and Shell, Schools, Existing Buildings: Operations and Maintenance

1. The LEED project boundary must include all contiguous land that is associated with and supports normal building operations for the LEED project building, including all land that was or will be disturbed for the purpose of undertaking the LEED project.
2. The LEED project boundary may not include land that is owned by a party other than that which owns the LEED project unless that land is associated with and supports normal building operations for the LEED project building.
3. LEED projects located on a campus must have project boundaries such that if all the buildings on campus become LEED certified, then 100% of the gross land area on the campus would be included within a LEED boundary. If this requirement is in conflict with MPR #7, Must Comply with Minimum Building Area to Site Area Ratio, then MPR #7 will take precedence.
4. Any given parcel of real property may only be attributed to a single LEED project building.
5. Gerrymandering of a LEED project boundary is prohibited: the boundary may not unreasonably exclude sections of land to create boundaries in unreasonable shapes for the sole purpose of complying with prerequisites or credits.

Commercial Interiors

If any land was or will be disturbed for the purpose of undertaking the LEED project, then that land must be included within the LEED project boundary.

Intent:

In order to ensure fair and consistent evaluation for all projects under the Sustainable Sites credit category, it is necessary to have guidelines for an acceptable LEED project boundary. All site conditions and impacts related to a building must be considered and addressed in the certification process to ensure a complete and thorough examination of the environmental impact of a building.

THIS MPR DOES NOT INTEND TO:

- force project teams to create an awkward or misrepresentative LEED project boundary that does not reflect actual land use
- prevent project teams from making appropriate use of land to earn prerequisites and credits
- imply that land left outside of the LEED project boundary should not also benefit from environmentally sensitive land use practices.

Specific Allowed Exceptions:

- *Assigning real property for subsequent certification under EB: O&M*

SINGLE BUILDING

LEED projects certifying under EB: O&M may use some or all of the same real property that was used in the previous Design and Construction OR EB: O&M certification. The boundary does not need to be drawn in the same location – as long as the requirements of this MPR are met, the project team may re-draw the project line at their discretion.

MULTIPLE BUILDINGS

A single building previously certified as part of a multiple building LEED project may wish to pursue subsequent LEED certification under EB: O&M independently. Real property within the original collective boundary can be re-attributed to that single building for the EB: O&M certification.

- *Including non-contiguous parcels in the LEED project boundary*
Non-contiguous parcels of land may be included within the LEED project boundary if the conditions below are met.
 - a) Non-contiguous parcels must be separated by land that is owned and operated by an entity different than the owner of the land that the LEED project building sits on.
 - b) All parcels separate from the parcel that the LEED building sits on must directly support or be associated with normal building operations.
 - c) Non-contiguous parcels are no more than ¼ mile (0.40 kilometer) walking distance apart.
 - d) There is a clear walking path between the parcels
 - e) All real property within the LEED project boundary, including the non-contiguous parcel(s), is subject to the requirements of all MPRs, prerequisites, and attempted credits. For example, two sets of storm water calculations would need to be provided for two separate parcels to demonstrate compliance with Sustainable Sites credit 6.
 - f) All land within the LEED project boundary must be governed by a common regulatory jurisdiction and is owned, leased, or managed by the same organizational entity.
 - g) A description of the non-contiguous parcels of land within the LEED project boundary, the land between them, and compliance with items (a) through (f)

above must be provided in the Additional Details section of Project Information form #1 in LEED Online v3.

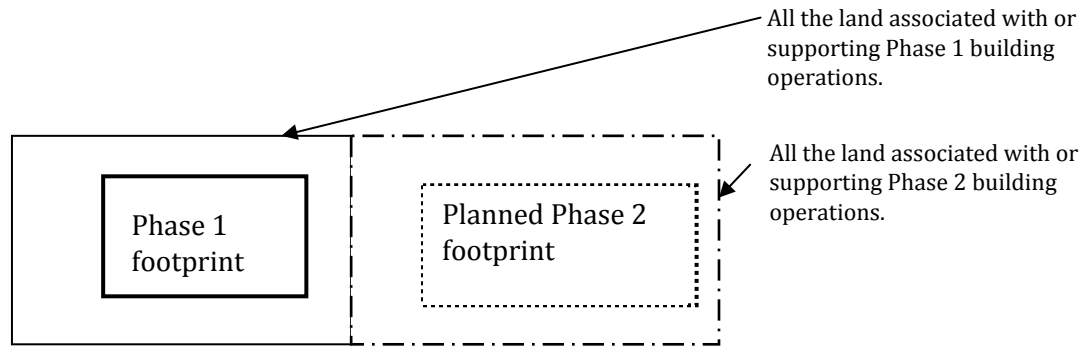
- *Land outside the LEED project boundary used for compliance with specific credits*
 LEED -EB: O&M, SUSTAINABLE SITES CREDIT 5
 Any off-site land used to earn this credit is not required to be included in the LEED project boundary, and therefore is not subject to consideration for prerequisite, other credit, or other MPR compliance EXCEPT MPR#7.
 ALL RATING SYSTEMS: STORM WATER DESIGN CREDITS
 The nature of storm water calculations often necessitates that land outside the LEED project boundary be considered when determining compliance for these credits. Also, it may be necessary to discharge site runoff to a regional or master stormwater management system, such as a retention pond. This additional real property does not need to be included in the LEED project boundary or be considered for prerequisite, other credit, or other MPR compliance.
- *Facilities (including parking) outside the LEED project boundary used for compliance with specific credits*
 Facilities (including parking) that are not within the LEED project boundary but are used to demonstrate compliance with a credit or prerequisite, as allowed per the rating system and reference guide, need not be considered for other prerequisite, credit, or MPR compliance. However, those facilities cannot be used to show compliance for other LEED projects, unless the sufficient capacity is present.
 EXAMPLE
 Off-site showers used to show compliance with Sustainable Sites credit 4.2, Alternative Transportation, Bicycle Storage and Changing Rooms in LEED NC need not be included in the calculations for Water Efficiency prerequisite 1, and cannot be used to earn this credit for an additional LEED project unless the required shower-to-FTE ratio is met for both projects.
- *Real property no longer attributed to a certified building*
 If a certified building is demolished, all real property attributed to that LEED project may be assigned to another LEED project.
- *Easements and leases*
 Land that the LEED project owner leases or has an easement on may be included within the LEED project boundary.
- *Shared construction sites*
 A LEED project boundary must include all land disturbed for that project's construction, regardless of overlapping construction activity for other projects. For information on overlapping LEED project boundaries, please see the bullet below entitled 'Site boundary guidance for phased building projects, or building on land that was designated for a previously certified LEED project'.

- *Site boundary guidance for phased building projects, or building on land that was designated for a previously certified LEED project*

Project teams with phased building projects often wish to certify each phase as it is completed.

Phased building projects are either 1) buildings with planned future additions or 2) sites with a master plan for multiple buildings. If a phased project falls into the first category, the bullet entitled 'Horizontally Attached Buildings', in the MPR #2 section, must be consulted for information on whether or not the different phases are permitted to certify separately.

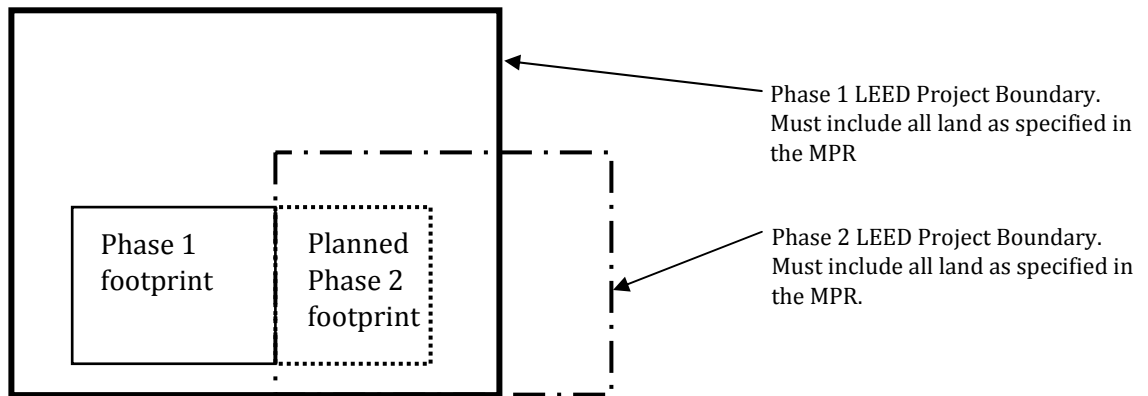
Phased projects with multiple buildings will often be able to easily designate a LEED project boundary (LPB) for each building, such as in this example:



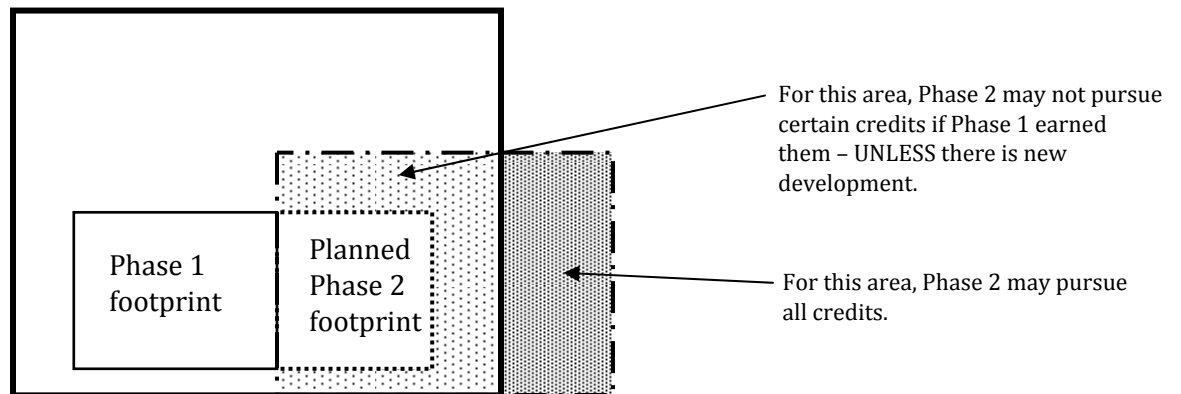
For projects with multiple phases of the same building, or a building located on land that is a part of an already certified LEED project, overlapping LEED project boundaries is inevitable. An exception to the fourth stipulation in this MPR - "Any given parcel of real property may only be attributed to a single LEED project building" - may be made in this situation if certain criteria are met. **Note that the purpose of this exception is to protect the integrity of certified LEED projects while allowing the future projects to successfully pursue LEED certification.** Please see below an illustration of what is required and allowable in this situation, with corresponding written guidance on the next page.

EXAMPLE: JONES ELEMENTARY SCHOOL, USING THE LEED FOR SCHOOLS 2009 RATING SYSTEM

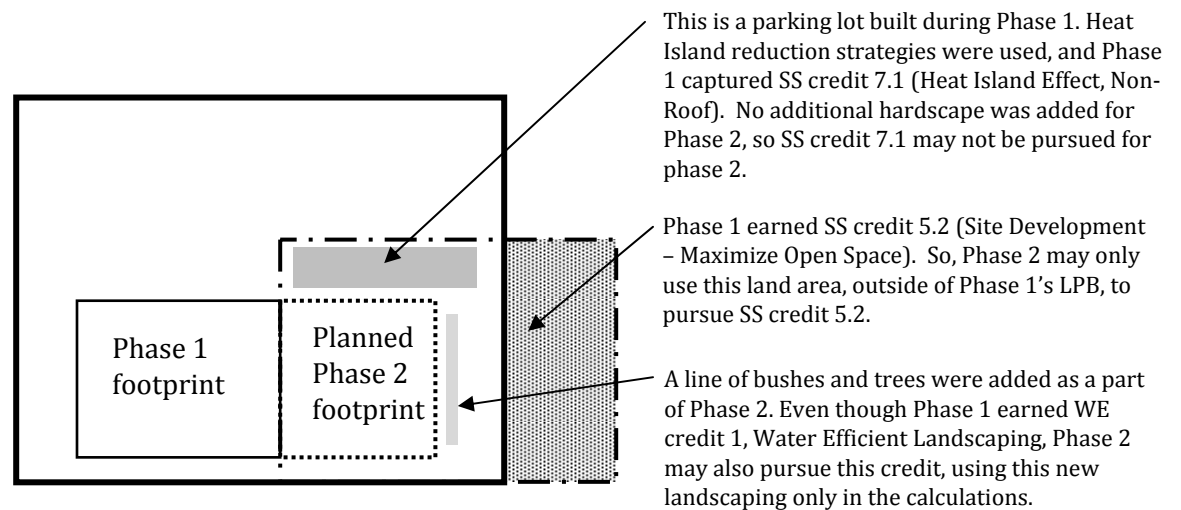
Description of phases



Description of overlapping areas



Example results of overlapping areas



LEED PROJECT BOUNDARY GUIDELINES FOR THE FIRST PHASE

The first building in a phased building project must include all land as required by this MPR. Land designated for a future building may not be excluded.

LEED PROJECT BOUNDARY GUIDELINES FOR SUBSEQUENT PHASES

A subsequent building in a phased building project must include/exclude land as required by this MPR with the exception of the fourth stipulation: 'Any given parcel of real property may only be attributed to a single LEED project building.' This exception may be made if the following conditions are met.

- a) Information on previous project must be disclosed. The project team must inform the LEED reviewer when they are developing on land belonging to a previously certified LEED project. The name, LEED project number, LEED project boundary, and list of credits earned must be disclosed. This information may be disclosed in Project Information Form #1 in LEED Online v3.
- b) Land necessary to earned SS credit 5.1 or 5.2 for a previous project must not be displaced. A subsequent building phase located on land that is part of a certified LEED project MAY NOT displace land that is critical to a previous phase's compliance with SS credit 5.1 or 5.2. The Phase 1 project team must take into consideration future phases when applying for SS credit 5.1 and 5.2. If unforeseen circumstances result in an infringement on this policy, the project team must submit a Project CIR to request consideration for an alternative solution that satisfies the intent of SS credit 5.1 and 5.2.
- c) Credits are not double counted. Overlapped LEED project boundaries restrict project teams' ability to pursue certain credits, as detailed below.

SS credit 3, Brownfield Redevelopment: The same brownfield redevelopment effort can contribute to capturing this credit for only one LEED project.

SS credit 5.1, Site Development – Protect or Restore Habitat: Land area that contributed to an earlier LEED project's capture of this credit via Case 2 (Previously Developed Areas or Graded Sites), may not be used by a later project to capture the credit.

SS credit 5.2, Site Development – Maximize Open Space: Land area that contributed to an earlier LEED project's capture of this credit may not be used by a later project to capture the credit.

SS credit 7.1, Heat Island Effect, Non-Roof: Strategies that contributed to an earlier LEED project's capture of this credit may not be used by a later project. If there is new development during a later phase on the same land (such as new sidewalk), then strategies associated with that new feature may contribute to the capture of the credit for that phase.

WE credit 1, Water Efficient Landscaping: Strategies that contributed to an earlier LEED project's capture of this credit may not be used by a later project. If there is new development during a later phase on the same land (such as new shrubbery

plantings), then strategies associated with that new feature may contribute to the capture of the credit for that phase.

NOTE on SS prerequisite 2, Environmental Site Assessment: The same documentation may be used to show compliance for multiple LEED projects.

Additional Information and Clarifications

- *Defining land that is associated with and directly supports a building*
This MPR requires that ‘The LEED project boundary must include all contiguous land that is associated with and supports normal building operations for the LEED project building....’. This includes land which is altered in any way as a result of the LEED project construction, and features enjoyed by building users, such as:
 - hardscape, such as parking and sidewalks
 - septic treatment equipment
 - stormwater treatment equipment
 - landscaping
 Often, these features are shared with other nearby buildings. In this case, the project team must make a judgment and divide the land reasonably among the buildings. See guidance for shared hardscape and construction site situations below.
- *Shared hardscape and on-site parking facilities*
If a LEED project building shares use of a parking lot, parking garage, or other amenity with another building, then those amenities must be allocated according to the percentage of use for each building. A brief description of the situation and any related calculations should be provided in Project Information form #1 in LEED Online v3. The project team must only show that the appropriate percentage of amenities is included within the boundary for their own project. It is also their responsibility to ascertain that they do not inappropriately cross boundaries with another LEED project.
EXAMPLE
Two neighboring stores are being constructed, and one is pursuing LEED certification. A new parking lot with fifty spaces will be shared by the two stores. The certifying store estimates that it will use twenty parking spaces on a regular basis to serve its employees and customers. Therefore, the project team must draw its LEED project boundary to include twenty spaces and forty percent of the supporting hardscape (driveways, sidewalks, etc).
- *Supporting infrastructure not owned by building owner*
Infrastructure supporting the LEED project building may be omitted from the LEED project boundary if it is not owned by the LEED project owner AND if it is not included in the scope of construction work for the LEED project. This omission must be done consistently throughout the submission.

- *Small buildings within the LEED project boundary*

Occasionally, there are small buildings physically close to the LEED project building, and associated with its normal building operations. Such a building may be included within the LEED project boundary and excluded from required compliance with MPRs, prerequisites, and credits (unless specifically addressed below) if the conditions listed below are met. Temporary structures erected for the purposes of supporting construction administration work and that will be removed at construction completion are not subject to this MPR and will not be required to certify.

 - a) The building must be ineligible to apply for LEED certification because it does not meet MPR #2, Must Be A Complete, Permanent Building or Space, MPR#4, Must Comply with Minimum Floor Area Requirements, or MPR #5 Must Comply with Minimum Occupancy Rates.
 - b) The building must comply with MPR #1, Must Comply with Environmental Laws
 - c) The building must comply with all Sustainable Sites prerequisites.
 - d) No credit may be claimed for strategies implemented in the building.
 - e) Only two such buildings may be included within the LEED project boundary.

4. MUST COMPLY WITH MINIMUM FLOOR AREA REQUIREMENTS.

MPR Language

New Construction, Core and Shell, Schools, Existing Buildings: Operations and Maintenance

The LEED project must include a minimum of 1,000 square feet (93 square meters) of gross floor area.

Commercial Interiors

The LEED project must include a minimum of 250 square feet (22 square meters) of gross floor area.

Intent:

The thresholds and calculations that make up the system of evaluation in LEED begin to break down and lose meaning once the building or space being evaluated reaches relatively diminutive proportions. A building or space that is too small would compromise the integrity of the LEED certification system.

THIS MPR DOES NOT INTEND TO:

- exclude small buildings and spaces for any reason other than that stated in the intent: simply that they cannot be fairly analyzed by the LEED rating system
- imply that small buildings and spaces do not also have an impact on the environment and their occupants, and therefore also have the opportunity to achieve green building excellence in their design and construction

Specific Allowed Exceptions

None

Additional Information and Clarifications

- Open air stadiums, kiosks, and similar building types satisfy this MPR if the minimum required amount of gross floor area is met for some part of the structure. The definition of gross floor area must be carefully reviewed when considering such a building for compliance with this MPR. For example, many parking garage structures will not meet this definition if they are essentially large roofed-over areas, because such areas are not counted within the total gross floor area.

5. MUST COMPLY WITH MINIMUM OCCUPANCY RATES

MPR Language

New Construction, Core & Shell, Schools, and Commercial Interiors:

Full Time Equivalent Occupancy

The LEED project must serve 1 or more *Full Time Equivalent* (FTE) occupant(s), calculated as an annual average in order to use LEED in its entirety. If the project serves less than 1 annualized FTE, optional credits from the Indoor Environmental Quality category may not be earned (the prerequisites must still be earned).

Existing Buildings: O&M:

Full Time Equivalent Occupancy

The LEED project must serve 1 or more Full Time Equivalent (FTE) occupant(s), calculated as an annual average in order to use LEED in its entirety. If the project serves less than 1 annualized FTE, optional credits from the Indoor Environmental Quality category may not be earned (the prerequisites must still be earned).

Minimum Occupancy Rate

The LEED project must be in a state of *typical physical occupancy*, and all building systems must be operating at a capacity necessary to serve the current occupants, for a period that includes all performance periods as well as at least the 12 continuous months immediately preceding the first submission for a review.

Intent:

Many credits and prerequisites throughout the LEED rating systems evaluate the impact of the LEED project building on the building users, particularly those in the Indoor Environmental Quality credit category. USGBC believes it is appropriate and necessary to require that a minimum number of people benefit from the strategies implemented in order to earn the credits.

In EB: O&M, compliance with many prerequisites and credits is evaluated based on actual usage patterns. Therefore, it is necessary to require that typical usage of the LEED project building is underway during the performance periods, so that accurate measurements can be taken.

THIS MPR DOES NOT INTEND TO:

- imply that buildings and spaces with a small amount of human traffic do not also have an impact the few occupants they do have, and therefore also have the opportunity to achieve green building excellence in their design and construction
- exclude buildings that experience fluctuations in occupancy

Specific Allowed Exceptions

MINIMUM OCCUPANCY RATE APPLICABLE TO EBOM ONLY

- *Unexpected and temporary decline in occupancy (applicable to EBOM only)*
If occupancy unexpectedly and temporarily falls below the required threshold within the period of time subject to this MPR*, but still meets the requirement using a weighted average (as described below), the project team must submit a description of the situation as well as the measures they have taken to keep the reduced occupancy numbers from affecting the results for each prerequisite and credit that deals with occupancy. Explanations specific to a prerequisite or credit should be given in the optional section for that prerequisite or credit, and general descriptions should be given in the MPR form under 'Project Information Forms' in LEED Online.

*As stated in the MPR language, the period of time subject to this MPR includes at least the 12 continuous months immediately preceding the first submission for a review and all performance periods.

Additional Information and Clarifications

FULL TIME EQUIVALENT OCCUPANCY APPLICABLE TO ALL RATING SYSTEMS

- *Calculation method for determining annual FTE (the calculation for determining weighted occupancy for EB: O&M is below)*
Although each building varies in regular occupancy, the purpose of setting the baseline annual FTE is to ensure sufficient occupancy to warrant awarding points in the EQ credit category.
Annual FTE is based on the average 40 hour work week, assuming 48 total work weeks in the year. Based on this assumption, one annual FTE is defined as one person spending eight hours a day for 240 days in the building, or 1920 hours annually. The calculation can be done by average FTE occupants per day, week, or month:
By day, must be greater than or equal to 240: (total occupant hours in an average day/8) x number of occupied days
By week, must be greater than or equal to 48: (total occupant hours in an average week/40) x number of occupied weeks
By month, must be greater than or equal to 12: (total occupant hours in an average month/160) x number of occupied months

EXAMPLE

A religious worship facility has an hour-long service once a week for a year, and an average of thirty people attends each service. The building stands empty the remainder of the time. The annual FTE calculation for this building is:

$$(30 \text{ total occupant hours in an average day} / 8) \times 52 \text{ occupied days} = 195$$

So, the combined occupant hours result in the equivalent of one person spending 195 eight hour days in the facility. EQ credits may not be pursued. However, if it gains 10 new members, this MPR would be satisfied:

$$40 \text{ total occupant hours in an average day} / 8) \times 52 \text{ occupied days} = 260$$

- Only occupant hours that the building intends and expects to accommodate under normal building operations shall be included in annual FTE calculations.

MINIMUM OCCUPANCY RATE APPLICABLE TO EBOM ONLY

- *Space types subject to this MPR*
Gross floor area that is designed to be regularly occupied should be the focus when determining compliance with this MPR.
 Any common space such as a lobby or bathroom that receives any use as well as any space that does not typically have occupants (such as closets or mechanical rooms) counts toward compliance with this MPR. Common space that is not receiving any use – for example, a bathroom on a floor completely devoid of occupants – does not count toward compliance.
- *Determining typical physical occupancy*
 The definition of typical physical occupancy is ‘The state in which normal building operations are underway and the building is in use by the average number of full time equivalent occupants for which it was designed.’
 To determine the average number of full time equivalent occupants the building was designed for, project teams must assess buildings on a case by case basis, using reasonable judgment. Design intentions, floor area capacity, and building system capacity must all be considered. Atypical or indeterminate cases must be described in the Project Information forms #1 in LEED Online v3.
 All buildings except for hotels are considered to be in compliance with this MPR if more than 50% of its floor area is fully occupied (i.e., in a state of typical physical occupancy), as time-averaged over the performance period for all prerequisites and attempted credits, including the 12 months leading up to the initial submittal of application for review. The threshold for hotels is 55%.
 Any building that experiences occupancy of less than 100% during a performance period should refer to the LEED EB: O&M Reduced Occupancy Guidance when completing submittal requirements. This document can be found here:
<http://www.gbci.org/customerserv.aspx>.

EXAMPLE

A hotel has 100 equally sized rooms, and no common space aside from a small lobby. Since the hotel was built, sixty of the rooms have been full as an annual average, taking into account all seasons. Therefore, it is considered to be in compliance with this MPR because sixty exceeds the minimum threshold of 55%.

EXAMPLE

There is a school with nine equally sized classrooms, and circulation space equal to the square footage of one classroom. Four of the classrooms are not being used, but the other five are being fully used. Therefore, occupancy for the entire building is at 60%. If attendance in the three of the classrooms drops to 50% each, then occupancy for the entire building drops to 45%, and compliance with this MPR is in question.

- *Minimum Occupancy Rate Threshold Change*

In fall 2009, the minimum occupancy rate threshold for EB: O&M changed from the historic number 75% to the 55% and 50%, as detailed above. This change was as a result of a scrutiny of marketplace conditions, and was approved by the LEED Steering Committee (LSC). This threshold is not expected to change again in the foreseeable future. If and when it does change to become more stringent, the change will only apply to projects registered after the date the change is announced.

- *Calculation method for determining weighted occupancy (the calculation for determining annual FTE is in a separate section)*

A LEED project building experiencing fluctuating occupancy rates during the period of time subject to this MPR* may utilize the following formula in determining compliance:

$$\frac{[(\text{number of days at } x\% \text{ capacity} * x\%) + (\text{number of days at } y\% \text{ capacity} * y\%) + (\dots)]}{\text{total days in operation}}$$

EXAMPLE

An office building with ten equally sized floors submits for preliminary review on January 1, exactly a year after its earliest performance period began. It is open 260 days a year. The building operated at full capacity for the first 150 work days of that year. Unexpectedly, six floors become vacant (occupancy drops to 40%) for 50 days. Then, those six floors become occupied again, each operating at half its capacity for the last 60 days (occupancy for the entire building rises to 60%).

$$[(150*1) + (50*.4) + (60*.6)] / 260 = 79\%$$

Because offices are required to be at 50% capacity at a minimum, this building is in compliance with this MPR.

* As stated in the MPR language, the period of time subject to this MPR includes at least the 12 continuous months immediately preceding the first submission for a review and all performance periods.

- *Project area is leased but not occupied*
Leased but unoccupied space does not comply with this MPR because it is not considered physically occupied.

6. MUST ALLOW USGBC ACCESS TO WHOLE-BUILDING ENERGY AND WATER USAGE DATA

MPR Language

All certified projects must commit to sharing with USGBC and/or GBCI all available actual whole-project energy and water usage data for a period of at least 5 years. This period starts on the date that the LEED project begins typical physical occupancy if certifying under New Construction, Core & Shell, Schools, or Commercial Interiors, or the date that the building is awarded certification if certifying under Existing Buildings: Operations & Maintenance. Sharing this data includes supplying information on a regular basis in a free, accessible, and secure online tool or, if necessary, taking any action to authorize the collection of information directly from service or utility providers. This commitment must carry forward if the building or space changes ownership or lessee.

Intent:

The goal of decreased energy and water use consumption is a major component of LEED certification. Tracking actual building consumption and comparing it to the usage proposed in design cases, or tracked during a performance period, is essential to the individual success of each LEED certified building and the ongoing evaluation and development of the LEED program.

By providing usage data, LEED project owners will not only be taking a very active part in advancing the green building movement, but they will also be provided feedback about the performance of their building in the context of comparable buildings. As well, buildings that achieve LEED certification in a Design and Construction rating system will be able to more easily pursue certification under LEED for Existing Buildings, Operations and Maintenance with readily available performance data.

Access to complete and accurate information on every LEED building project's performance allows the USGBC to aggregate individual building information and perform program evaluations on its efficacy such as average LEED energy and water savings relative to national and regional averages. Aggregate figures on carbon emissions, costs, and other environmental impacts associated with building energy usage are of significant interest to USGBC and GBCI as well as green building advocates, builders, owners, and operators. USGBC will use all building data to inform the continuous improvement of the LEED rating systems, develop related educational programming, identify key areas of needed research and present clear, unbiased results to the building community. Building performance feedback will be provided to LEED project owners based on the information by making comparisons to national or known comparable datasets.

THIS MPR DOES NOT INTEND TO:

- penalize project teams with buildings that do not perform as well as intended
- create insurmountable technical or legal barriers to registering a LEED project

Specific Allowed Exceptions:

- *Where whole project meters are cost-prohibitive or physically impractical to install*
Owners of LEED project buildings or spaces that do not have meters in place that measure energy and/or water usage for the entire LEED certified gross floor area will not be expected to supply energy and/or water usage data unless and until such meters are installed. Many Commercial Interiors projects, higher education campuses, and military bases will fall into this category.
- *Sale, Assignment or other Transfer of Ownership*
To own a LEED certified project is to participate in the ongoing evolution of the green building movement. In that spirit, and in keeping with the intent of this MPR, the owner's commitment to provide whole-building energy and usage data is expected to carry forward to the next owner if all or part of a LEED certified project is sold, re-assigned or otherwise transferred. However, it is recognized that this may not always be possible, and GBCI will respect the realities of situations in which reasonable efforts to maintain the commitment are not successful. In this situation, the initial building owner will no longer be required to provide the data or access to the data.

Additional Information and Clarifications

- *Correlation of actual performance to design performance*
Data collection is for research purposes only, and project teams are required simply to share data, NOT to show that design cases submitted during certification were accurate. For projects in NC, CI, CS, and Schools, actual performance will usually vary from projected performance. This MPR addresses the act of data sharing, not the content of the data. (Note that projects certifying under LEED EB: O&M are required to submit performance data *during* the certification process, and this *does* affect if, and what level of certification will be achieved.)
- *Determining typical physical occupancy*

The definition of Typical Physical Occupancy', as given in the definitions section below, is: 'The state in which normal building operations are underway and the building is in use by the average number of people that it was designed for.'
To determine the average number of full time equivalent occupants that the building was designed for, project teams must assess buildings on a case by case basis, using reasonable judgment. Design intentions, floor area capacity, and building system capacity must all be considered.

Projects certifying under LEED for New Construction, Commercial Interiors, Core & Shell, and Schools must begin sharing data once 50% of the gross floor area meets the definition of typical physical occupancy.

- *Process of data collection*
The process of data collection as well as the specific data that will be collected is currently under development, and a more detailed description will be released as soon as it is available.
- *Reporting Results*
Analysis of the data will be made publicly available on a regular basis (schedule to be determined).
- *Facilitating certification under LEED for Existing Buildings: Operations & Maintenance*
All building performance data collected may be used to meet the submittal requirements of the EB: O&M application.
- *Core & Shell projects do not require special treatment*
Metering and data collection for Core & Shell projects does not differ from other projects. Data may be collected from spaces that the LEED project team did not fit out as part of their core and shell design and construction – this is normal and acceptable.

7. MUST COMPLY WITH A MINIMUM BUILDING AREA TO SITE AREA RATIO

MPR Language

The gross floor area of the LEED project building must be no less than 2% of the gross land area within the LEED project boundary.

Intent:

Because LEED is a rating system for buildings, it is appropriate to restrict the amount of land associated with a LEED certified project. While it is recognized that large sections of real estate may be affected by human activity generated by a building as well as an owner's general land use decisions, this stipulation has been put into place to ensure that an overabundance of land associated with a LEED certification does not occur and certain Sustainable Sites credits are awarded fairly.

THIS MPR DOES NOT INTEND TO:

- imply that land left outside of the LEED project boundary should not also benefit from the environmentally sensitive land use practices

Specific Allowed Exceptions

None

Additional Information and Clarifications

- *Calculation method for determining gross floor area to site area ratio*

$$[\text{Gross Floor Area (sf)} / \text{Site Area (sf)}] \times 100$$

EXAMPLE

A 4000 square foot building is located on a five acre (217,800 sq ft) site:

$$[4000 / 217,800] \times 100 = 1.8\%$$

This building must claim only 4.6 acres (200,000 sq ft) within its LEED project boundary to meet the 2% building area to site area minimum.

- There is no maximum building area to site area ratio.

- Site area (or, gross land area) includes all land within the LEED project boundary, including the footprint of the LEED project building.
- If a LEED project boundary must be adjusted in order to meet this MPR, the adjustment must be done such that the new boundary also complies with MPR #3, Must Use a Reasonable Site Boundary. If there is a conflict, this MPR takes precedence. In other words, the project team may eliminate land that is usually required by MPR #3 to be within the project boundary, in order to comply with this MPR. However, the elimination must be done in a reasonable fashion: the project team cannot remove land specifically because it would not comply with another MPR, prerequisite, or credit requirements.
- If there is not any land included within the LEED project boundary (as will typically be the case with LEED CI projects), the project will be in compliance with this MPR by default.
- Off-site land used to earn Sustainable Sites credit 5 in EB: O&M must be included in the calculations for this MPR.

GLOSSARY

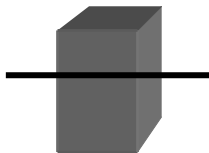
Certificate of Occupancy: A document issued by a local authority indicating that premises comply with provisions of zoning, building ordinances, building code, and/or approved plans and specifications. This is often required before premises can be occupied and title transferred.

Complete Interior Space: At a minimum, all the gross floor area within the exterior walls of a building that is within a single occupant's control and contains all building components altered as part of the LEED-certifying construction scope. Ownership, management, lease, and party walls are acceptable methods for defining two complete interior spaces. Floors/ceilings, i.e. the structural component separating two floors, may also define two complete spaces if one floor is unaffected by construction work, even if both floors serve the same occupant.

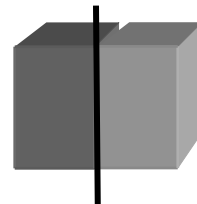
Design and Construction Rating Systems: Any LEED rating system that addresses both the design and construction of a building or interior space. Includes LEED for New Construction and Major Renovation, LEED for Core & Shell, LEED for Schools, LEED for Commercial Interiors, LEED for Retail, and LEED for Healthcare.

Entirety: The sum of the constructed components that make up a building which is physically distinct from another building. Must include all vertically attached components of the building.

This horizontal dividing line CANNOT distinguish the top half of this structure from the bottom half as a building in its entirety:



This vertical dividing line CAN distinguish the building on the right from the building on the left, if they are physically distinct and separate addresses or names:



Full Time Equivalent (FTE): A regular building occupant who spends 40 hours per week in the building or space, or the equivalent. Part-time or overtime occupants have FTE values based on their hours per day.

Gerrymander: To divide and assign land in such a way as to give unfair, inconsistent representation to one parcel over another.

Gross Floor Area: (based on ASHRAE definition) Sum of the floor areas of the spaces within the building, including basements, mezzanine and intermediate-floored tiers, and penthouses with headroom height of 7.5 ft (2.2 meters) or greater. Measurements must be taken from the exterior

faces of exterior walls OR from the centerline of walls separating buildings, OR (for LEED CI certifying spaces) from the centerline of walls separating spaces. Excludes non-enclosed (or non-enclosable) roofed-over areas such as exterior covered walkways, porches, terraces or steps, roof overhangs, and similar features. Excludes air shafts, pipe trenches, and chimneys.

Gross Square Feet/Square Meters: see 'Gross floor area'.

Normal Building Operations: The complete activities and functions intended to take place within the building and on associated property.

Land: Any part of the earth's surface not covered by a body of water.

LEED Project: All real property within the LEED project boundary, including the building(s) or space(s), all structures, land, etc. which collectively is attempting or has earned certification.

LEED Project Boundary: The line drawn on a site plan submitted to GBCI indicating the limits of the real property for which the project team is attempting or has earned certification.

LEED Project Building: The structure which is attempting or has earned certification.

LEED Project Space: The gross floor area which is attempting or has earned certification.

LEED Project Registration: The process through which the project team establishes a LEED project in LEED Online. This process is considered complete once payment is received by USGBC and/or GBCI.

Major Renovation: Construction work that is extensive enough such that normal building operations cannot be performed while the work is in progress, and/or a new certificate of occupancy is required.

Operational Activities: See 'Normal Building Operations'.

Party Wall: A wall without openings erected as a common support to structures on both sides.

Performance Period: The continuous, unbroken time during which sustainable operations performance for a building and/or site is being measured.

Physically Distinct: The condition in which a building has both of the following:

- a) exterior walls that are party walls or are separate from adjoining buildings by air space
- b) lighting, HVAC, plumbing, and other mechanical systems that are separate from the systems of adjoining buildings.

LEED project boundary lines that "slice" through party walls must not pass through any mechanical, electrical and plumbing (MEP) service infrastructure. Exceptions include buildings served by a common or shared chiller plant or heating water, or steam supply pipes (i.e., not air ducts), and only if the thermal energy serving the structure to be separated is sub-metered.

Note that the definition of 'physically distinct' has special implications for complicated retail and mixed use situations, and specific guidance on this issue will be provided upon the release of LEED for Retail. In the meantime, if this definition proves insufficient for a potential LEED project, GBCI should be contacted: <http://www.gbci.org/customerserv.aspx>.

Project Work: See 'Undertaking the LEED Project'.

Regularly occupied spaces: Areas where workers are seated or standing as they work inside a building. In residential applications, these areas are all spaces except bathrooms, utility areas, and closets or other storage rooms. In schools, they are areas where students, teachers, or administrators are seated or standing as they work or study inside a building.

Real Property: Land and land alterations that are a direct result of human activities that subsequently support an active land use, including structures of any kind.

Schematic Design: The initial phase of architectural work that establishes the scope and physical outline of the project.

Substantial Completion of Construction: The point at which work on the building project is sufficiently complete in accordance with all construction contract documents, and any strategies that the project is receiving recognition for under LEED are fully implemented, except for operations-related strategies (such as a thermal comfort survey).

Typical Physical Occupancy: The state in which normal building operations are underway and the building is being used by the average number of full time equivalent occupants for which it was designed.

Undertaking the LEED Project: All design, construction, and development work that contribute to the creation of the LEED project building.