



# INFORMATION

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## 62MZCalc Spreadsheet Instructions for LEED for Existing Buildings: O&M

1. Use this calculator as a supporting file for IEQ Prerequisite 1: Outdoor Air Introduction and Exhaust Systems. Follow the instructions in the LEED-EB: O&M certification submittal template accessed through LEED Online.
2. Use this calculator only if some AHUs in the project building fall under Option 1 in the LEED-EB: O&M submittal template. Use a separate calculator for each AHU that falls under Option 1, and save each with a unique file name.
3. This calculator determines the minimum required outside air flow for an AHU ("Vot" in ASHRAE terminology), in cubic feet per minute (CFM), based on the design and operating conditions of the AHU and the spaces it serves. It takes account of separate zones (if any), but is also suitable for single-zone units.
4. Begin by reading the "directions" tab, then filling out the "Vot Calculation" tab as instructed. Leave the calculator in "IP" units mode; do not switch to SI units. Upload each completed calculator into LEED Online under IEQp1.
5. Enter the value of Vot into column 4 of the appropriate row of Table 1.1 in the IEQp1 submittal template. If more than one calculator is used, enter the Vot result into the table separately for each AHU.