

Owner's Project Requirements Document for LEED Fundamental Commissioning and Verification

Project: _____

Approved: _____
Name Owner's Representative Date

Name Design Agent's Representative Date

Overview and Instructions

The purpose of this document is to provide clear and concise documentation of the Owner's goals, expectations and requirements for commissioned systems, and shall be utilized throughout the project delivery and commissioning process to provide an informed baseline and focus for design development and for validating systems' energy and environmental performance.

The Owner's Project Requirements Document is a required document for LEED Version 4EA Prerequisite, Fundamental Commissioning and Verification of the Building Energy Systems. It shall be completed by the Corps District/Design Agent based on coordination with the Installation/User/Proponent and shall be approved by the Installation/User/Proponent representative.

Use of this template is not required, nor are there any restrictions on editing of it. It is provided simply as a tool to assist project teams in meeting the documentation requirements for LEED Fundamental Commissioning and Verification.

The intent of the Owner's Project Requirements Document, per the LEED v4 Reference Guide, is to detail the functional requirements of a project and the expectations of the building's use and operation as it relates to commissioned systems. This template contains the basic recommended components indicated in the LEED v4 Reference Guide. It should be adapted as needed to suit the project, remaining reflective of the LEED intent.

The Owner's Project Requirements Document should ideally be completed before the start of design and furnished to the design team. It must be completed prior to the approval of Contractor submittals of any commissioned equipment or systems to meet LEED requirements.



Updates to the Owner's Project Requirements Document throughout the course of project delivery shall be made by the Corps District/Design Agent based on decisions and agreements coordinated with and agreed to by the Installation/User/Proponent.

The Owner's Project Requirements Document shall be included in the project's LEED documentation file under EA PR Fundamental Commissioning and Verification.

Owner's Project Requirements Document for LEED Fundamental Commissioning

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TABLE 1

1.1 1. Owner and User Requirements

What is the primary purpose, program and use of this project? (example: office building with data center)

Describe pertinent project history. (example: standard design development)

1.1.1 Broad Goals

What are the broad goals relative to program needs?

What are the broad goals relative to future expansion?

What are the broad goals relative to flexibility?

What are the broad goals relative to quality of materials?

What are the broad goals relative to construction costs?

What are the broad goals relative to operational costs?

What are the broad goals relative to life cycle of the equipment?



Other broad goals: *(Insert as applicable)*

1.1.2 2. Environmental and Sustainability Goals

What are the project goals relative to sustainability and environmental issues? (example: LEED Silver rating)

What are the project goals relative to energy efficiency? (example: Meet EPACK)

What are the project goals and requirements for building siting that will impact energy use?

What are the project goals and requirements for building facade that will impact energy use?

What are the project goals and requirements for building fenestration that will impact energy use?

What are the project goals and requirements for building envelope that will impact energy use?

What are the project goals and requirements for building roof that will impact energy use?

Other: *(Insert as applicable)*



1.1.3 3. Indoor Environmental Quality Requirements

What is the intended use for all spaces? For all spaces that have an intended use that is not readily apparent from the space name, provide this information in Table 1.

What is the anticipated occupancy schedule (numbers of occupants and time frames) for all occupied spaces? Indicate the default occupancy schedule below and for all spaces that have an occupancy schedule that differs from the default, provide this information in Table 1.

What accommodations for after-hours use are required? (example: access control, lighting controls, HVAC controls) Indicate general accommodations required below and for all spaces that have special requirements, provide this information in Table 1.

What are the lighting, temperature, humidity, air quality, ventilation and filtration requirements for all spaces? Indicate the default requirements below and for all spaces that have a requirement that differs from the default, provide this information in Table 1.

Lighting: _____

Temperature: _____

Humidity: _____

Air Quality: _____

Ventilation: _____

Filtration: _____

What are the acoustical requirements for all spaces? Indicate the default acoustical requirements below and for all spaces that have a requirement that differs from the default, provide this information in Table 1.

What is the desired level of occupant ability to adjust systems controls? Indicate the default desired levels below and for all spaces that have a desired level that differs from the default, provide this information in Table 1.

Lighting: _____



Temperature: _____
Humidity: _____
Air Quality: _____
Ventilation: _____

What, if any, specific types of lighting are desired? (example: fluorescent in 2x2 grid, accent lighting, particular lamps)

1.1.4 4. Equipment and System Expectations

(Complete for each category as applicable or indicate "none identified" or "N/A". Add desired features information for other anticipated commissioned systems as applicable)

Indicate desired features for the following commissioned system: Space Heating

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____

Flexibility: _____

Maintenance Requirements: _____

Efficiency Target: _____

Desired Technologies: _____

Indicate desired features for the following commissioned system: Ventilation

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____

Flexibility: _____

Maintenance Requirements: _____

Efficiency Target: _____

Desired Technologies: _____

Indicate desired features for the following commissioned system: Air Conditioning

Desired Type: _____

Quality: _____



Preferred Manufacturer: _____
Reliability: _____
Automation: _____
Flexibility: _____
Maintenance Requirements: _____
Efficiency Target: _____
Desired Technologies: _____

Indicate desired features for the following commissioned system: Refrigeration

Desired Type: _____
Quality: _____
Preferred Manufacturer: _____
Reliability: _____
Automation: _____
Flexibility: _____
Maintenance Requirements: _____
Efficiency Target: _____
Desired Technologies: _____

Indicate desired features for the following commissioned system: HVAC Controls

Desired Type: _____
Quality: _____
Preferred Manufacturer: _____
Reliability: _____
Automation: _____
Flexibility: _____
Maintenance Requirements: _____
Efficiency Target: _____
Desired Technologies: _____

Indicate desired features for the following commissioned system: Domestic Hot Water

Desired Type: _____
Quality: _____
Preferred Manufacturer: _____
Reliability: _____
Automation: _____
Flexibility: _____
Maintenance Requirements: _____
Efficiency Target: _____
Desired Technologies: _____



Indicate desired features for the following commissioned system: Lighting Controls

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____

Flexibility: _____

Maintenance Requirements: _____

Efficiency Target: _____

Desired Technologies: _____

Indicate desired features for the following commissioned system: Daylighting Controls

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____

Flexibility: _____

Maintenance Requirements: _____

Efficiency Target: _____

Desired Technologies: _____

Indicate desired features for the following commissioned system: Emergency Power

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____

Flexibility: _____

Maintenance Requirements: _____

Efficiency Target: _____

Desired Technologies: _____

Indicate desired features for the following commissioned system: Other - _____

Desired Type: _____

Quality: _____

Preferred Manufacturer: _____

Reliability: _____

Automation: _____



Flexibility: _____
Maintenance Requirements: _____
Efficiency Target: _____
Desired Technologies: _____

1.1.5

5. Building Occupant and O&M Personnel Requirements

How will the facility be operated? Who will operate the facility?

Will the facility be connected to an EMCS? If so, what are the interface requirements?
(example: monitoring points, control points, scheduling)

What is the desired level of training and orientation for building occupants to understand and use the building systems?

What is the desired level of training and orientation for O&M staff to understand and maintain the building systems?



