



LEED Canada for Existing Buildings: Operations and Maintenance 2009 Reference Guide Addenda

Updated: May 30, 2014

This document contains errata and addenda to the *LEED Canada for Existing Buildings: Operations and Maintenance 2009 Reference Guide* and is intended to be used in conjunction with the published LEED Canada EB:O&M reference materials, supplementary guidance documents and Credit Interpretation Requests. These changes are based on the experience gained by users and the Canada Green Building Council since the launch of the LEED Canada EB:O&M program.

There are two types of changes noted:

- Corrections to the text (errata), which apply to all projects regardless of registration date.
- Changes which may have a greater impact on the ability of projects to meet credit requirements (addenda). These changes apply as of the date of their release; projects registered after this date must abide by the changes noted.

Page	Section	Credit	Revision	Applicability	Post Date
xvii	When to Use LEED Canada for Existing Buildings: Operations & Maintenance	n/a	Following the third paragraph, add "Multiple Building projects that are on a shared site under the control of a single entity may be eligible for LEED certification as if they are a single building. For eligibility requirements and guidance refer to the <i>Application Guide for Multiple Building Projects in LEED Canada EB:O&M</i> available on the CaGBC website."	Applies to all projects	2013-12-12

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xxvi	VII. Initial Certification vs. Recertification	n/a	In the second paragraph, replace “For more information on how to begin recertification, contact CaGBC Customer Service at info@cagbc.org.” with “For more information concerning recertification please see the <i>LEED Canada for Existing Buildings: Operations and Maintenance Recertification Guidance</i> posted on the CaGBC website.”	Applies to all projects	2013-12-12
xxvi	VII. Initial Certification vs. Recertification	n/a	In the fifth paragraph, replace “For more information on recertification, please e-mail CaGBC Customer Service at info@cagbc.org.” with “For more information concerning recertification please see the <i>LEED Canada for Existing Buildings: Operations and Maintenance Recertification Guidance</i> posted on the CaGBC website.”	Applies to all projects	2013-12-12
xxviii	Requirements for Initial Certification	n/a	In the second line of the first paragraph, replace remainder of the paragraph starting with “However” with the text “However, all performance periods must overlap and terminate within thirty days of each other, as illustrated in Table 2. In this example, each performance period is at least three months, and the termination dates range from April 1 through April 26.”	Applies to all projects	2013-12-12

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xxviii	Requirements for Initial Certification	n/a	<p>Replace Table 2. Performance Period Example, with the table below:</p> <table border="1"> <thead> <tr> <th>CREDIT</th> <th>START</th> <th>END*</th> <th>DURATION**</th> </tr> </thead> <tbody> <tr> <td>WEc3 – Water-Efficient Landscaping</td> <td>February 22, 2009</td> <td>April 20, 2009</td> <td>14 months</td> </tr> <tr> <td>SSc6 – Stormwater Management</td> <td>April 6, 2008</td> <td>April 22, 2009</td> <td>12.5 months</td> </tr> <tr> <td>EAp2 – Minimum Energy Efficiency Performance</td> <td>April 1, 2008</td> <td>April 1, 2009</td> <td>12 months</td> </tr> <tr> <td>SSc2 – Building Exterior and Hardscape Management Plan</td> <td>August 25, 2008</td> <td>April 25, 2009</td> <td>8 months</td> </tr> <tr> <td>WEp1 – Minimum Indoor Plumbing Fixture and Fitting Efficiency</td> <td>January 12, 2009</td> <td>April 26, 2009</td> <td>3.5 months</td> </tr> </tbody> </table> <p>*All performance periods must end within the same thirty-day interval. **Minimum duration = 3 months; maximum duration = 24 months.</p>	CREDIT	START	END*	DURATION**	WEc3 – Water-Efficient Landscaping	February 22, 2009	April 20, 2009	14 months	SSc6 – Stormwater Management	April 6, 2008	April 22, 2009	12.5 months	EAp2 – Minimum Energy Efficiency Performance	April 1, 2008	April 1, 2009	12 months	SSc2 – Building Exterior and Hardscape Management Plan	August 25, 2008	April 25, 2009	8 months	WEp1 – Minimum Indoor Plumbing Fixture and Fitting Efficiency	January 12, 2009	April 26, 2009	3.5 months	Applies to all projects	2013-12-12
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xxviii	Application Submittal Upon Completion of the Performance Period	n/a	<p>Replace the last two sentences with the text “In the example above, the termination interval ends on April 26, 2009. The certification application therefore must be submitted on or before June 25, 2009.”</p>	Applies to all projects	2013-12-12																								
xxix	Performance Period for Recertification	n/a	<p>Add to the end of the section “For additional information concerning recertification performance periods please see the <i>LEED Canada for Existing Buildings: Operations and Maintenance Recertification Guidance</i> posted on the CaGBC website.”</p>	Applies to all projects	2013-12-12																								

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xxxi	X. Multitenant Buildings	n/a	<p>Replace the first paragraph with:</p> <p><i>LEED Canada EB:O&M</i> certification applies only to whole buildings. Multitenant buildings (single buildings that contain floor area under the ownership or tenancy of more than one entity) must involve at least 90% of the total gross floor space. These buildings having occupied floor area above 90% are deemed fully occupied. Projects having an average occupied floor area between 50 and 90% are described as reduced occupancy or partially occupied buildings and must follow the requirements outlined in the <i>Reduced Occupancy Guidance for LEED Canada Existing Buildings: Operations & Maintenance 2009</i> available on the CaGBC website. Calculate project scope floor space by dividing the project’s floor space by the total gross floor space.</p>	Applies to all projects	2013-12-12
Xxxvi - xxxvii	XV. Credit Compliance, Team Member Responsibility	n/a	Delete the Property Manager title and the following 29 lines.	Applies to all projects	2013-12-12
xxxvii	XV. Credit Compliance, Team Member Responsibility	n/a	Replace the “Facility Manager” title with “Property/Facility Manager”	Applies to all projects	2013-12-12
xxxix	Licensed Professional Exemption Forms	n/a	In Table 3. Submittals Eligible for Licensed Professional Exemption, replace the “Submittal” column heading with “Exempt Submittal”	Applies to all projects	2013-12-12
11	Requirements	SSc2 Building Exterior and Hardscape Management Plan	<p>Add to the end of section in a new paragraph:</p> <p>This plan must adhere to the LEED Canada for Existing Buildings: Operations and Maintenance program and plan model (see Introduction).</p>	Applies to all projects	2013-12-12
16	Documentation Guidance	SSc2 Building Exterior and Hardscape Management Plan	Replace the third bullet with: “Provide a copy of the building exterior and hardscape management plan which adheres to the LEED Canada for Existing Buildings: Operations and Maintenance program and plan model (see Introduction).”	Applies to all projects	2013-12-12

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19	Requirements	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	After the second sentence add “The plan must adhere to the LEED Canada for Existing Buildings: Operations and Maintenance program and plan model (see Introduction).”	Applies to all projects	2013-12-12
20	Requirements, Outdoor Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Replace the third bullet with: “A communications strategy directed to building occupants that addresses universal notification, which requires advance notice of not less than 72 hours under normal conditions before a pesticide, other than a least-toxic pesticide, is applied in a building or on surrounding grounds that the building management maintains. Notification must be provided within 24 hours after application in emergency conditions.”	Applies to all projects	2014-05-30
22	Interpretation	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Replace the second bullet with “If circumstances arise in which legislation requires the immediate emergency application of a pesticide, other than a least toxic pesticide, such that advanced notice cannot be provided to building occupants, notification must be provided within 24 hours of application.”	Applies to all projects	2014-05-30

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23	Summary of Referenced Standards	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	<p>This section should read: “2003 EPA Construction General Permit http://cfpub.epa.gov/npdes/stormwater/cgp.cfm</p> <p>The Construction General Permit (CGP) outlines the provisions necessary to comply with Phase I and Phase II of the National Pollutant Discharge Elimination System (NPDES) program. While the CGP only applies to construction sites greater than 1 acre, the requirements are applied to all projects for the purpose of this prerequisite. Information on the EPA CGP is available at the website listed above.</p> <p>Society for Organic Urban Land Care’s Organic Land Care Standard www.organiclandcare.org/standards/index.php</p> <p>The Society for Organic Urban Land Care (SOUL) foster ecologically responsible land care practices, promoting growth in the organic land care industry. They create standards for best practice, including the Organic Land Care Standard. The Organic Land Care Standard guides practitioners by advising of recommended techniques, as well as providing lists of “Allowed” and “Prohibited” land care products.”</p>	Applies to all projects	2014-05-30
25	Outdoor Integrated Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Delete the first paragraph and bulleted list.	Projects registered after 2013-12-12	2013-12-12

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25	Outdoor Integrated Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Replace the first sentence of the third paragraph with “Any pesticide product that meets San Francisco’s Tier 3 Hazard criteria (least hazardous) is considered a least toxic pesticide.”	Projects registered after 2013-12-12	2013-12-12
25	Outdoor Integrated Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	In the third paragraph replace “San Francisco’s website (http://www.sfgov.org/) explains the listing criteria and process and has an updated 2008 reduced-risk pesticide list for screened pesticide active ingredients and pesticide products.” with “San Francisco’s website (http://www.sfenvironment.org/ipmchecklist) explains the Hazard Review process and contains the List of Reviewed Pesticides.”	Applies to all projects	2013-12-12

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25	Outdoor Integrated Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	<p>Insert the following paragraph prior to the final paragraph on the page:</p> <p>Pest prevention should begin outside the building. When appropriate, design landscaping features to eliminate safe havens for pests and rodents. Keep shrubs and other plants at least 18 inches from the building, and fill that space with small stones or similar substrate (a best practice).</p> <p>Install barriers to prevent pests from entering the building; this includes sealing cracks, crevices, and holes in external walls, as well as inspecting the seals around doors and windows. Site inspection and monitoring followed by corrective action can prevent infestations and minimize the need for toxic pesticides. Traps for both insects and rodents can be carefully and strategically placed throughout the building and monitored for the early signs of a pest problem. Rodent baits should only be used if they are solid blocks placed in locked outdoor dispensers. No second-generation (“single feed”) rodenticides should be used if the building is adjacent to parkland, wild areas, or other spaces where wildlife may be unintentionally affected.</p>	Applies to all projects	2013-12-12
25	Outdoor Integrated Pest Management	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	In the final paragraph replace the first sentence with “If a pesticide other than a least toxic pesticide or self-contained non-rodent bait is used, provide universal notification to all facility occupants at least 72 hours before application under normal conditions, and within 24 hours after application in emergency conditions.”	Applied to all projects	2014-05-30

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30	Documentation Guidance	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Replace the third bullet with “Provide a copy of the management plan(s) which adhere to the LEED Canada for Existing Buildings: Operations and Maintenance program and plan model (see Introduction) and confirm that the plan(s) cover the project building and associated grounds within the LEED project boundary.”	Applies to all projects	2013-12-12
33	Resources	SSc3 Integrated Pest Management, Erosion Control and Landscape Management Plan	Under San Francisco Pest Management Program, replace text with: www.sfenvironment.org/ipmchecklist San Francisco operates one of the oldest and most highly regarded IPM programs in the U.S. Through its pest management program, the city has developed comprehensive screening criteria for pesticides and maintains a list of reviewed pesticides.	Applies to all projects	2013-12-12
82	Calculations	SSc7.1 Heat Island Reduction: Non-Roof	Replace Equation 1 with “ $Q = (S + E + A + R + O)$ ”	Applies to all projects	2013-12-12
169	Calculations	WEc3 Water Efficient Landscaping	In Equation 5, replace “CE” with “ $(1 - CE)$ ”	Applies to all projects	2013-12-12
209 - 228	n/a	EAp2 Minimum Energy Efficiency Performance	Replace all occurrences of www.energystar.gov/benchmark with www.energystar.gov/buildings	Applies to all projects	2013-12-12

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213	Implementation	EAp2 Minimum Energy Efficiency Performance	In the second paragraph, replace the two sentences starting with “Roughly” with the text “Roughly two-thirds of the commercial building market are eligible for an ENERGY STAR rating (Option A); the rating uses a statistically representative model to compare the project building with other similar buildings, within similar climate zones and similar operational characteristics in Canada. The statistical models used to create the ratings are based on a survey performed by Statistics Canada, Survey on Commercial and Institutional Energy Use – 2009 (SCIEU).”	Applies to all projects	2013-12-12
213	Implementation	EAp2 Minimum Energy Efficiency Performance	In the third paragraph, replace the third sentence with “The Option B Calculator awards points based on energy use intensity (EUI) that is compared to a publicly available baseline for similar building types, such as SCIEU.”	Applies to all projects	2013-12-12
214	Implementation	EAp2 Minimum Energy Efficiency Performance	Replace the second paragraph and bulleted list with “At the Canadian adaptation launch in 2013, two building space types are eligible for ENERGY STAR ratings (office and K-12 school). Portfolio Manager enables project teams to determine whether their building is eligible. Typically, if at least 75% of the building’s gross floor area (excluding parking lots and garages) is classified as one of the eligible Canadian space types, the project is eligible and must use Option A.”	Applies to all projects	2013-12-12
219	Calculations, OPTION C1	EAp2 Minimum Energy Efficiency Performance	Replace third and fourth sentence with “This baseline is equal to the Canadian national average source EUI for the closest building type according to the surveys performed by Statistics Canada.”	Applies to all projects	2013-12-12

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221	Table 1	EAp2 Minimum Energy Efficiency Performance	<p>Replace the title and table with:</p> <p>Table 1: Canadian Source to Site Ratios for All Portfolio Manager Fuels</p> <table border="1"> <thead> <tr> <th>FUEL TYPE</th> <th>SOURCE TO SITE RATIO</th> </tr> </thead> <tbody> <tr> <td>Electricity (Grid Purchase)</td> <td>2.05</td> </tr> <tr> <td>Electricity (On-Site Solar or Wind Installation)</td> <td>1.00</td> </tr> <tr> <td>Natural Gas</td> <td>1.02</td> </tr> <tr> <td>Fuel Oil (1,2,4,5,6,Diesel,Kerosene)</td> <td>1.01</td> </tr> <tr> <td>Propane & Liquid Propane</td> <td>1.03</td> </tr> <tr> <td>Steam</td> <td>1.20</td> </tr> <tr> <td>Hot Water</td> <td>1.20</td> </tr> <tr> <td>Chilled Water</td> <td>0.71</td> </tr> <tr> <td>Wood</td> <td>1.00</td> </tr> <tr> <td>Coal/Coke</td> <td>1.00</td> </tr> <tr> <td>Other</td> <td>1.00</td> </tr> </tbody> </table>	FUEL TYPE	SOURCE TO SITE RATIO	Electricity (Grid Purchase)	2.05	Electricity (On-Site Solar or Wind Installation)	1.00	Natural Gas	1.02	Fuel Oil (1,2,4,5,6,Diesel,Kerosene)	1.01	Propane & Liquid Propane	1.03	Steam	1.20	Hot Water	1.20	Chilled Water	0.71	Wood	1.00	Coal/Coke	1.00	Other	1.00	Applies to all projects	2013-12-12
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244	Requirements	EAc1 Optimize Energy Efficiency Performance	Replace the Table with: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Option A</th> <th colspan="2">Option B and C</th> </tr> <tr> <th>U.S. EPA ENERGY STAR Energy Performance Rating</th> <th>LEED Canada for Existing Buildings: Operations and Maintenance points</th> <th>Percentile above the national median (for buildings not eligible for an ENERGY STAR Energy Performance Rating)*</th> <th>LEED Canada for Existing Buildings : Operations and Maintenance points</th> </tr> </thead> <tbody> <tr><td>71</td><td>1</td><td>21</td><td>1</td></tr> <tr><td>73</td><td>2</td><td>23</td><td>2</td></tr> <tr><td>74</td><td>3</td><td>24</td><td>3</td></tr> <tr><td>75</td><td>4</td><td>25</td><td>4</td></tr> <tr><td>76</td><td>5</td><td>26</td><td>5</td></tr> <tr><td>77</td><td>6</td><td>27</td><td>6</td></tr> <tr><td>78</td><td>7</td><td>28</td><td>7</td></tr> <tr><td>79</td><td>8</td><td>29</td><td>8</td></tr> <tr><td>80</td><td>9</td><td>30</td><td>9</td></tr> <tr><td>81</td><td>10</td><td>31</td><td>10</td></tr> <tr><td>82</td><td>11</td><td>32</td><td>11</td></tr> <tr><td>83</td><td>12</td><td>33</td><td>12</td></tr> <tr><td>85</td><td>13</td><td>35</td><td>13</td></tr> <tr><td>87</td><td>14</td><td>37</td><td>14</td></tr> <tr><td>89</td><td>15</td><td>39</td><td>15</td></tr> <tr><td>91</td><td>16</td><td>41</td><td>16</td></tr> <tr><td>93</td><td>17</td><td>43</td><td>17</td></tr> <tr><td>95</td><td>18</td><td>45</td><td>18</td></tr> </tbody> </table> <p>* Projects should use the Portfolio Manager tool available on the ENERGY STAR web site to benchmark their building even when it is not eligible for an energy performance rating: www.energystar.gov/buildings</p>	Option A		Option B and C		U.S. EPA ENERGY STAR Energy Performance Rating	LEED Canada for Existing Buildings: Operations and Maintenance points	Percentile above the national median (for buildings not eligible for an ENERGY STAR Energy Performance Rating)*	LEED Canada for Existing Buildings : Operations and Maintenance points	71	1	21	1	73	2	23	2	74	3	24	3	75	4	25	4	76	5	26	5	77	6	27	6	78	7	28	7	79	8	29	8	80	9	30	9	81	10	31	10	82	11	32	11	83	12	33	12	85	13	35	13	87	14	37	14	89	15	39	15	91	16	41	16	93	17	43	17	95	18	45	18	Applies to all projects	2013-12-12
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547	Requirements	EQc1.4 IAQ Best Management Practices: Reduce Particles in Air Distribution	Replace the first paragraph with "Have in place filtration media with a minimum efficiency reporting value (MERV) greater than or equal to 13 for all ventilation systems that supply outdoor air in the project building during the performance period."	Applies to all projects	2013-12-12
551	Documentation Guidance	EQc1.4 IAQ Best Management Practices: Reduce Particles in Air Distribution	Replace the second bullet with "List all filtration media in place on all ventilation systems that supply outdoor air during the performance period, including filter manufacturer, filter identification, MERV rating, location of installed filter and installation date."	Applies to all projects	2013-12-12
581	n/a	EQc2.3 Occupant Comfort: Thermal Comfort Monitoring	Replace the credit section heading with "Indoor Environmental Quality"	Applies to all projects	2013-12-12
613	Requirements	EQc3.1 Green Cleaning: High-Performance Cleaning Program	Add to the end of the section: This program must adhere to the LEED Canada for Existing Buildings: Operations and Maintenance program and plan model (see Introduction)."	Applies to all projects	2013-12-12
654	Entryway Systems	EQc3.5 Green Cleaning: Indoor Chemical & Pollutant Source Control	Replace the first sentence with "Equip all entryways (including but not limited to street entrances, parking garage entrances, etc.) with entryway systems (grilles, grates, mats, etc.) to catch and hold dirt particles and prevent contamination of the building interior."	Applies to all projects	2013-12-12

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655	Documentation Guidance	EQc3.5 Green Cleaning: Indoor Chemical & Pollutant Source Control	Under Option B, replace the last bullet with “Provide floor plans of the project building highlighting all entryways and indicating any entries not in use over the performance period and emergency exits.	Applies to all projects	2013-12-12
660	Requirements	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	Replace bullet with “A communications strategy directed to building occupants that addresses universal notification, which requires advance notice of not less than 72 hours under normal conditions before a pesticide, other than a least-toxic pesticide, is applied in a building or on surrounding grounds that the building management maintains. Notification must be provided within 24 hours after application in emergency conditions.”	Applies to all projects	2014-05-30
662	Summary of Referenced Standards	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	Replace the two paragraphs with “There is no standard referenced for this credit.”	Projects registered after 2013-12-12	2013-12-12
663	Implementation	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	Delete the first paragraph and bulleted list.	Projects registered after 2013-12-12	2013-12-12
663	Implementation	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	Replace the first sentence of the third paragraph with “Any pesticide product that meets San Francisco’s Tier 3 Hazard criteria (least hazardous) is considered a least toxic pesticide.”	Projects registered after 2013-12-12	2013-12-12

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663	Implementation	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	In the third paragraph replace “San Francisco’s website (http://www.sfgov.org/) explains the listing criteria and process and has an updated 2008 reduced-risk pesticide list for screened pesticide active ingredients and pesticide products.” with “San Francisco’s website (http://www.sfenvironment.org/ipmchecklist) explains the Hazard Review process and contains the List of Reviewed Pesticides.”	Applies to all projects	2013-12-12
664	Implementation	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	In the first paragraph replace the first sentence with “If a pesticide other than a least toxic pesticide or self-contained non-rodent bait is used, provide universal notification to all facility occupants at least 72 hours before application under normal conditions, and within 24 hours after application in emergency conditions.”	Applies to all projects	2014-05-30
666	Resources	EQc3.6 Green Cleaning: Indoor Integrated Pest Management	Under San Francisco Pest Management Program, replace text with: www.sfenvironment.org/ipmchecklist San Francisco operates one of the oldest and most highly regarded IPM programs in the U.S. Through its pest management program, the city has developed comprehensive screening criteria for pesticides and maintains a list of reviewed pesticides.	Applies to all projects	2013-12-12
680	Interpretation	IOc2 LEED Accredited Professional	Replace both paragraphs with “At least one principal participant of the project team must have successfully completed either the GBCI LEED Accredited Professional specialty examination, or the LEED Accredited Professional (LEED AP) examination previously offered.”	Applies to all projects	2013-12-12
680	Benefits & Issues to Consider	IOc2 LEED Accredited Professional	Replace the first sentence with “LEED APs who have passed the LEED AP Operations + Maintenance specialty examination have demonstrated the ability to integrate sustainability into building operating and maintenance practices.”	Applies to all projects	2013-12-12