



The U.S. Licensed Professional's Guide for Tenant Space Recognition:

Understanding the Roles and Requirements for Verifying Applications for ENERGY STAR® Tenant Space Recognition

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Introduction

The U.S. Environmental Protection Agency (EPA) is offering recognition for energy-efficient leased office spaces in the fit-out and/or leasing process, including spaces that are currently occupied. Tenant spaces that meet certain criteria are eligible for ENERGY STAR Tenant Space recognition.

As part of the application process, the applicant must have a Licensed Professional (LP) -- either a Professional Engineer or Registered Architect meeting the criteria outlined below -- sign and stamp their ENERGY STAR Tenant Space recognition application. The application itself identifies the specific items that the LP is required to verify, as verification is not required for every component of the application.

The purpose of this guide is to provide LPs with step-by-step instructions on how to correctly verify information included in the application. By verifying the completeness and correctness of the application submitted to EPA, the LP helps to ensure the integrity of the ENERGY STAR program.

In contrast to building owners who can participate in EPA's ENERGY STAR certification program, building tenants often lack visibility with respect to how they use energy, despite being significant drivers of a building's energy use and conservation. In addition, industry benchmarks have not historically been available as performance guidelines, and traditional incentive structures have not been designed to recognize tenants for their direct contribution to whole building energy performance. EPA's new Tenant Space recognition program aims to address these barriers by recognizing tenants who procure efficient office space, install meters and efficient equipment, and commit to sharing data with their landlord.

The Tenant Space recognition program is entirely separate from ENERGY STAR commercial building certification. A Tenant Space may apply for ENERGY STAR Tenant Space recognition whether or not the building in which it resides is ENERGY STAR certified.

Eligibility Criteria for Licensed Professionals Verifying Applications for ENERGY STAR Tenant Space Recognition

To verify applications for ENERGY STAR recognition, EPA requires an individual LP to meet the following qualifications:

- Possess a current license in any U.S. State, Canadian Province, or territory of the U.S. or Canada as a Professional Engineer (PE) or Registered Architect (RA) and be in good standing;

Note: the LP does not need to hold a PE or RA license in the state in which the space he/she is verifying is located.

- Have a working knowledge of energy use in office spaces, including energy metering, appliances and equipment, and lighting fixture types and controls.
- Understand all applicable state and territorial engineering and architectural licensure laws, professional ethics requirements, and regulations prior to offering or performing services in a jurisdiction.

Only LPs meeting these qualifications are eligible to verify commercial tenant spaces for ENERGY STAR recognition. LPs do not need to be from third-party organizations, and may be employees of the applicant organization, but they are to provide unbiased services and are bound by law to uphold strict ethical standards. They must verify that the information contained in the application is accurate to the best of their knowledge, based on a site visit to the space, their technical expertise, and a good faith effort to comply with the instructions provided in this guide.

Should an LP be found to have falsified information on an application for ENERGY STAR Tenant Space recognition, EPA reserves the right to pursue recourse through the engineering and architectural professional licensing authorities granting that individual's license, and under Federal law. Title 18 USC Section 1001, Crimes and Criminal Procedure, Fraud and False Statements, holds that: Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully – (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years ... or both.¹

Site Visit Requirements

Every application for ENERGY STAR Tenant Space recognition requires that a site visit be performed within the 6-month period prior to the application's submission. Site visits should be typically be performed during normal occupancy conditions; however, site visits may be performed prior to tenant occupancy or during atypical occupancy conditions provided the required tenant space metering and lighting systems are fully installed and tenant equipment can be verified through reputable documentation.

For purposes of verifying the information contained in the application for ENERGY STAR Tenant Space recognition, the LP may perform the site visit themselves, or they may engage a representative to conduct all or part of the site visit while under their direction and control. However, the required application form must still bear the seal and signature of the LP, who remains responsible for all work performed by others under their direction and control.

To verify the application, an LP must possess a current license and be in good standing. Territorial licensure laws and regulations vary from jurisdiction to jurisdiction. Before offering or performing services, it is recommended that LPs understand the professional practice and ethics requirements contained in the state and territorial laws and regulations.

There are many instances in the course of conducting engineering and architecture work where non-licensed individuals perform work on projects for which a PE or RA later seals plans or other documents. These instances have been addressed in the Code of Ethics for Professional Engineers published by the National Society of Professional Engineers (NSPE)², the Code of Ethics and Professional Conduct published by the American Institute of Architects (AIA)³, as well as by many State Licensing Boards.

¹ Full text of Title 18 USC Sec 1001 is available at <https://uscode.house.gov/>

² <http://www.nspe.org/Ethics/CodeofEthics/index.html>

³ <https://www.aia.org/pages/3296-code-of-ethics-and-professional-conduct>

For example, Section II.2.b of the NSPE Code of Ethics for Professional Engineers states that “Engineers shall not affix their signatures to any plans or documents dealing with subject matter in which they lack competence, nor to any plan or document not prepared under their direction and control.” The NSPE Board of Ethical Review has reviewed numerous cases dealing with the interpretation of the phrase “under their direction and control.” In one such case, the Board noted that “the term ‘direction’ contained in Code II.2.b. is generally defined as ‘guidance or supervision of action or conduct; management; a channel or direct course of thought or action.’ The word ‘control’ is generally defined as ‘the authority to guide or manage: direction, regulation, and coordination of business activities.’”

Various State Licensing Boards also include language within their rules governing the practice of engineering that allow for PEs and RAs to affix their seal to documents on which non-licensed individuals may have worked. For example, the State of Oklahoma, in describing requirements for the use of the PE seal, states that “the application of the licensee’s signature and date of signature to a sealed document shall constitute certification that the work thereon was done by the licensee or under the licensee’s direct control and personal supervision and that the licensee accepts full responsibility and liability for the professional work represented thereon.”

Section 137.33, Sealing Procedures, of the Texas Engineering Practice Act and Rules uses similar language, but substitutes “direct supervision” for “direct control and personal supervision.” The Act defines “direct supervision” as “the control over and detailed professional knowledge of the work prepared under the engineer’s supervision. The degree of control should be such that the engineer personally makes engineering decisions or personally reviews and approves proposed decisions prior to their implementation. The engineer must have control over the decisions either through physical presence or the use of communications devices.”

What is a Tenant Space?

For the purposes of ENERGY STAR Tenant Space recognition and as referenced in this guide, a tenant space is defined as all the office space within a building that a single tenant organization occupies or is in the process of occupying (see [Appendix A](#)). All suites or floors that comprise a tenant space and that are included in the application must meet the recognition criteria. Please review the instructions for each criterion to determine how the information provided should be verified.

Given the nature of these tasks, conducting a site visit to the space is an essential part of the verification process. Depending on the size and/or complexity of the leased space, the LP’s or representative’s site visit could take as few as one or two hours for small tenant spaces, or as many as six (or more) hours for large, multi-floor spaces. In advance of the site visit, the LP should:

- Review this LP Guide, the [How-to-Apply Guide](#), and the application PDF;
- Confirm appropriate meters are installed and the manufacturer’s accuracy information has been supplied to the tenant (confirming meter accuracy within +/- 2%);
- Confirm the Estimated LEUI (Lighting Energy Use Index) is at or below the target value in the Review of Tenant Space Information summary section of the Tenant Module;
- If possible, visit Portfolio Manager to access the “Download All Tenant Floors/Suites” spreadsheet containing building information, tenant space metrics, suite summary, equipment information, and lighting information about the tenant space (this will be more helpful for large tenant spaces with

multiple floors/suites, or if multiple site visits are being performed for multiple spaces for the same client);

- Obtain base building, tenant fit-out, and supplemental documentation used by the applicant to complete the application; and
- Make note of any questions to ask on site.

LP Finder

In response to feedback from building owners and LPs, EPA developed the LP Finder tool to help owners and tenants more easily find LPs to assist with verification and to help LPs stand out based on their unique verification experience. The tool is available at www.energystar.gov/buildings/lp_finder. The tool allows building owners and tenants to search for LPs with experience verifying projects in their local area. Owners and tenants can also narrow down the results to list LPs with the most recent experience and/or LPs who offer free verification. The LP Finder contains detailed information on all projects LPs have verified in the past, along with their contact information associated with the most recent approved application. You can learn more about how to check and update your own information on the LP Finder here: <https://energystar-mesa.force.com/PortfolioManager/s/article/How-do-I-keep-my-contact-information-up-to-date-on-the-LP-Finder-tool-1600088527400>.

Additional Resources

For information on the ENERGY STAR Tenant Space Recognition Program, visit the ENERGY STAR Tenant Space page at www.energystar.gov/tenantrecognition.

For answers to specific questions, review our extensive FAQ library or submit a question through the ENERGY STAR Buildings Help page at www.energystar.gov/BuildingsHelp.

Verifying the Application for ENERGY STAR Tenant Space Recognition

Note: LPs should consult the application and supporting documents provided by the applicant as they review the steps below.

This Guide describes, in detail, the process by which the LP should verify the accuracy of applications for Tenant Space recognition. It is the responsibility of the LP to verify that the tenant has completed all sections of the application, as well as to complete the following steps:

- Step One: Verify Tenant Space Eligibility
- Step Two: Verify Appropriate Meters Are in Place to Track Tenant Space Energy Consumption
- Step Three: Review and Verify Base Building and Tenant Space Information
- Step Four: Sign and Stamp the Application

The LP is responsible for verifying the sections of the application that are marked for the LP, which appear as a series of checkboxes under the “LP” verification column. The LP will need to check off that all requirements are met before stamping. Note that verifying some of the information under Step Two and Step Three below – i.e., installation and accuracy of tenant meters, year the building was built, building gross floor area (this can be an approximation), heating fuel, and thermostat set back – may require interaction with the building landlord.

All of the requirements below should be verified during the tenant space site visit as described in the Site Visit section above. At the time of the site visit, the space should have all required meters installed and all covered lighting systems should be installed and operational.

Step One: Verify Tenant Space Eligibility

The LP is required to verify that the tenant space meets the following eligibility requirements for ENERGY STAR Tenant Space recognition:

- It operates solely as office space. It may include a data center, and it may be a financial office or a non-diagnostic medical office (such as a doctor’s office that does not include equipment for medical diagnosis and treatment, such as X-ray, CT scan, MRI, linear accelerator, dialysis, or ultrasound machines).
- It represents all the tenant’s usable square footage of office space in the building. Usable square footage encompasses all areas within the demising walls reserved for the exclusive use of the tenant and is shown as the Tenant Space (Property) GFA in the application.
- It is located in the U.S.

1. Confirm Eligibility

Tenant	LP	Verify that the tenant space:
<input type="checkbox"/>	<input type="checkbox"/>	Is operated solely as office/financial office space. It may include a data center, and may be a non-diagnostic medical office.
<input type="checkbox"/>	<input type="checkbox"/>	Represents all the tenant's usable square footage of office space in the building.
<input type="checkbox"/>	<input type="checkbox"/>	Is located in the United States.
<input type="checkbox"/>		Tenant agrees to share with the landlord, upon landlord's request, energy and other data needed to facilitate whole building benchmarking.

Step Two: Verify Appropriate Meters Are in Place to Track Tenant Space Energy Consumption

Note: Metering is a prerequisite for recognition. Tenant Spaces without appropriate metering are not eligible for recognition.

The LP is required to verify that appropriate metering is installed to accurately monitor and track energy use of the tenant space. It may be helpful to review as-built base-building and tenant fit-out documents, equipment and electrical panel schedules, electrical diagrams, and building and/or energy management systems to support observations made during the site visit and walkthrough of the tenant space. Tenant space metering must meet the following requirements:

- One or more meters are in place to measure and track, on at least a monthly basis, all energy loads for which the tenant has full operational control.⁴ This will typically include lighting, plug and other hard-wired loads (e.g., water heaters, dishwashers, garbage disposals, etc.) inclusive of equipment required for tenant pantry/kitchenette service and restrooms, if within the tenant space itself (e.g., if a tenant leases an entire floor, all hallways, restrooms, etc. on that floor should be included in the tenant space). The tenant is not required to meter HVAC and service water heating supplied from a central system. Metering of HVAC and service water heating loads are required only if the tenant has full operational control of the HVAC equipment (e.g., a roof top unit that services only the eligible space) or service water heating equipment. This criterion applies to all fuel types for loads over which the tenant has full operational control (i.e., not necessarily just electricity).
- Meters must be permanently installed - data loggers or other tracking devices that are for temporary use do not satisfy this criterion.
- Meters are rated with an accuracy of +/- 2%, as verified by the manufacturer through published specifications or a letter of attestation. LPs or tenant organizations may need to contact the meter manufacturer directly to obtain this information.

2. Verify Metering Compliance

Tenant	LP	Meter Energy Consumption
<input type="checkbox"/>	<input type="checkbox"/>	Requirement: Install appropriate metering that enables accurate monitoring and tracking of the tenant's contribution to total building energy use.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are in place to measure and allow tracking of all energy loads for which tenant has full operational control, on at least a monthly basis.
<input type="checkbox"/>	<input type="checkbox"/>	Meters are rated with an accuracy of +/- 2%, as verified by the manufacturer through published specifications or a letter of attestation.

Step Three: Review and Verify Base Building and Tenant Space Information

⁴ If the Tenant Space includes a Data Center for sole use by that tenant, it must be metered. Acceptable data center metering includes any metering configuration that allows separate tracking of IT energy use and/or total data center energy use. Learn more about what defines a Data Center at <https://energystar-mesa.force.com/PortfolioManager/s/article/What-is-the-definition-of-Data-Center-1600088539138>.

The LP must verify that all of the following information is correct in the application. The ENERGY STAR Tenant module uses this information to estimate overall tenant space metrics including estimated site and source energy and estimated tenant space lighting energy use intensity (LEUI), the latter of which is compared to industry standards to determine eligibility for recognition. It may be helpful to review as-built base building and tenant fit-out documents or consult the landlord to obtain required building information.

Each section below includes screenshots from a sample PDF application to show the information that the LP will be expected to verify.

Building, Space, and Envelope Information

- Building name
- Year the building was built
- Total number of conditioned floors in the building
- Primary heating fuel for the building (Electric vs. Fossil Fuel/Steam/Other)
- Building gross floor area (GFA - this is the total property square footage, as measured between the exterior walls of the building, and including all finished areas inside the building including supporting areas; note that approximate GFA is acceptable for the purpose of verification)

3. Review of Tenant Space Information

Data Overview		
Building Name Sample Building	Sum of Tenant Floor/Suite Gross Floor Area (ft²) 8,000	Target Tenant Space LEUI (kWh/ft²) 1.70
Year Building was Built 2000	Tenant Space (Property) GFA (ft²) 8,000	Estimated Tenant Space LEUI (kWh/ft²) 1.65
Total Number of Conditioned Floors in Building 4-5	Estimated Tenant Space Site Energy (kBtu/ft²): 38.5 - 41.4 HVAC (kBtu/ft ²): 27.3 - 30.1 Lighting (kBtu/ft ²): 5.6 Plug Load (kBtu/ft ²): 5.6	Estimated LEUI at or below your target value? Yes
Heating Fuel for the Building Fossil Fuel/Steam/Other		
Building Gross Floor Area (ft²) 200,000	Estimated Tenant Space Source Energy (kBtu/ft²): 97.3 - 104.1 HVAC (kBtu/ft ²): 65.8 - 72.6 Lighting (kBtu/ft ²): 15.8 Plug Load (kBtu/ft ²): 15.7	

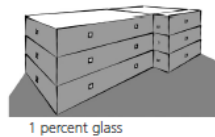
Tenant Floor/Suite Characteristics

The LP must verify that the following tenant floor/suite information has been properly entered on a floor-by-floor/suite-by-suite basis:

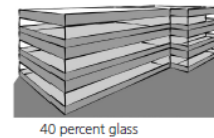
- Tenant floor/suite usable floor area (usable area is the total square feet of all areas within the demising walls reserved for the exclusive use of the tenant), by suite and/or floor. The total usable area of all floors/suites included in the application must represent all office space leased by the tenant in the building. For tenant suites encompassing an entire floor, the useable floor area is to include the building’s core and common areas located on that floor.
- Weekly Operating Hours: This is defined as the total number of hours per week – during normal operation – where the majority of workers are present. For example, if the majority of workers are in the building from 8:00 am - 6:00 pm M-F, then weekly operating hours should be 50 (10 hours * 5 days per week).
- Number of Workers on the Main Shift: This is defined as the number of employees present – during normal operation – during the main shift. It does not include visitors, clients, everyone who came into the building over the course of 24 hours, or the total number of workers across multiple shifts.
- Whether thermostats are programmed to be set back on nights and weekends.
- Building orientations for which the tenant floor/suite has exterior exposure. For intercardinal directions, choose the cardinal direction that best represents the floor/suite’s solar exposure.
- Approximate percentage of the tenant floor/suite exterior walls which are glass. Estimates can follow the visual guidelines below (from the Energy Information Administration’s A6 “showcard” at https://www.eia.gov/consumption/commercial/data/2012/pdf/show_cards.pdf).

Percent Exterior Glass

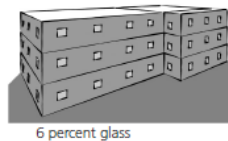
1 1 percent or less



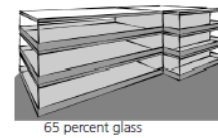
4 26 to 50 percent



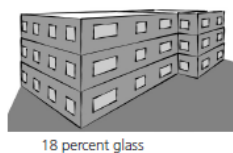
2 2 to 10 percent



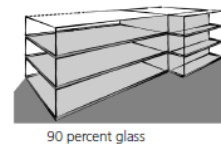
5 51 to 75 percent



3 11 to 25 percent



6 76 to 100 percent



Summary of Tenant Floor/Suite Characteristics						
Tenant Floor/Suite Name	Usable Floor Area (ft ²)	Weekly Operating Hours	Number of Workers on Main Shift	Thermostat Setbacks	Orientation of Exterior Exposure	Percentage of Exterior Walls which are Glass
First Floor Office Suite	5,100	45	8	Yes	North	28-50%
Second Floor Office Suite	2,900	50	13	Yes	East	11-25%
Tenant <input type="checkbox"/>	LP <input type="checkbox"/>	The floor/suite information listed above accurately represents floor/suite characteristics, and accounts for all of the office space the tenant occupies within the building.				

Tenant Equipment Information

The LP should use their best judgment to determine that the equipment counts are reasonable (based on characteristics of the tenant space, e.g. square feet, activity level). The LP does not need to verify the exact count of each entry in the Summary of Tenant Floor/Suite Equipment section of the application, nor does the LP need to verify whether the equipment is ENERGY STAR certified. The equipment information is used in estimating energy use for the tenant space, which is intended to help tenants understand the potential impacts of operating and equipment choices. The specific estimate does not currently affect eligibility for recognition.

The LP should verify with the tenant that sleep settings for computer equipment have been enabled or will be enabled once computers are installed.

Before submitting the stamped, signed application to EPA, the applicant will need to upload a written procurement policy that includes language specifying that the tenant space will procure ENERGY STAR certified equipment when available and whenever possible. The LP does not need to review the procurement policy but should ask the applicant to confirm that the policy is in effect and that they're aware it will need to be uploaded with the application.

Summary of Tenant Floor/Suite Equipment				
Tenant Floor/Suite Name First Floor Office Suite	Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified is Unknown
	Laptop Computers	6	6	<input type="checkbox"/>
	Desktop Computers(non server)	0	0	<input type="checkbox"/>
	Conference Room Large Screen Displays	1	1	<input type="checkbox"/>
	Desktop Printers	3	3	<input type="checkbox"/>
	Full Sized Copy Machines/ Printers/Scanners	1		<input checked="" type="checkbox"/>
	Refrigerators	0	0	<input type="checkbox"/>
	Commercial Coffee Makers	0	0	<input type="checkbox"/>
	Vending Machines	1	1	<input type="checkbox"/>
	Multi-Media Projectors	1	N/A	
	Microwave Ovens	1	N/A	
	Residential Coffee Makers/ Beverage Heaters	1	N/A	
	Servers (from a Server Closet, not from a Data Center)	21	21	<input type="checkbox"/>
Tenant Floor/Suite Name Second Floor Office Suite	Equipment	Total Number	Number ENERGY STAR Certified	Number of ENERGY STAR Certified is Unknown
	Laptop Computers	9	9	<input type="checkbox"/>
	Desktop Computers(non server)	4	4	<input type="checkbox"/>
	Conference Room Large Screen Displays	2	2	<input type="checkbox"/>
	Desktop Printers	4	4	<input type="checkbox"/>
	Full Sized Copy Machines/ Printers/Scanners	0	0	<input type="checkbox"/>
	Refrigerators	1	1	<input type="checkbox"/>
	Commercial Coffee Makers	1		<input checked="" type="checkbox"/>
	Vending Machines	1		<input checked="" type="checkbox"/>
	Multi-Media Projectors	2	N/A	
	Microwave Ovens	1	N/A	
	Residential Coffee Makers/ Beverage Heaters	0	N/A	
	Servers (from a Server Closet, not from a Data Center)	0	0	<input type="checkbox"/>
Sleep Settings: The tenant has confirmed that the sleep settings for computer equipment have been enabled, or will be enabled once computers are installed.				
Tenant <input type="checkbox"/>	LP <input type="checkbox"/>	The equipment counts listed above are reasonable given the characteristics of the tenant space (e.g., square feet, activity level).		

Tenant Lighting Information

The LP must verify that the lighting fixtures and controls have been installed and the following lighting information has been properly entered on a suite-by-suite or floor-by-floor basis:

- Fixture name – This field is used by the tenant to track lighting information and will vary based on the need of the tenant.
- Light Source – LED (lamp or TLED), LED (Dedicated Fixture), CFL, fluorescent, or halogen/incandescent. Note: Exit signage should be excluded from lighting inventory.
- Number of Lamps – For fixtures with replacement lamps/bulbs, such as a fluorescent or LED recessed troffer, or for individual lamps used in other fixtures.
- Lamp wattage/fixture wattage – Either individual lamp/bulb wattage if the fixture utilizes replacement lamps such as LED or fluorescent tubes, or fixture wattage if it is an LED dedicated fixture.
- Total Number of Fixtures – Total number of fixtures of a given type. Count fixtures that utilize multiple lamps/bulbs as a single unit (the total wattage will be calculated from the other lamp/bulb information provided).
- Presence of sensors (motion/vacancy, and/or daylight).
- Presence of tuning system.

Summary of Tenant Floor/Suite Lighting									
Tenant Floor/Suite Name First Floor Office Suite	Fixture Name	Light Source	Number of Bulbs	Bulb Wattage	Fixture Wattage	Total Number of Fixtures	Motion Sensor	Daylight Sensor	Tuning
	A - 2x4 Recessed	Fluorescent Tube (T8, T5)	2	28.0	0.0	42	Occupancy	Yes	Yes
	B - 2x2 Recessed	Fluorescent Tube (T8, T5)	2	14.0	0.0	2	Occupancy	No	No
	C - 2x2 Recessed	Fluorescent Tube (T8, T5)	2	14.0	0.0	8	Occupancy	No	No
	D - Under Cabinet	Fluorescent Tube (T8, T5)	1	14.0	0.0	4	None	No	No
	E - 1x4 Strip Fixture	Fluorescent Tube (T8, T5)	2	32.0	0.0	44	Occupancy	No	No
	F - 2x4 Recessed	Fluorescent Tube (T8, T5)	2	28.0	0.0	4	Occupancy	No	No
Tenant Floor/Suite Name Second Floor Office Suite	Fixture Name	Light Source	Number of Bulbs	Bulb Wattage	Fixture Wattage	Total Number of Fixtures	Motion Sensor	Daylight Sensor	Tuning
	A - 2x4 Recessed	LED Bulb or TLED	2	15.0	0.0	20	Occupancy	No	No
	C - 2x2 Recessed	LED Bulb or TLED	2	10.0	0.0	26	Occupancy	No	No
	I - 2x2 Recessed	LED Bulb or TLED	2	10.0	0.0	2	Occupancy	No	No
	J 1x4 Strip Fixture	LED Fixture	0	0.0	30.0	1	None	No	No
	K - 1x4 Direct/Indirect Linear Pendant	LED Bulb or TLED	1	30.0	0.0	2	None	No	No
	N - Under Cabinet Fixture	LED Fixture	0	0.0	15.0	8	None	No	No
	O - 6" Downlight	LED Fixture	0	0.0	15.0	7	None	No	No
C 2x2 Recessed	LED Bulb or TLED	2	10.0	0.0	13	None	No	No	
Tenant	LP	<input type="checkbox"/> <input type="checkbox"/> The lighting information listed above accurately and fully represents the lighting fixtures found in the respective tenant floors/suites (specialty/task lighting excluded), and in total accurately and fully represents the lighting fixtures found in the tenant space.							
<input type="checkbox"/>	<input type="checkbox"/>								

The LP should use their best judgment in verifying this information and determining that the data is accurate. It may be helpful to review recent lamp/ballast purchase invoices, as-built tenant fit-out drawings, retrofit documents or contracts that detail lighting installation measures, and/or LEED documentation (if applicable) to support observations made during the site visit and walkthrough of the tenant space. For offices with the similar lighting specifications throughout, the LP may use a combination of these resources and sampling to verify lighting information.

Step Four: Sign and Stamp the Application

After reviewing the required information and deeming it to be accurate, the LP must apply his/her professional seal or stamp and sign the application, thus attesting that the relevant information contained within the application is accurate and in accordance with the instructions in this Guide. The LP is only responsible for

verifying the items listed in this guide and identified on the ENERGY STAR Tenant Space application form. The LP must ensure that his/her name, license number, and contact information are complete and correct, matching the information on his/her professional stamp. *If the LP does not have a stamp, include a copy of the state issued certificate of licensure as a Professional Engineer or Registered Architect with the application.*

The person who signs the signatory agreement must be a representative of the tenant organization applying for ENERGY STAR Tenant Space recognition. In cases where the LP works for the organization certifying, he/she may sign the application twice – in the LP verification section, as well as the signatory agreement. However, if the LP does not work for the organization that is certifying, he/she may not sign the signatory agreement.

Finally, the LP should return the signed and stamped application to the designated contact of the tenant organization for submission to EPA.

4. Signature & Stamp of Verifying Licensed Professional

_____ (Name) visited this site on _____ (Date). Based on the conditions observed at the time of the visit to this property, I verify that the information contained within this application is accurate and in accordance with the ENERGY STAR Tenant Space Guide for Licensed Professionals.

Signature: _____

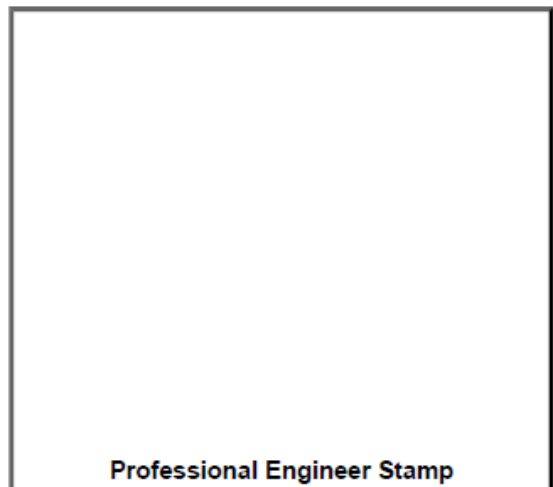
Date: _____

Licensed Professional

License: U.S. License 554534534 in AK

Jane The LP
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Note: When applying for ENERGY STAR Tenant Space Recognition, the signature of the Verifying Professional must match the stamp.



Appendix A: What Constitutes a Tenant Space?

What makes up a "Tenant Space?"

All of the space a tenant occupies in the building, whether contiguous or not, is considered a "Tenant Space" for the purposes of recognition.

- Sunshine Consulting occupies three separate suites. Two share a wall; the third is down the hall. All three spaces make up their "Tenant Space."
- Blue Ocean Media occupies two non-contiguous suites. Together, these two suites make up their "Tenant Space."
- Greene Law Partners occupies one suite on the first floor and another on the second floor. Together, both suites make up their "Tenant Space."

