

1. It does not appear that the area within the LEED project boundary is complete. It appears there are several spaces labeled as Shell Space that may not have been fit-out (rooms 4.510, 5.508, and 5.516). Projects that include incomplete spaces must provide additional documentation and use Appendix 2 of the LEED v4 BD+C Reference Guide to establish occupant counts for incomplete spaces. Refer to the Getting Started section of the v4 BD+C Reference Guide for direction regarding Incomplete Spaces.

Provide the following:

- a. A narrative explaining the incomplete spaces and whether they will be completed by the project owner or future tenants.
- b. For incomplete spaces intended to be finished by the owner, a letter of commitment, signed by the owner, indicating that the incomplete spaces to be completed by the owner will satisfy the requirements of each prerequisite and credit achieved by this project if and when completed. This letter may cover the commitment in general terms and need not address each prerequisite or credit individually.
- c. For incomplete spaces intended to be finished by tenants (i.e. parties other than the owner), submit a set of nonbinding tenant design and construction guidelines, with a brief explanation of the project circumstances. Refer to LEED v4 BD+C: CS SSc Tenant Design and Construction Guidelines for guidance.
- d. A revised occupancy narrative for the incomplete spaces, separate from that of the complete spaces, describing the occupancy for the incomplete space based on Appendix 2 Default Occupancy Counts.

**Response:**

- a. The incomplete spaces were removed from the original build-out scope as a cost-saving measure. The intent is for the project owner to complete the full build-out in the coming years. See the included letter from the owner for more information.
- b. A letter from the owner has been provided. The letter includes a commitment to complete the unfinished spaces in a manner consistent with the project's LEED approach.
- c. A letter from the owner has been provided. The letter includes a commitment to complete the unfinished spaces in a manner consistent with the project's LEED approach.
- d. The occupancy description in the credit form has been revised to delineate between the initial build-out and shell spaces.