THE WELL CERTIFICATION GUIDEBOOK

Applies to WELL v1.0
January 20th, 2015

INTERNATIONAL WELL BUILDING INSTITUTE

INTRODUCTION

The WELL Building Standard® is a performance-based standard that merges best practices in design and construction with evidence-based health and wellness interventions. Adherence to WELL requires submitting required design documentation as well as successfully performing to certain measurable criteria.

WELL Building Standard® Features

The WELL Building Standard® is composed of Features that are applied to each building project. Features can be either performance-based conditions that allow flexibility in how a project meets acceptable quantified thresholds, or prescriptive specifications that include particular technologies, design strategies or protocols to be implemented. The compulsory WELL Features are categorized as Preconditions and are necessary for all levels of WELL Certification or WELL Core and Shell Compliance. Optimizations are optional Features that can be applied to a project to qualify for WELL Certification at either the Gold or Platinum level, depending on the total number of Optimizations achieved. WELL Core and Shell Compliance projects must achieve at least one Optimization in each category.

Documentation and WELL Commissioning

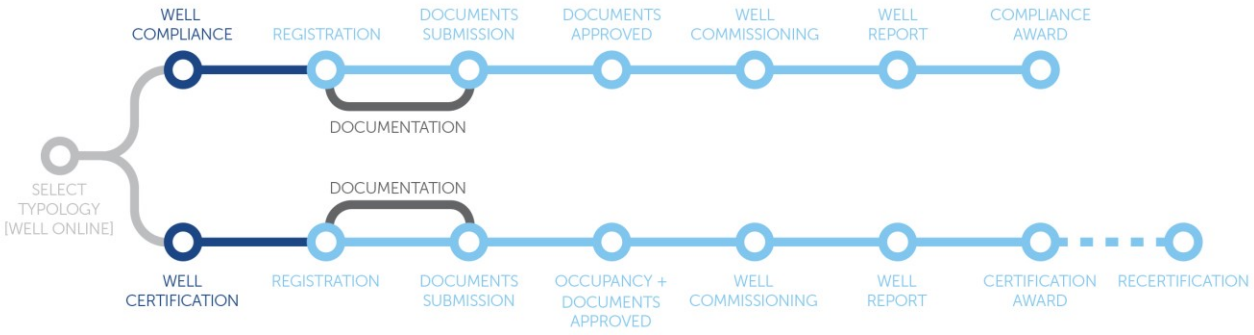
Adherence to WELL involves two processes, which together demonstrate successful baseline achievement:

Verification through documentation and through the on-site WELL Commissioning each account for approximately half of all Preconditions. Project teams are responsible for submitting all required documents and for being available during WELL Commissioning, which will be conducted by an accredited assessor.

WELL Commissioning entails a site visit during which an Accredited WELL Assessor (AWA) completes a visual assessment to verify documentation, and completes a series of tests (or oversees a pre-qualified WELL testing organization providing the performance testing) to evaluate air and water quality, attributes that contribute to noise and light levels, and other environmental parameters in accordance with sampling protocols established by the International WELL Building Institute (IWBI). Depending on the size and type of the project undergoing certification, the WELL Commissioning process may involve several days of on-site testing and assessment.

WELL Timeline

The figure below outlines the steps of successfully achieving WELL.



Below are details for each of the above steps.

SELECTING A STANDARD

Project Typologies

WELL Features are relevant to many building types; however WELL v1.0 was created specifically for commercial and institutional office buildings.

The WELL v1.0 has been further organized into a specific set of project typologies: New Construction, Tenant Improvement, and Core and Shell. Project teams must choose the typology most appropriate for their project at registration.

1. New Construction & Major Renovations Certification

This project typology applies to new construction and major renovations and addresses the full scope of project design and construction as well as aspects of building operations. New Construction is appropriate for entire buildings occupied by the project owners. It can also apply to offices buildings where up to 10% of the total floor area is of a different use type and operated by different management. WELL Silver Certification is achieved by meeting all Preconditions. Higher levels of WELL Certification require project teams to also pursue and achieve Optimizations.

2. Tenant Improvement Certification

This project typology applies to interior projects. It is appropriate for office projects only occupying a portion of the space in a building, or those which occupy the entirety of an existing building which is not undergoing major renovation. Projects may achieve WELL Silver Certification by meeting all Preconditions, and can also reach higher levels of certification if sufficient Optimizations are successfully implemented. In buildings that have achieved WELL Core and Shell Compliance, some existing WELL Features may apply towards Tenant Improvement certifications and this may further streamline the certification process.

3. Core and Shell Compliance

WELL Core and Shell Compliance is available for projects seeking to implement fundamental features into the entire base building for the benefit of future tenants. The core and shell typology addresses the building structure, window locations and glazing, building proportions, heating, cooling and ventilation systems, and fundamental water quality. This typology also encourages consideration of the site in relation to amenities and opportunities for wellness. A core and shell project must have at least 30% of the area with the intended use of commercial or institutional office. No matter what portion of the building will be used for office, 100% of the building must adhere to the requirements of the Core and Shell Compliance standard.

Projects seeking to achieve Core and Shell Compliance must register prior to occupancy. After occupancy, the project is not eligible for WELL Compliance and must register for WELL Certification using either the Tenant Improvement or New Construction & Major Renovation typology described above. Full WELL Certification is not applicable at the core and shell stage given that internal environmental quality and building policy has not been established. Core and Shell Compliance is a verified path that will assist in streamlining applications for WELL Certification under the Tenant Improvement.

REGISTRATION

WELL Online is the official online registration application and project management system for the WELL Building Standard®. Registration requires submitting basic information about the project, including square footage, project type and development phase. Projects are also required to register under a specific typology as described above.

Upon registration, projects have five years to complete documentation submission and to schedule WELL Commissioning (refer to the 'WELL Commissioning' section of this Guidebook). If a project has not scheduled WELL Commissioning within five years of the date on which it registered, its registration will expire. If project teams anticipate that they will have difficulty meeting this deadline, they must request an extension from the IWBI within four years of the date of the initial registration and submit documentation explaining why a longer period of time is necessary.

The WELL Building Standard® may be revised and updated periodically. A project will be reviewed under the version of WELL that is in place on the date the project is registered, unless the project team elects to proceed under a subsequently released version.

Project Team Roles

Team members will have distinct responsibilities throughout the certification process, as described below.

Project Administrator

A project administrator refers to the team member that acts as a project manager and oversees the WELL process. The project administrator is the primary point of contact on the project and must be copied on all correspondence with IWBI. This individual will also be the recipient of a comprehensive WELL Report following documentation review and WELL Commissioning, as well as the WELL Building Award Package (see the 'Award and Continued Engagement' section of this Guidebook).

The project administrator can be the owner, a WELL Accredited Professional (WELL AP), the lead architect on the project, or another designated representative of the project team.

This individual is responsible for ensuring that all project documentation is complete and accurate before submitting for review. He or she is ultimately responsible for the overall quality of the documents submitted. The project administrator is therefore expected to complete a thorough quality control check of all documentation and forms prior to submission for review.

Owner

Owners are responsible for authorizing registration of the project, and will be required to validate various documents used to demonstrate that WELL Features are satisfied.

An owner can be an individual property owner or a representative delegated responsibility by an entity that owns the property. In either case, owners are viewed as having the authority to hold and control project-relevant property and to authorize decisions pertaining to that property.

In circumstances where multiple owners hold rights over a property, a single owner must nevertheless be identified for purposes of WELL. In such cases, the project team must upload a Confirmation of Primary Owner's Authority Form, which can be found on WELLCertified.com.

Additional Signatories

Some WELL documents will require validation by the appropriate professional overseeing the relevant aspect of design, construction, or operations. Therefore, architects, contractors, and mechanical, electrical, and plumbing (MEP) engineers will be required to provide specific declarations and/or calculations pertaining to the project. Forms are included at the end of this Guidebook for each professional.

WELL Accredited Professional (WELL AP)

WELL APs are building industry professionals who are trained by the IWBI on the conceptual and applied

frameworks of the WELL Building Standard®, and are experienced in its application on registered and certified WELL projects. WELL APs can help guide projects to successful certification or compliance award. Information on WELL APs is available on request from the IWBI. Projects are not required to use WELL APs, but having a WELL AP as part of a project team will help to address all necessary aspects of the WELL Building Standard.

DOCUMENTATION REQUIREMENTS

While the WELL Building Standard® is largely performance-based and requires achievement of measurable criteria, it also requires that project teams provide documentation as evidence that WELL Features have been met. These documentation requirements are summarized below.

The WELL Building Standard is organized into several tiers, starting at the Concept level (Air, Water, Nourishment, Light, Fitness, Comfort, and Mind.). Each Concept has Features, each Feature has at least one Part, and each Part is broken down into at least one Requirement.

Satisfying a Feature requires that all applicable Parts of that Feature are met. The applicability of a Part is determined by the typology of the building for WELL v1.0: New Construction, Tenant Improvement, or Core and Shell. Certification Matrices are broken down by Part at each Concept introduction page in the WELL Building Standard.

Required Document Types

All documents that the project team is responsible for providing must be submitted via WELL Online.

1. Annotated Documents

Annotated documents refer to existing project documents that are marked-up to provide additional information to indicate how WELL Features and constituent Parts have been met. There are four types of annotated documents:

A. Design drawings (with pertinent information marked or highlighted).

B. A balancing report.

C. Operations schedules (with time log templates, if appropriate).

D. Policy documents (e.g., employee handbooks).

2. Letters of Assurance

Separate letters of assurance must be submitted depending on the appropriate professional overseeing the implementation of a specific WELL Feature and its Parts during design, construction or operations. Letters of assurance will be required from the following licensed professionals to confirm that the requirements of WELL Features have been met:

A. Architects.

B. Contractors.

C. Engineers.

3. General Documents

Both annotated documents and letters of assurance are tied to specific Feature requirements. The documents listed below, however, are not linked to the verification of a specific Part, and are instead required as a general document for the certification or compliance process at large. These documents do not need to be annotated but are used to inform the IWBI and AWA of details on the project they may require.

Required general documents include the following:

A. Lighting Drawings.

B. Mechanical Drawings.

Documentation Submission, Review and Approval

WELL Online is the primary application and project management system for WELL Building Standard Certification and Compliance. This online system is used to house all documentation related to a WELL project and to submit its information for review (including any innovation or alternative adherence proposals—see the 'Innovations &

Alternative Adherence Paths' section of this Guidebook for details) by an accredited WELL Assessor. Note: the project must successfully complete the documentation review phase (marked as approved in WELL Online) before WELL Commissioning can be scheduled.

Documents may be uploaded to WELL Online as they are prepared. Once all documents are uploaded, the project administrator is expected to perform a thorough quality check before submitting the documentation for review in WELL Online.

A first round of third-party documentation review by the Accredited WELL Assessor will follow documentation submission. If all documents are found to be satisfactory, then the project team will be able to proceed to next steps.

The team will be notified if any submitted documents are found to be inaccurate or unsatisfactory, or if further documentation is necessary. If such is the case, the project team will have an opportunity to correct existing documents or submit further documentation for a second round of documentation review. If more than these two rounds of review are needed before all documentation is found to be satisfactory, additional fees will apply.

The project team will be notified via WELL Online when all documents have been reviewed and approved, at which time the project team may proceed to scheduling WELL Commissioning. Features approved during the documentation review are subject to inspection during WELL Commissioning.

WELL COMMISSIONING

WELL Commissioning entails a site visit during which the AWA performs or oversees performance tests to verify that all applicable Requirements of WELL Features have been met. If the project size or scope is sufficiently expansive such that a single AWA is unable to conduct all tests across the space for a representative sample within a reasonable amount of time, a pre-qualified WELL testing organization may provide performance testing services that are overseen by the AWA.

Scheduling WELL Commissioning

For a project seeking to achieve WELL Certification, three conditions must be met before the project may schedule WELL Commissioning:

1. All documents for which the project team is responsible must be submitted, reviewed and approved in WELL Online through the third-party documentation review process.
2. A minimum of 50% of expected occupancy must be achieved in the building.
3. At least one month has passed since the space's certificate of occupancy was issued.

For projects seeking WELL Core and Shell Compliance, only the first condition must be met.

On-Site Measurements and Inspections

WELL Commissioning is performed or overseen by an AWA. Depending on the building size, this may require the AWA (and testing organization, if applicable) to be at the site for multiple days in order to fully validate the project's design documentation via inspections and spot-checks, and to complete all on-site performance tests to confirm adherence to the WELL Building Standard®.

During WELL Commissioning, an individual with authorized access to all areas of the building must be present so that performance tests and inspections may be conducted in any area, including mechanical and tenant spaces, grounds, and the roof. As noted previously, it is required that a qualified project team member be present for the duration of WELL Commissioning.

Performance testing during WELL Commissioning will be completed according to the IWBI's sampling protocols based on the size and typology of the project, and collected water samples will be sent to a third-party laboratory for analysis. The AWA will evaluate all applicable environmental parameters in accordance with the WELL Building Standard, including, for example:

1. Air quality (e.g., organic and inorganic gases, and particulates)
2. Water quality (e.g., dissolved chemicals and suspended solids)
3. Light attributes (e.g., color temperature, intensity and spectral power distribution)
4. Thermal considerations (e.g., ambient and radiant temperature, air speed, and humidity)
5. Acoustic elements (e.g., decibel levels and reverberation)

The above measurements will be taken at various random sampling points throughout the project space. Typically, for a representative sample of the total site, a small building will require only one sampling zone, while larger buildings will require multiple sampling zones. Variables such as square footage, number of floors, space-usage types and building layout will impact the degree of sampling and amount of time needed. Refer to the WELL Commissioning Guidebook for more details about the extent and location of sampling zones.

Any WELL Feature and its Parts is subject to verification on site by the AWA during WELL Commissioning—including those accounted for by letters of assurance or annotated documents. This means that the AWA may perform "spot-checks" to confirm on-site that certain WELL Features reflected in the submitted documents are in fact satisfied.

WELL Commissioning Report

The AWA will prepare a detailed WELL Commissioning Report for the project, which will include two types of

documents:

1. Inspection documents: for WELL Features Requirements that can be verified via photographs, diagrams or schematics during WELL Commissioning.
2. Results: for WELL Features Requirements that require performance testing.

WELL REPORT

Within 60 calendar days following the site visit, a comprehensive WELL Report will be sent to the project owner and be available on WELL Online. This will including the inspection details and analysis results, as well as the status of documents previously submitted by the project team for approval. The WELL Report will provide a Feature-by-Feature assessment of whether Requirements of WELL Features pursued by the project were approved. If the project has not met WELL criteria in any area, the WELL Report will indicate where deficiencies exist.

Once the WELL Report is issued in WELL Online, the project team is required to either accept their WELL Report via WELL Online, or initiate curative action or an appeal (see the section of this Guidebook on 'Curative Actions and Appeals'). If the WELL Report indicates a pass, then the project will be issued the certification level and plaque described in the report. If, by 180 calendar days after the issuance of the WELL Report, the project has neither affirmatively accepted the WELL Report on WELL Online nor initiated a curative action or appeal, it will be assumed that the project has accepted the WELL Report as final.

AWARD & CONTINUED ENGAGEMENT

Certification Award

Projects that have satisfied the requirements of the WELL Building Standard® and accepted the WELL Report will receive a WELL Building Award Package from the IWBI.

The WELL Building Award Package will contain the official Award Letter, WELL Certification plaque or WELL Compliance plaque (for Core and Shell projects), and other relevant documents. The IWBI will also provide sample marketing materials to assist the project in its promotion of successful WELL Certification or WELL Compliance.

Continued Engagement

The IWBI will remain in communication with successful projects to further support WELL achievements. There are likewise specific requirements for the project team to maintain its status as a WELL Certified project prior to recertification.

As outlined in the WELL Building Standard, certain Features require projects to provide ongoing records of the following:

- Results of post-occupancy surveys.
- Proof of maintenance (e.g., logs of cleaning schedules and filter replacement).
- On-going environmental parameter measurements (e.g., air and water quality)

These Features generally require submission to the IWBI on an annual basis; to remain in good standing, projects must submit the documents within 15 months of certification, and then every 12 months thereafter. Failure to provide these documents within this time frame will result in an additional fee assessed at Recertification. If the ongoing records are not submitted at all by Recertification, then in addition to the fee, the project will be ineligible to pursue these Features for the following certification period. For details on what is required in these documents, please refer to the relevant Features in WELL v1.0.

INNOVATIONS & ALTERNATIVE ADHERENCE PATHS

WELL Features create a number of linkages between elements of building design and occupant health, wellness, and comfort. The WELL Building Standard® ultimately seeks to establish a set of universally applicable Features that are feasible across all building types and contexts. However, the various ways in which the built environment impacts health across diverse contexts are multiple and overlapping, and there are paths to healthful construction and design that may be uncovered during implementation of the current version of WELL.

In recognition of the complexity involved in fully exhausting all dimensions of health through the built environment and of the challenges that may be involved in meeting requirements as outlined, WELL provides opportunities for creativity through two processes:

1. Alternative Adherence Paths.
2. Innovation Features.

Both approved Alternative Compliance Paths and Innovation Features are submitted to the IWBI via WELL Online and are approved at the IWBI's sole discretion. If proposals are denied, projects may appeal this decision following protocol described in the 'Curative Actions and Appeals' section of this Guidebook.

Alternative Adherence Paths

WELL allows for innovative, alternate solutions for meeting Requirements via the Alternative Adherence Path (AAP) process, so long as proposals still meet the intent of the Requirement and are supported by cited scientific, medical and industry research. Project teams may thus propose an alternative for any Requirement of WELL by submitting a completed AAP form to IWBI.

These forms are used specifically for proposing alternate means to meeting existing WELL Features. Each form pertains to one Feature, but there is no limit on the number of AAP forms that may be submitted per project. Each project is allowed two free Alternate Adherence Path applications, and additional applications may be submitted for a fee.

Please contact the IWBI through WELLCertified.com for an AAP request form. While requests for AAPs will be kept private, all approved AAPs will be published. If AAPs have broad application, the strategies described in the application may be incorporate as official pathways of Feature adherence in future versions of the WELL Building Standard.

Innovation Features

Innovation Features pave a way for project teams to develop unique strategies for creating a healthy environment. The Features can fall into any of the WELL Concepts, but must be novel and cannot address that which is already covered by an existing Feature of WELL.

Innovation Features must be submitted to IWBI via WELL Online for approval with sufficient rationale based on cited scientific, medical and industry research. Refer to Features 101 and 102 in the WELL Building Standard® for guidelines. Projects can submit one innovation proposal each for Features 101 and 102.

Timeline for Proposing Innovations and Alternative Adherence Paths

Project teams may submit an Innovation Feature or AAP proposal at any time after registration, but all proposals must be submitted and approved prior to final document submission in WELL Online. This is to ensure that any accepted proposals are included as part of documentation review and WELL Commissioning. This is because proposals that are accepted by the IWBI (assuming the project team decides to pursue them) constitute a part of WELL to which the project team must adhere.

WELL Features Addenda and Interpretations

Proposals submitted to the IWBI will undergo thorough scientific and technical review focused on assessing scientific validity, feasibility, safety, consistency with existing standards or guidelines, and any existing case studies.

Future projects can refer to the WELL Features Addenda and Interpretations, which will be hosted on WELLCertified.com. The WELL Features Addenda and Interpretations will provide a list of approved AAPs and

Innovation Features. These may be incorporated into future iterations of the WELL Building Standard.

Denied AAPs and Innovation Features may be published but project-identifying information will not be published along with the denied proposal. The purpose of publishing denied proposal types is to support future projects' ability to submit successful proposals.

International Projects and Standards

Projects registered in countries other than the United States may find some challenges based on local regulations and standards that differ from those outlined in WELL. In those instances a project will have two options:

1. Adhere to the requirements cited in WELL as written.
2. If there appear to be equivalent requirements within a standard that is more relevant to the country where a project is located, then the project team may petition the IWBI for the use of the requirements in that standard by providing evidence of equivalency. If the IWBI approves use of a new requirement as sufficiently equivalent to a WELL requirement, the new requirements will be incorporated into WELL Features Addenda and Interpretations, as an adherence path available for any other project located within the same country to pursue.

CURATIVE ACTIONS AND APPEALS

The WELL Report will outline any failed performance criteria as measured or inspected during WELL Commissioning. Since documentation submitted by the project team is reviewed and approved before WELL Commissioning can be scheduled, the only sources of failure to meet the WELL Building Standard would be due to unmet performance criteria, failed inspections as observed during the site visit, or observed construction that is found to contradict previously submitted documents.

As previously stated, after the WELL Report is issued, the project owner may either accept the WELL Report or initiate curative action or an appeal. Curative action is available for project teams who wish to enact curative efforts to address unmet criteria and request to schedule follow-up WELL Commissioning. Appeals are available for project teams who wish to contest findings of the WELL Report.

Fixed baseline fees are associated with curative action requests and appeals. Additional fees apply depending on the WELL Features in question and on whether re-testing is necessary to confirm compliance with WELL requirements. Please see WELLCertified.com for a current schedule of fees and for further details on the curative actions or appeals processes.

Curative Actions

To pursue a curative action path for any Features with unmet Requirements, a curative action plan must be submitted in WELL Online within 180 calendar days after issuance of the WELL Report. The plan must be signed by the project owner and outline steps for addressing unmet Features. Please note, if the plan is submitted within the first 90 calendar days after issuance of the WELL Report, the project may receive the benefit of a less extensive WELL Re-Commissioning, as described in greater detail below.

If the curative action plan is accepted by the IWBI, the project team must then enact curative actions as outlined and schedule WELL Re-Commissioning with their Accredited WELL Assessor.

For projects who submit a curative action plan within 90 calendar days after issuance of the WELL Report, in every Concept in which Features were not met, WELL Re-Commissioning requires that all of the Features of those WELL Concepts be re-tested and verified. This is to ensure that curative efforts aimed at a specific Feature do not compromise adherence to another Feature within the same Concept. For example, projects that fail to meet requirements concerning microorganisms in a Water Feature may address this problem with the addition of chlorine. By doing so, however, they could risk exceeding the chlorine limits of another Feature in Water. This single-concept WELL Re-Commissioning is eligible for reduced fees since the AWA does not verify every Feature normally covered in the site visit.

For project teams who submit a curative action plan after 90 calendars days but within 180 calendar days of issuance of the WELL Report, the project must undergo a comprehensive, full WELL Re-Commissioning of all WELL Concepts and Features attempted by the project (including those previously earned) in order to achieve Certification or Compliance. This event covers all performance and inspection criteria (not just those in Concepts with Features which failed to pass in the first WELL Commissioning) and thus will require the full WELL Commissioning fee.

After WELL Re-Commissioning has been completed, an updated WELL Report will be created and shared with the project administrator. Any newly generated WELL Report automatically supersedes older Reports.

WELL Re-Commissioning can be repeated (for additional fees) following additional curative actions should the WELL Report resulting from the WELL Re-Commissioning again indicate a failure to achieve Certification or Compliance, in which case the same timelines set forth above will apply to subsequently submitted curative action plans.

Appeals

Project teams may for a fee challenge any findings of the WELL Report by submitting to the IWBI via WELL Online a letter of appeal, signed by the project owner, describing specific objections with supporting documents. A letter of appeal must provide an explanation of the basis of the appeal and identify suspected errors. Upon reviewing the letter of appeal, IWBI will respond with an appeal review report. Any such letter of appeal must be

submitted within 90 calendar days after the date of issuance of the WELL Report. Preliminary responses to letters of appeal will be sent within 30 calendar days.

Like the WELL Report, a project may either accept the appeal review report as final by so notifying the IWBI via WELL Online, or submit a further letter of appeal. Projects are limited to one subsequent letter of appeal which must be submitted within 90 calendar days of the date of issuance of the appeal review report being challenged.

RECERTIFICATION

WELL Certification (for New Construction & Major Renovations and Tenant Improvement projects) is valid for three years. In order to maintain certification, a project must file an application for recertification on WELL Online no later than the third-year anniversary of the date of the Award Letter granting initial certification. The filing of an application for recertification extends the validity of the project's original certification period for six months upon filing, during which time the project must satisfactorily complete the recertification and re-commissioning process to determine that the building continues to perform to the WELL Building Standard®.

If a project does not file an application for recertification before the expiration of the three-year original certification period, or fails to successfully obtain recertification within 42 months of receiving the initial certification, the project's WELL Certification will expire. Upon expiration of a project's WELL Certification, the project must immediately discontinue all use and display of the WELL Certified plaque, trademark, and logo and must not indicate or imply that the Project is WELL Certified. The project will be remove from IWBI lists of projects that are currently WELL Certified.

Recertification includes review of newly validated letters of assurance, on-site verification and WELL Re-commissioning and performance testing of WELL Features.

A building's certification may be compromised if WELL Features have not been properly maintained or if the quality of the environment has declined below the thresholds required in the WELL Building Standard. During recertification projects may elect to submit additional WELL Features to improve their score and achieve a higher level of certification.

For the first recertification event following initial certification, a project may elect to be reviewed under either the version of WELL for which it achieved initial certification or any subsequently released version. For all subsequent recertification events, a project will be reviewed under the version of the rating system that is in-place 12 months prior to expiration of their certification. If they so choose, a project team may elect to be recertified under a more recent version of the rating system.

Projects may pre-emptively begin the recertification process before the three year period is up. All of the rules and timelines regarding acceptance of the WELL Report apply normally. The new results from WELL Commissioning and the WELL Report supersede the results from the prior certification.

Recertification is not available for WELL Core & Shell Compliance because WELL Core & Shell Compliance is a one-time evaluation.

USE OF PROJECT INFORMATION

The WELL program requires the submission of extensive information related to each project. Collected information typically includes project and owner identifying information, attestations, narratives, data, calculations, maps, drawings, specifications, and other design, construction and operational-related information. This information may contain personal or proprietary information as well as valuable intellectual property including copyrighted materials and/or trademarks. By submitting this information, each project grants the IWBI and its affiliates and their respective employees, agents, representatives and subcontractors a limited, non-exclusive and non-revocable license to access and view all information that is submitted in the application as necessary to perform an assessment.

The IWBI also uses project data to educate and provide resources for WELL project teams and others, showcase project strategies, and promote the WELL Building Standard® on a global scale. WELL-registered and certified projects are, by default, considered "public" projects and, as such, they are included in IWBI's public WELL project directory. Inclusion in this directory allows the general public and members of the media to look up specific project listings and details, including the following: project name, project address, project typology, registration date, identity of the owner, owner organization type, project team information, project gross square footage, date of certification, and level of certification achieved, among other project identifying information. With the exception of information provided to IWBI subcontractors, the IWBI and its affiliates will not distribute or publish any submitted plans, drawings, or schematics pertaining to any project without permission.

All "public" projects also benefit from publicity opportunities: the IWBI may use project data to create case studies highlighting a project's features, reference a project on the website or to the media, or create other derivative works. Information that may be used for articles, project profiles or similar promotional pieces may include service providers, project team members, promotional or other project photographs, project strategies for certification, or quotations from team members.

A project is free to opt-out of the WELL project directory and publicity opportunities as a "private project" at the time of registration. See WELL Online for specific instructions on how to do so. A "private" project means that the project name, street address, and identity of the owner will not appear within the WELL project directory. Certain other, non-project identifying information may be disclosed, including, but not limited to, the city and state in which the project is located and the total project square footage. All private projects that achieve WELL Certification or WELL Compliance will be prompted upon issuance of award, if any, to transition to public status.

A project that wishes to remain a "private project" will need to re-confirm its "private" status at that time. If a project chooses to remain "private", such project may not be marketed or represented to the general public as being certified or compliant, and no intellectual property including the WELL certification or compliance trademarks may be utilized or displayed in relation to such project. Project owners may change the privacy setting for a project at any time before acceptance of final award, using functionality in WELL Online. Should a project wish to become public after they have accepted their final certification, they may contact the IWBI to have the project's "private" status updated to "public".

Further development of the WELL program depends upon the collection, analysis and distribution of information pertaining to WELL design, construction and performance. The IWBI and its affiliates may make internal use of any information that is submitted to the IWBI – whether by a public or private project – including, and not limited to, project performance data and may publish this information to third parties, including the general public, in aggregated non-identifying form.

GLOSSARY

Accredited WELL Assessor (AWA) – An independent professional who conducts on-site performance tests, inspections, and spot-checks, as well as documentation review in order to evaluate a project's eligibility for WELL Certification or WELL Compliance. Such professionals have successfully completed the IWBI's WELL Assessor accreditation program and are trained to understand proper adherence to testing protocols for evaluating WELL performance criteria.

Alternative Adherence Path (AAP) – Alternative solutions for meeting the intent of any WELL Feature requirement. Projects may submit an AAP proposal to the IWBI to replace any Requirement in WELL. There are fees associated with any AAP proposal.

Curative Action Plan – Document that outlines strategies that project teams will employ to address any unmet criteria as identified in a WELL Report. These plans must be submitted to the IWBI within 180 calendar days of the date on which the WELL Report is issued, and must detail a specific and feasible plan of action.

Feature – One of 102 sections of the WELL Building Standard with a specific health intent. Features are classified as either mandatory Preconditions or as Optimizations which offer more flexibility.

Innovation Features – Features 101 and 102 in the WELL v1.0, which allow for project teams to submit ideas for new Features under a certain Concept. The proposals for these Features must address a novel aspect relevant to the Concept, with robust supporting literature from health and medical research.

Letter of Appeal – Document that outlines a project team's disagreement with any finding of the WELL Report, or of any decision regarding proposals for AAPs, curative actions, or Innovation Features. Appeals must be submitted to the IWBI within 90 calendar days of the date of issuance of the WELL Report or the appeal review report, as applicable.

Part – One of the 208 groupings of Requirements in the WELL Building Standard. The applicability of Parts can vary between typologies, as summarized in the chart in the beginning of each Concept in the WELL Building Standard.

Requirement – One of the 516 specific line items in the WELL Building Standard which describe condition, design outcome, or protocol which is evaluated.

WELLCertified.com – Official website of the International WELL Building Institute. Details on the WELL process, contact forms, and a schedule of fees are available on WELLCertified.com.

WELL Accredited Professional (WELL AP) – A professional who has extensive industry experience and knowledge of the WELL process. Such professionals have successfully completed the IWBI's WELL AP program, and may be hired by a project team as consultants to guide successful certification or compliance award.

WELL Commissioning – A site visit where an AWA conducts performance tests, visual inspections, and spot-checks, and also includes follow-up analysis of collected data and samples from the site. This is distinct from traditional building commissioning, and is an integral part of the WELL process.

WELL Features Addenda & Interpretations – Live document on WELLCertified.com updated with approved AAPs and Innovation Features. This acts as a resource for future projects seeking to pursue WELL Certification or WELL Compliance. Some AAPs and Innovation Features included in this document may become officially integrated into future versions of the WELL Building Standard®.

WELL Online – Official online registration application and project management system for the WELL Building Standard. Project administrators must register projects on WELL Online, and may delegate responsibilities over specific Features to other project team members. All documents must be uploaded onto WELL Online for review and approval.

WELL Report – Comprehensive report of the project which includes a Feature-by-Feature summary of whether or not project teams successfully provided documentation to verify that each Feature has been satisfied, or if project has successfully performed to measurable criteria relevant for specific Features. Provided via WELL Online for the project administrator to view.

VERIFICATION TABLE AND FORMS

Verification Table

The following verification table displays the type of documentation relevant per Feature. Project teams should consult this table to understand what document needs to be submitted to demonstrate that the Feature has been satisfied, or if no action is necessary because an assessor will check the Feature on-site during WELL Commissioning.

Annotated Documents

These refer to protocols, construction drawings and specifications, and other annotated documents that are required for WELL Certification. The forms for annotated documents per respective professional are provided in the following pages.

Letters of Assurance

Forms below are required per professional responsible for submitting and validating respective letters of assurance. Signatures on these letters affirm that, to the best of the professional's knowledge, the relevant Parts of WELL Features have been satisfied.

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 01. AIR QUALITY STANDARDS			
PART 1. STANDARDS FOR VOLATILE SUBSTANCES			PERFORMANCE TEST
PART 2. STANDARDS FOR PARTICULATE MATTER AND INORGANIC GASES			PERFORMANCE TEST
PART 3. BELOW-GRADE AIR QUALITY STANDARDS			PERFORMANCE TEST
FEATURE 02. SMOKING BAN			
PART 1. INDOOR SMOKING BAN		POLICY DOCUMENT	
PART 2. OUTDOOR SMOKING BAN			AUDITOR INSPECTION
FEATURE 03. VENTILATION EFFECTIVENESS			
PART 1. VENTILATION DESIGN	MEP		
PART 2. DEMAND CONTROLLED VENTILATION	MEP		
PART 3. SYSTEM BALANCING		COMMISSIONING REPORT	
FEATURE 04. VOC REDUCTION			
PART 1. INTERIOR PAINTS AND COATINGS	ARCHITECT		
PART 2. INTERIOR ADHESIVES AND SEALANTS	ARCHITECT		
PART 3. FLOORING	ARCHITECT		
PART 4. INSULATION	ARCHITECT		
PART 5. FURNITURE AND FURNISHINGS	ARCHITECT		
FEATURE 05. AIR FILTRATION			
PART 1. FILTER ACCOMMODATION	MEP		SPOT CHECK
PART 2. PARTICLE FILTRATION	MEP		SPOT CHECK
PART 3. AIR FILTRATION MAINTENANCE		OPERATIONS SCHEDULE	

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 06. MICROBE AND MOLD CONTROL			
PART 1. COOLING COIL MOLD REDUCTION	MEP		SPOT CHECK
PART 2. MOLD INSPECTIONS			AUDITOR INSPECTION
FEATURE 07. CONSTRUCTION POLLUTION MANAGEMENT			
PART 1. DUCT PROTECTION	CONTRACTOR		
PART 2. FILTER REPLACEMENT	CONTRACTOR		
PART 3. VOC ADSORPTION MANAGEMENT	CONTRACTOR		
PART 4. CONSTRUCTION EQUIPMENT	CONTRACTOR		
PART 5. DUST CONTAINMENT AND REMOVAL	CONTRACTOR		
FEATURE 08. HEALTHY ENTRANCE			
PART 1. PERMANENT ENTRYWAY WALK-OFF SYSTEMS			AUDITOR INSPECTION
PART 2. ENTRYWAY AIR SEAL			AUDITOR INSPECTION
FEATURE 09. CLEANING PROTOCOL			
PART 1. CLEANING PLAN FOR OCCUPIED SPACES		OPERATIONS SCHEDULE	
FEATURE 10. PESTICIDE MANAGEMENT			
PART 1. PESTICIDE USE		OPERATIONS SCHEDULE	
FEATURE 11. FUNDAMENTAL MATERIAL SAFETY			
PART 1. ASBESTOS AND LEAD RESTRICTION	ARCHITECT		
PART 2. LEAD ABATEMENT		REMEDIATION REPORT	
PART 3. ASBESTOS ABATEMENT		REMEDIATION REPORT	
PART 4. POLYCHLORINATED BIPHENYL ABATEMENT	CONTRACTOR		

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 12. MOISTURE MANAGEMENT			
PART 1. BULK WATER – EXTERIOR MANAGEMENT	ARCHITECT		
PART 2. INTERIOR BULK WATER DAMAGE MANAGEMENT	MEP		
PART 3. CAPILLARY WATER MANAGEMENT	ARCHITECT		
PART 4. WETTING BY CONVECTION AND CONDENSATION	ARCHITECT		
FEATURE 13. AIR FLUSH			
PART 1. AIR FLUSH	CONTRACTOR		
FEATURE 14. AIR INFILTRATION MANAGEMENT			
PART 1. AIR LEAKAGE TESTING		COMMISSIONING REPORT	
FEATURE 15. INCREASED VENTILATION			
PART 1. INCREASED FRESH AIR SUPPLY	MEP		
FEATURE 16. HUMIDITY CONTROL			
PART 1. RELATIVE HUMIDITY	MEP		SPOT CHECK
FEATURE 17. DIRECT SOURCE VENTILATION			
PART 1. POLLUTION ISOLATION AND EXHAUST	MEP		SPOT CHECK
FEATURE 18. AIR QUALITY MONITORING AND FEEDBACK			
PART 1. INDOOR AIR MONITORING			AUDITOR INSPECTION
PART 2. AIR DATA RECORD KEEPING AND RESPONSE		OPERATIONS SCHEDULE	
PART 3. ENVIRONMENTAL MEASURES DISPLAY			AUDITOR INSPECTION
FEATURE 19. OPERABLE WINDOWS			
PART 1. FULL CONTROL		ARCHITECTURAL DRAWING	SPOT CHECK
PART 2. OUTDOOR AIR MEASUREMENT	ARCHITECT		SPOT CHECK
PART 3. WINDOW OPERATION MANAGEMENT	ARCHITECT		SPOT CHECK

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 20. OUTDOOR AIR SYSTEMS			
PART 1. DEDICATED OUTDOOR AIR SYSTEMS	MEP		
FEATURE 21. DISPLACEMENT VENTILATION			
PART 1. DISPLACEMENT VENTILATION DESIGN AND APPLICATION	MEP		
PART 2. SYSTEM PERFORMANCE	MEP		
FEATURE 22. PEST CONTROL			
PART 1. PEST REDUCTION			AUDITOR INSPECTION
PART 2. PEST INSPECTION			AUDITOR INSPECTION
FEATURE 23. ADVANCED AIR PURIFICATION			
PART 1. CARBON FILTRATION	MEP		SPOT CHECK
PART 2. AIR SANITIZATION	MEP		SPOT CHECK
PART 3. AIR QUALITY MAINTENANCE		OPERATIONS SCHEDULE	
FEATURE 24. COMBUSTION MINIMIZATION			
PART 1. APPLIANCE AND HEATER COMBUSTION BAN	ARCHITECT		SPOT CHECK
PART 2. LOW-EMISSION COMBUSTION SOURCES	MEP		
PART 3. ENGINE EXHAUST REDUCTION			AUDITOR INSPECTION
FEATURE 25. TOXIC MATERIAL REDUCTION			
PART 1. PERFLUORINATED COMPOUND LIMITATION	ARCHITECT		
PART 2. FLAME RETARDANT LIMITATION	ARCHITECT		
PART 3. PHTHALATE (PLASTICIZERS) LIMITATION	ARCHITECT		
PART 4. ISOCYANATE-BASED POLYURETHANE LIMITATION	ARCHITECT		
PART 5. UREA-FORMALDEHYDE RESTRICTION	ARCHITECT		

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 26. ENHANCED MATERIAL SAFETY			
PART 1. PRECAUTIONARY MATERIAL SELECTION	ARCHITECT		
FEATURE 27. ANTIMICROBIAL SURFACES			
PART 1. HIGH-TOUCH SURFACE COATING	ARCHITECT		
FEATURE 28. CLEANABLE ENVIRONMENT			
PART 1. MATERIAL PROPERTIES	ARCHITECT		
PART 2. CLEANABILITY			AUDITOR INSPECTION
FEATURE 29. CLEANING EQUIPMENT			
PART 1. EQUIPMENT AND CLEANING AGENTS		OPERATIONS SCHEDULE	
PART 2. CHEMICAL STORAGE			AUDITOR INSPECTION
FEATURE 30. FUNDAMENTAL WATER QUALITY			
PART 1. SEDIMENT			PERFORMANCE TEST
PART 2. MICROORGANISMS			PERFORMANCE TEST
FEATURE 31. INORGANIC CONTAMINANTS			
PART 1. DISSOLVED METALS			PERFORMANCE TEST
FEATURE 32. ORGANIC CONTAMINANTS			
PART 1. ORGANIC POLLUTANTS			PERFORMANCE TEST
FEATURE 33. AGRICULTURAL CONTAMINANTS			
PART 1. HERBICIDES AND PESTICIDES			PERFORMANCE TEST
PART 2. FERTILIZERS			PERFORMANCE TEST
FEATURE 34. PUBLIC WATER ADDITIVES			
PART 1. DISINFECTANTS			PERFORMANCE TEST
PART 2. DISINFECTANT BYPRODUCTS			PERFORMANCE TEST
PART 3. FLUORIDE			PERFORMANCE TEST

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 35. PERIODIC WATER QUALITY TESTING			
PART 1. QUARTERLY TESTING		OPERATIONS SCHEDULE	
PART 2. WATER DATA RECORD KEEPING AND RESPONSE		OPERATIONS SCHEDULE	
FEATURE 36. WATER TREATMENT			
PART 1. ORGANIC CHEMICAL REMOVAL	MEP		SPOT CHECK
PART 2. SEDIMENT FILTER	MEP		SPOT CHECK
PART 3. MICROBIAL ELIMINATION	MEP		SPOT CHECK
PART 4. WATER QUALITY MAINTENANCE		OPERATIONS SCHEDULE	
FEATURE 37. DRINKING WATER PROMOTION			
PART 1. DRINKING WATER TASTE PROPERTIES			PERFORMANCE TEST
PART 2. DRINKING WATER ACCESS	MEP		SPOT CHECK
PART 3. WATER DISPENSER MAINTENANCE		OPERATIONS SCHEDULE	
FEATURE 38. FRUITS AND VEGETABLES			
PART 1. FRUIT AND VEGETABLE VARIETY		OPERATIONS SCHEDULE	SPOT CHECK
PART 2. FRUIT AND VEGETABLE PROMOTION		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 39. PROCESSED FOODS			
PART 1. REFINED INGREDIENT RESTRICTIONS		OPERATIONS SCHEDULE	SPOT CHECK
PART 2. TRANS FAT BAN		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 40. FOOD ALLERGIES			
PART 1. FOOD ALLERGY LABELING		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 41. HAND WASHING			
PART 1. HAND WASHING SUPPLIES		OPERATIONS SCHEDULE	SPOT CHECK
PART 2. CONTAMINATION REDUCTION			AUDITOR INSPECTION
PART 3. SINK DIMENSIONS	ARCHITECT		SPOT CHECK

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 42. FOOD CONTAMINATION			
PART 1. COLD STORAGE	ARCHITECT		SPOT CHECK
PART 2. FOOD PREPARATION SEPARATION		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 43. ARTIFICIAL INGREDIENTS			
PART 1. ARTIFICIAL SUBSTANCE LABELING		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 44. NUTRITIONAL INFORMATION			
PART 1. DETAILED NUTRITIONAL INFORMATION			AUDITOR INSPECTION
FEATURE 45. FOOD ADVERTISING			
PART 1. ADVERTISING AND ENVIRONMENTAL CUES			AUDITOR INSPECTION
PART 2. NUTRITIONAL MESSAGING			AUDITOR INSPECTION
FEATURE 46. SAFE FOOD PREPARATION MATERIALS			
PART 1. COOKING MATERIAL		OPERATIONS SCHEDULE	SPOT CHECK
PART 2. CUTTING SURFACES		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 47. SERVING SIZES			
PART 1. MEAL SIZES		OPERATIONS SCHEDULE	SPOT CHECK
PART 2. DINNERWARE SIZES		OPERATIONS SCHEDULE	SPOT CHECK
FEATURE 48. SPECIAL DIETS			
PART 1. FOOD ALTERNATIVES		OPERATIONS SCHEDULE	
FEATURE 49. RESPONSIBLE FOOD PRODUCTION			
PART 1. SUSTAINABLE AGRICULTURE		OPERATIONS SCHEDULE	
PART 2. HUMANE AGRICULTURE		OPERATIONS SCHEDULE	
FEATURE 50. FOOD STORAGE			
PART 1. STORAGE CAPACITY	ARCHITECT		SPOT CHECK
PART 2. TEMPERATURE CONTROL	ARCHITECT		SPOT CHECK

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 51. FOOD PRODUCTION			
PART 1. GARDENING SPACE	ARCHITECT		
PART 2. PLANTING SUPPORT	ARCHITECT		
FEATURE 52. MINDFUL EATING			
PART 1. EATING SPACES		ARCHITECTURAL DRAWING	
PART 2. BREAK AREA FURNISHINGS	ARCHITECT		
FEATURE 53. VISUAL LIGHTING DESIGN			
PART 1. VISUAL ACUITY FOR WORKING	ARCHITECT		SPOT CHECK
PART 2. TASK LIGHTING	ARCHITECT		SPOT CHECK
FEATURE 54. CIRCADIAN LIGHTING DESIGN			
PART 1. MELANOPIC LIGHT INTENSITY IN WORK AREAS	ARCHITECT		SPOT CHECK
FEATURE 55. ELECTRIC LIGHT GLARE CONTROL			
PART 1. LAMP SHIELDING	ARCHITECT		SPOT CHECK
FEATURE 56. SOLAR GLARE CONTROL			
PART 1. VIEW WINDOW SHADING	ARCHITECT		SPOT CHECK
PART 2. DAYLIGHT MANAGEMENT	ARCHITECT		SPOT CHECK
FEATURE 57. LOW-GLARE WORKSTATION DESIGN			
PART 1. WORKSTATION ORIENTATION			AUDITOR INSPECTION
FEATURE 58. COLOR QUALITY			
PART 1. COLOR RENDERING INDEX	ARCHITECT		SPOT CHECK
FEATURE 59. SURFACE DESIGN			
PART 1. WORK AREA WALL AND CEILING LIGHTNESS	ARCHITECT		
FEATURE 60. AUTOMATED SHADING AND DIMMING CONTROLS			
PART 1. AUTOMATED SUNLIGHT CONTROL	ARCHITECT		SPOT CHECK
PART 2. RESPONSIVE LIGHT CONTROL	ARCHITECT		SPOT CHECK

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 61. RIGHT TO LIGHT			
PART 1. LEASE DEPTH		ARCHITECTURAL DRAWING	SPOT CHECK
PART 2. WINDOWS AND WORKSPACES		ARCHITECTURAL DRAWING	SPOT CHECK
FEATURE 62. DAYLIGHT MODELING			
PART 1. HEALTHY SUNLIGHT EXPOSURE		ARCHITECTURAL DRAWING	
FEATURE 63. DAYLIGHTING FENESTRATION			
PART 1. WINDOW SIZES FOR WORKSPACES		ARCHITECTURAL DRAWING	SPOT CHECK
PART 2. WINDOW TRANSMITTANCE IN WORK AREAS	ARCHITECT		
PART 3. UNIFORM COLOR TRANSMITTANCE	ARCHITECT		
FEATURE 64. INTERIOR FITNESS CIRCULATION			
PART 1. STAIR ACCESSABILITY			AUDITOR INSPECTION
PART 2. STAIRS PROMOTION			AUDITOR INSPECTION
PART 3. FACILITATIVE AESTHETICS			AUDITOR INSPECTION
FEATURE 65. ACTIVITY INCENTIVE PROGRAMS			
PART 1. ACTIVITY INCENTIVE PROGRAMS		POLICY DOCUMENT	
FEATURE 66. STRUCTURED FITNESS OPPORTUNITIES			
PART 1. PROFESSIONAL FITNESS PROGRAM		POLICY DOCUMENT	
PART 2. FITNESS EDUCATION		POLICY DOCUMENT	
FEATURE 67. EXTERIOR ACTIVE DESIGN			
PART 1. PEDESTRIAN AMENITIES	ARCHITECT		
PART 2. PEDESTRIAN PROMOTION	ARCHITECT		
PART 3. WALK SCORE®	ARCHITECT		

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 68. PHYSICAL ACTIVITY SPACES			
PART 1. SITE SPACE DESIGNATION FOR OFFICES		ARCHITECTURAL DRAWING	
PART 2. EXTERNAL EXERCISE SPACES	ARCHITECT		
FEATURE 69. ACTIVE TRANSPORTATION SUPPORT			
PART 1. BICYCLE STORAGE AND SUPPORT			AUDITOR INSPECTION
PART 2. POST COMMUTE AND WORKOUT FACILITIES		ARCHITECTURAL DRAWING	SPOT CHECK
FEATURE 70. FITNESS EQUIPMENT			
PART 1. LOW-INTENSITY EQUIPMENT			AUDITOR INSPECTION
PART 2. HIGH-INTENSITY EQUIPMENT			AUDITOR INSPECTION
FEATURE 71. ACTIVE FURNISHINGS			
PART 1. ACTIVE WORKSTATIONS			AUDITOR INSPECTION
PART 2. PREVALENT STANDING DESKS			AUDITOR INSPECTION
FEATURE 72. ADA ACCESSIBLE DESIGN STANDARDS			
PART 1. ADA REGULATIONS	ARCHITECT		
FEATURE 73. ERGONOMICS: VISUAL AND PHYSICAL			
PART 1. VISUAL ERGONOMICS			AUDITOR INSPECTION
PART 2. DESK HEIGHT FLEXIBILITY			AUDITOR INSPECTION
PART 3. SEAT FLEXIBILITY			AUDITOR INSPECTION
FEATURE 74. EXTERIOR NOISE INTRUSION			
PART 1. SOUND PRESSURE LEVEL			PERFORMANCE TEST
FEATURE 75. INTERNALLY GENERATED NOISE			
PART 1. ACOUSTIC PLANNING	ARCHITECT		
PART 2. MECHANICAL EQUIPMENT SOUND LEVELS			PERFORMANCE TEST

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 76. THERMAL COMFORT			
PART 1. VENTILATED THERMAL ENVIRONMENT	MEP		
PART 2. NATURAL THERMAL ADAPTATION	MEP		
FEATURE 77. OLFACTORY COMFORT			
PART 1. SOURCE SEPARATION		ARCHITECTURAL DRAWING	
FEATURE 78. REVERBERATION TIME			
PART 1. REVERBERATION TIME			PERFORMANCE TEST
FEATURE 79. SOUND MASKING			
PART 1. SOUND MASKING USE	ARCHITECT		
PART 2. SOUND MASKING LIMITS			PERFORMANCE TEST
FEATURE 80. SOUND REDUCING SURFACES			
PART 1. CEILINGS	ARCHITECT		
PART 2. WALLS	ARCHITECT		
FEATURE 81. SOUND BARRIERS			
PART 1. WALL CONSTRUCTION SPECIFICATIONS	ARCHITECT		
PART 2. DOORWAY SPECIFICATIONS	ARCHITECT		
PART 3. WALL CONSTRUCTION METHODOLOGY	CONTRACTOR		
FEATURE 82. INDIVIDUAL THERMAL CONTROL			
PART 1. FREE ADDRESS		POLICY DOCUMENT	
PART 2. PERSONAL THERMAL COMFORT DEVICES			AUDITOR INSPECTION
FEATURE 83. RADIANT THERMAL COMFORT			
PART 1. LOBBIES AND OTHER COMMON PUBLIC SPACES	MEP		
PART 2. OFFICES AND OTHER REGULARLY OCCUPIED SPACES	MEP		

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 84. HEALTH AND WELLNESS AWARENESS			
PART 1. WELL BUILDING STANDARD® GUIDE			AUDITOR INSPECTION
PART 2. HEALTH AND WELLNESS LIBRARY			AUDITOR INSPECTION
FEATURE 85. INTEGRATIVE DESIGN			
PART 1. STAKEHOLDER CHARRETTE		POLICY DOCUMENT	
PART 2. DEVELOPMENT PLAN		POLICY DOCUMENT	
PART 3. STAKEHOLDER ORIENTATION		POLICY DOCUMENT	
FEATURE 86. POST-OCCUPANCY SURVEYS			
PART 1. OCCUPANT SURVEY CONTENT		POLICY DOCUMENT	
PART 2. INFORMATION REPORTING		POLICY DOCUMENT	
FEATURE 87. BEAUTY AND DESIGN I			
PART 1. BEAUTY MINDFUL DESIGN		ARCHITECTURAL DRAWING	SPOT CHECK
FEATURE 88. BIOPHILIA I - QUALITATIVE			
PART 1. NATURE INCORPORATION		ARCHITECTURAL DRAWING	SPOT CHECK
PART 2. PATTERN INCORPORATION		ARCHITECTURAL DRAWING	SPOT CHECK
PART 3. NATURE INTERACTION		ARCHITECTURAL DRAWING	SPOT CHECK
FEATURE 89. ADAPTABLE SPACES			
PART 1. STIMULI MANAGEMENT	ARCHITECT		SPOT CHECK
PART 2. PRIVACY	ARCHITECT		SPOT CHECK
PART 3. SPACE MANAGEMENT		ARCHITECTURAL DRAWING	SPOT CHECK
PART 4. WORKPLACE SLEEP SUPPORT		POLICY DOCUMENT	SPOT CHECK
FEATURE 90. HEALTHY SLEEP POLICY			
PART 1. NON-WORKPLACE SLEEP SUPPORT		POLICY DOCUMENT	

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 91. BUSINESS TRAVEL			
PART 1. TRAVEL POLICY		POLICY DOCUMENT	
FEATURE 92. WORKPLACE HEALTH POLICY			
PART 1. HEALTH BENEFITS		POLICY DOCUMENT	
FEATURE 93. WORKPLACE FAMILY SUPPORT			
PART 1. PARENTAL LEAVE		POLICY DOCUMENT	
PART 2. EMPLOYER SUPPORTED CHILD CARE		POLICY DOCUMENT	
PART 3. FAMILY SUPPORT		POLICY DOCUMENT	
FEATURE 94. SELF-MONITORING			
PART 1. SENSORS AND WEARABLES		POLICY DOCUMENT	
FEATURE 95. STRESS AND ADDICTION TREATMENT			
PART 1. MIND AND BEHAVIOR SUPPORT		POLICY DOCUMENT	
PART 2. STRESS MANAGEMENT		POLICY DOCUMENT	
FEATURE 96. ALTRUISM			
PART 1. CHARITABLE ACTIVITIES		POLICY DOCUMENT	
PART 2. CHARITABLE CONTRIBUTIONS		POLICY DOCUMENT	
FEATURE 97. MATERIAL TRANSPARENCY			
PART 1. MATERIAL INFORMATION	ARCHITECT		
PART 2. ACCESSIBLE INFORMATION			AUDITOR INSPECTION
FEATURE 98. JUST ORGANIZATION			
PART 1. JUST PARTICIPATION		POLICY DOCUMENT	

VERIFICATION OF FEATURES	Letters of Assurance	Annotated Documents	On-Site Checks
FEATURE 99. BEAUTY AND DESIGN II			
PART 1. CEILING HEIGHT		ARCHITECTURAL DRAWING	SPOT CHECK
PART 2. ARTWORK			AUDITOR INSPECTION
PART 3. SPATIAL FAMILIARITY			AUDITOR INSPECTION
FEATURE 100. BIOPHILIA II - QUANTITATIVE			
PART 1. OUTDOOR BIOPHILIA	ARCHITECT		SPOT CHECK
PART 2. INDOOR BIOPHILIA	ARCHITECT		SPOT CHECK
PART 3. WATER FEATURE	ARCHITECT		SPOT CHECK
FEATURE 101. INNOVATION FEATURE I			
PART 1. INNOVATION 1 PROPOSAL		INNOVATION PROPOSAL	
PART 2. INNOVATION 1 SUPPORT		INNOVATION PROPOSAL	
FEATURE 102. INNOVATION FEATURE II			
PART 1. INNOVATION 2 PROPOSAL		INNOVATION PROPOSAL	
PART 2. INNOVATION 2 SUPPORT		INNOVATION PROPOSAL	

Annotated Documents

To ensure full compliance with the criteria for WELL Certification™, annotated documents are used to verify that the requirements of applicable wellness features have been achieved. Annotated documents include

(1) architectural drawings
(2) commissioning reports
(3) innovation proposals
(4) operations schedules
(5) policy handbooks
(6) remediation reports

Annotated documents are not formal submittals. All types of annotated documents must be clearly marked to indicate corresponding Feature and Parts numbers. Additionally, annotated documents submitted for review must be the most updated and accurate versions available.

Architectural Drawing

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Architectural Drawing to verify its implementation.

AIR

Check

19 Operable windows

PART 1: Full Control

The following requirement is met:

a. Every regularly occupied space has operable windows that provide access to fresh air and daylight. ☐

NOURISHMENT

Check

52 Mindful eating

PART 1: Eating Spaces

An eating space (or multiple spaces) adheres to the following requirements:

a. Contains tables and chairs to accommodate at least 25% of total employees at a given time. ☐

b. Is located within 60 m [200 ft] of at least 90% of occupants. ☐

LIGHT

Check

61 Right to light

PART 1: Lease Depth

The lease depth (distance between the building core and the exterior façade) maintains the following dimensions:

a. Does not exceed 7.5 m [25 ft] for 75% of the area for all regularly occupied spaces. ☐

PART 2: Windows and Workspaces

The following conditions are met:

a. 75% of all desks are within 7.5 m [25 ft] of an atrium or a window with views to the exterior. ☐

b. 95% of all desks are within 12.5 m [41 ft] of an atrium or a window with views to the exterior. ☐

62 Daylight modeling

PART 1: Healthy Sunlight Exposure

Lighting simulations demonstrate that the following conditions are expected:

a. Spatial daylight autonomy (sDA300,50%) is achieved for at least 55% of regularly occupied space. In other words, at least 55% of the space receives at least 300 lux [28 fc] of sunlight for at least 50% of operating hours each year. ☐

b. Annual sunlight exposure (ASE1000,250) is achieved for no more than 10% of regularly occupied space. In other words, no more than 10% of the area can receive more than 1000 lux [93 fc] for 250 hours each year. ☐

63 Daylighting fenestration

PART 1: Window Sizes for Workspaces

The following conditions are met:

a. Window-wall ratio as measured on external elevations exceeds 20% and does not exceed 60%. Percentages greater than 40% require external shading or intelligent glazing to control unwanted heat gain and glare. ☐

b. Between 40% and 60% of window area is at least 7 feet above the floor (Daylight Glass). ☐

FITNESS

Check

68 Physical activity spaces

PART 1: Site Space Designation for Offices

Spaces with more than 10 regular occupants provide the following:

a. Dedicated exercise space that is at least 18.6 m^2 [200 ft^2] plus 0.1 m^2 [1 ft^2] per regular building occupant, up to a maximum of 370 m^2 [4000 ft^2]. ☐

69 Active transportation support

PART 2: Post Commute and Workout Facilities

The following are provided onsite or within 200 m [650 ft] of the building's main entrance:

a. One shower with changing facility for first 100 regular building occupants and one additional shower for every 150 regular building occupants thereafter. ☐

b. One locker for every 2 regular building occupants. ☐

COMFORT

Check

77 Olfactory comfort

PART 1: Source Separation

All restrooms, janitorial closets, kitchens, cafeterias and pantries prevent strong odors from migrating to workspaces through one of the following separation methods:

a. Negative pressurization. ☐

b. Interstitial rooms. ☐

c. Vestibules. ☐

d. Hallways. ☐

e. Automatic doors. ☐

MIND

Check

87 Beauty and design I

PART 1: Beauty Mindful Design

The project contains features intended for all of the following:

a. Human delight. ☐

b. Celebration of culture. ☐

c. Celebration of spirit. ☐

d. Celebration of place. ☐

e. Meaningful integration of public art. ☐

88 Biophilia I - qualitative

PART 1: Nature Incorporation

A biophilia plan is developed that includes a description of how the project incorporates nature through the following:

a. Environmental elements. ☐

b. Lighting. ☐

c. Space layout. ☐

PART 2: Pattern Incorporation

A biophilia plan is developed that includes a description of how the project incorporates the following:

a. Nature's patterns throughout the design. ☐

PART 3: Nature Interaction

A biophilia plan is developed that provides sufficient opportunities for human-nature interactions:

a. Within the building. ☐

b. In the site space external to the building. ☐

89 Adaptable spaces

PART 3: Space Management

To minimize clutter and maintain a comfortable, well-organized environment, minimal storage requirements are addressed through the provision of:

a. Allow at minimum 1.5 m^2 [15 ft^2] built in, overhead storage cabinet spaces per 20 m^2 [215 ft^2]. ☐

b. A locker for each regular occupant with 1 or more shelves, at least 0.25 m^3 [9 ft^3] in volume. ☐

99 Beauty and design II

PART 1: Ceiling Height

Ceiling height that is proportional to room dimension provides an expansive, comfortable and open feel to interior space. Floor to ceiling heights for regularly occupied spaces meet the following requirements:

a. Rooms of width 9 m [30 ft] or less have ceiling height of at least 2.75 m [9 ft]. ☐

b. Rooms of width greater than 9 m [30 ft] have ceiling height of at least 2.75 m [9 ft] plus at least 0.15 m [0.5 ft] for every 3 m [10 ft] over 9 m [30 ft]. ☐

Commissioning Report

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Commissioning Report to verify its implementation.

AIR	*Check*
03 Ventilation effectiveness	
PART 3: System Balancing	
After the HVAC system is installed, the following requirement is met:	
a. The HVAC system undergoes testing and balancing and produces a balancing report.	☐
14 Air infiltration management	
PART 1: Air Leakage Testing	
The following is performed after substantial completion and prior to occupancy to ensure the structure is airtight:	
a. Envelope commissioning in accordance with ASHRAE and NIBS Guidelines (for new construction or structural renovation).	☐

Innovation Proposal

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Innovation Proposal to verify its implementation.

MIND	*Check*
101 Innovation feature I	
PART 1: Innovation 1 Proposal	
The feature meets the following requirements:	
a. Fits into one of the existing wellness concepts.	☐
b. Relates to the wellness concept in a novel way that is not already covered in the WELL Building Standard.	☐
PART 2: Innovation 1 Support	
The feature is supported by the following:	
a. The feature is fully substantiated by existing scientific, medical, and industry research and is consistent with applicable laws and regulations and leading practices in building design and management.	☐
102 Innovation feature II	
PART 1: Innovation 2 Proposal	
The feature meets the following requirements:	
a. Fits into one of the existing wellness concepts.	☐
b. Relates to the wellness concept in a novel way that is not already covered in the WELL Building Standard.	☐
c. Does not fall under the same concept as a feature already receiving credit under Innovation Feature I.	☐
PART 2: Innovation 2 Support	
The feature is supported by the following:	
a. The feature is fully substantiated by existing scientific, medical, and industry research and is consistent with applicable laws and regulations and leading practices in building design and management.	☐

Operations Schedule

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Operations Schedule to verify its implementation.

AIR

Check

05 Air filtration

PART 3: Air Filtration Maintenance

To verify that the filtration system continues to operate as designed, projects must annually provide IWBI with:

a. Records of air filtration maintenance, including evidence that filters have been properly maintained as per the manufacturer's recommendations. ☐

09 Cleaning protocol

PART 1: Cleaning Plan for Occupied Spaces

To achieve sufficient and regular removal of debris and pathogenic microorganisms, a cleaning plan is created in accordance to Appendix Table A4 and presented during staff trainings that includes the following elements:

a. A list of high-touch and low-touch surfaces in the space (see Appendix Table A1). ☐

b. A schedule that specifies, for each high-touch and low-touch surface, the extent and frequency (e.g. daily, weekly) that a surface be cleaned, sanitized or disinfected. ☐

c. Cleaning protocol and dated cleaning logs that are maintained and available to all occupants. ☐

10 Pesticide management

PART 1: Pesticide Use

The following conditions are met for all pesticides and herbicides used on outdoor plants:

a. Pesticide and herbicide use is minimized by creating a use plan based on Chapter 3 of the San Francisco Environment Code Integrated Pest Management (IPM) program. ☐

b. Only pesticides with a hazard tier ranking of 3 (least hazardous) as per The City of San Francisco Department of the Environment's (SFE) Reduced-Risk Pesticide List are used. Refer to Appendix Table A2 for more details. ☐

18 Air quality monitoring and feedback

PART 2: Air Data Record Keeping and Response

In an effort to consistently meet the WELL parameters, projects provide a written policy specifying:

a. Detailed enforcement strategies for monitoring and record-keeping of parameters listed in the Air Quality Standards Feature. ☐

b. Records be kept for a minimum of 3 years, including full data from field inspectors or laboratory results where appropriate. ☐

c. Detailed plan for action and remediation of unacceptable conditions. ☐

23 Advanced air purification

PART 3: Air Quality Maintenance

As evidence that the selected filtration/sanitation system chosen continues to be fully operational, projects must annually provide IWBI with:

a. Records of air filtration/sanitization maintenance, including evidence that the filter and/or sanitizer has been properly maintained as per the manufacturer's recommendations. ☐

29 Cleaning equipment

PART 1: Equipment and Cleaning Agents

All cleaning equipment meets the following:

a. Mops, rags and dusters used to clean all non-porous surfaces consist of microfiber with a denier no higher than 1.0. ☐

b. Cleaning products are certified by either the EPA's Design for the Environment, Underwriters Laboratories' EcoLogo or Green Seal. ☐

c. Mops are hands-free. ☐

d. Vacuum cleaners contain filters with a HEPA rating. ☐

e. Mobile UV cleaning devices have an output of at least 4 mW/cm² and are used as recommended by manufacturer. ☐

WATER

Check

35 Periodic water quality testing

PART 1: Quarterly Testing

Water from all kitchen faucets and drinking fountains is tested quarterly (with reports resulted annually to the IWBI) for the presence of the following dissolved metals or metalloids:

a. Lead. ☐

b. Arsenic. ☐

c. Mercury. ☐

d. Nickel. ☐

e. Copper. ☐

PART 2: Water Data Record Keeping and Response

Projects provide a written policy specifying:

a. Detailed enforcement strategies for monitoring and keeping record of water quality parameters listed in the WELL Building Standard. ☐

b. Records be kept for a minimum of 3 years, including full data from field inspectors or laboratory results where appropriate. ☐

c. Detailed plan for action and remediation of unacceptable conditions. ☐

36 Water treatment

PART 4: Water Quality Maintenance

To verify that the selected filtration/sanitation system chosen continues to operate as designed, projects must annually provide IWBI with:

a. Record-keeping for a minimum of 3 years, including evidence that the filter and/or sanitizer has been properly maintained as per the manufacturer's recommendation. ☐

37 Drinking water promotion

PART 3: Water Dispenser Maintenance

The components of the water dispenser that provide drinking water are cleaned with the following regularity:

a. Daily, for mouthpieces, protective guards, and collective basins, to prevent lime and calcium build-up. ☐

b. Quarterly, for outlet screens and aerators, to remove debris and sediment. ☐

NOURISHMENT

Check

38 Fruits and vegetables

PART 1: Fruit and Vegetable Variety

If solid foods are sold or distributed on the premises by (or under contract with) the project owner, the following are provided or offered for sale:

a. At least 5 varieties of fruits (containing no added sugar), at least 2 of which are non-dried. ☐

b. At least 5 varieties of non-fried vegetables. ☐

PART 2: Fruit and Vegetable Promotion

Cafeterias operated or contracted by the project owner, if present, include the following design interventions:

a. A "healthy convenience" checkout line for only fruit and vegetable purchases. ☐

b. Vegetable dishes placed in front of checkout counter. ☐

c. Fruits placed in a bowl or in a stand at the checkout location. ☐

d. Menu posted with color photos of fruits and vegetables served. ☐

39 Processed foods

PART 1: Refined Ingredient Restrictions

All food, beverages, snacks and meals sold or distributed on the premises by (or under contract with) the project owner meet the following conditions:

a. No beverage with more than 30 g of sugar per container is sold or distributed through catering services, vending machines or pantries. Bulk containers of 1.9 L (2 quart) or larger are exempt from this requirement. ☐

b. In beverage vending machines and on food service menus, at least 50% of slots or listings are products that have 15 g or less of sugar per 240 mL [8 oz] serving. ☐

c. No individually sold, single-serving, non-beverage food item contains more than 25 g of sugar. ☐

d. In any foods that contain a grain flour, whole grain is the primary grain ingredient by weight. ☐

PART 2: Trans Fat Ban

All foods, beverages, snacks and meals sold or distributed on the premises by (or under contract with) the project owner do not contain:

a. Partially-hydrogenated oil. ☐

40 Food allergies

PART 1: Food Allergy Labeling

Wherever foods are sold or distributed on the premises by (or under contract with) the project owner, foods are clearly labeled to identify that they contain the following allergens:

a. Peanuts. ☐

b. Fish. ☐

c. Shellfish. ☐

d. Soy. ☐

e. Milk and dairy products. ☐

f. Egg. ☐

g. Wheat. ☐

h. Tree nuts. ☐

i. Gluten, in compliance with the definitions and restrictions set forth by the FDA in 21 C.F.R. § 101.91. ☐

41 Hand washing

PART 1: Hand Washing Supplies

The following are provided, at a minimum, at all sink locations:

a. Fragrance-free non-antibacterial soap. ☐

b. Disposable paper towels. (Air dryers are not forbidden, but are supplemented.) ☐

42 Food contamination

PART 2: Food Preparation Separation

The following conditions are met:

a. Food preparation areas have distinct, designated seamless cutting boards for raw foods (uncooked meats, fish and poultry) and ready-to-eat foods (2 minimum). ☐

b. Each commercial food preparation or communal dining area has at least 2 separate sinks. ☐

43 Artificial ingredients

PART 1: Artificial Substance Labeling

Foods and meals sold or distributed on the premises by (or under contract with) the project owner are labeled to indicate that they contain the following:

a. Artificial colors. ☐

b. Artificial flavors. ☐

c. Artificial sweeteners. ☐

d. Brominated vegetable oils. ☐

e. Potassium bromate. ☐

f. BHA (Butylated Hydroxyanisole). ☐

g. BHT (Butylated Hydroxytoluene). ☐

46 Safe food preparation materials

PART 1: Cooking Material

Pots, pans and other cooking tools used to prepare food (except cutting boards) are made entirely of one or more of the following inert materials:

a. Ceramics, except those containing lead. ☐

b. Cast iron. ☐

c. Stainless steel. ☐

d. Glass. ☐

e. Coated aluminum. ☐

f. Solid (non-laminated) wood that is untreated or treated with food-grade mineral or linseed oil. ☐

PART 2: Cutting Surfaces

All cutting boards are made from the following materials, and are replaced when they become excessively worn or have deep grooves from cutting:

a. Marble. ☐

b. Plastic. ☐

c. Glass. ☐

d. Pyroceramic. ☐

e. Solid (non-laminated) wood that is untreated or treated with food-grade mineral or linseed oil. ☐

47 Serving sizes

PART 1: Meal Sizes

Where food is prepared to order by (or under contract with) the project owner, for at least half of all available entrées, the following option is available and listed on the menu:

a. A version or portion of the entrée that is 650 calories or less and at a reduced cost to the larger, regular version. ☐

PART 2: Dinnerware Sizes

Where food sold or distributed on the premises by (or under contract with) the project owner is self-serve and requires the use of a serving plate or bowl, each of the following is met:

a. Plates are no larger than 20 cm [8 inches] in diameter. ☐

b. Bowls are no larger than 355 mL [12 oz]. ☐

c. Cups are no larger than 355 mL [12 oz]. ☐

48 Special diets

PART 1: Food Alternatives

Meals or catering provided by (or under contract with) the project owner includes at least one suitable option for each of the following criteria:

a. Peanut-free. ☐

b. Gluten-free, in compliance with the definitions and restrictions set forth by the FDA in 21 C.F.R. § 101.92. ☐

c. Lactose-free. ☐

d. Egg-free. ☐

e. Vegan (contains no animal products). ☐

f. Vegetarian (contains no animal products, except for eggs and dairy). ☐

49 Responsible food production

PART 1: Sustainable Agriculture

All produce sold or distributed on the premises by (or under contract with) the project owner meets the following criteria:

a. USDA Certified Organic labeling. ☐

PART 2: Humane Agriculture

All meat, egg and dairy products sold or distributed on the premises by (or under contract with) the project owner meets the following criteria for the humane treatment of livestock:

a. Humane Certified™ labeling. ☐

b. USDA Certified Organic labeling. ☐

Policy Document

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Policy Document to verify its implementation.

AIR

Check

02 Smoking ban

PART 1: Indoor Smoking Ban

Building policy reflects the following:

a. Smoking and the use of e-cigarettes is prohibited inside the building. ☐

FITNESS

Check

65 Activity incentive programs

PART 1: Activity Incentive Programs

An incentive plan with at least 2 out of the following is developed and implemented:

a. Transportation Fringe Benefits in Section 132(f) of the U.S. Internal Revenue Code, including those relating to bicycle commuting and mass transit. ☐

b. $200 or greater reimbursements in every 6-month period an individual meets a 50-visit minimum to the gym. ☐

c. Fully subsidized entrance/game fees of up to $240 per year for participation in races, group fitness activities and sports teams for interested employees. ☐

d. Fully subsidized fitness or training programs up to $240 per year for courses offered in professional gyms, studios or other fitness facilities. ☐

e. $50 or greater subsidy per year for bicycle share membership for interested employees. ☐

66 Structured fitness opportunities

PART 1: Professional Fitness Program

The following are offered:

a. Onsite fitness or training programs. ☐

PART 2: Fitness Education

Classes from a qualified professional are offered to cover the following:

a. Different modes of exercise. ☐

b. Safe fitness techniques. ☐

c. Comprehensive exercise regimens. ☐

COMFORT

Check

82 Individual thermal control

PART 1: Free Address

Projects over 200 m² [2150 ft²] have the following free address requirement:

a. The building provides a thermal gradient of at least 3 °C [5 °F] across open office spaces, between rooms or between floors. ☐

b. All open office spaces with occupants performing tasks that require similar workstations allow for at least 50% free address to allow occupants to select a work space with a desired temperature. ☐

MIND

Check

85 Integrative design

PART 1: Stakeholder Charrette

Prior to the design and programming of the project, all stakeholders, including at a minimum the owner, architects, engineers and facilities management team meet to:

a. Perform a values assessment and alignment exercise within the team to inform any project goals as well as strategies to meet occupant expectations. ☐

b. Discuss the needs of the occupants, focusing on wellness. ☐

c. Set future meetings to stay focused on the project goals and to engage future stakeholders who join the process after the initial meeting, such as contractors and sub-contractors. ☐

PART 2: Development Plan

A written document detailing the building's health-oriented mission is produced with the consent of all stakeholders and incorporate all of the following:

a. Building site selection, taking into account public transportation. ☐

b. WELL concepts of air, water, nourishment, light, fitness, comfort and mind. ☐

c. Plans for implementation of the above analyses and decisions. ☐

d. Operations and maintenance plans for facility managers and building policy requirements related to wellness. ☐

PART 3: Stakeholder Orientation

Upon construction completion, the designers, owners, managers and facilities staff must:

a. Tour the building as a group. ☐

b. Discuss how building operations will support adherence to the WELL Building Standard. ☐

86 Post-occupancy surveys

PART 1: Occupant Survey Content

The Occupant Indoor Environmental Quality (IEQ) Survey™ from the Center for the Built Environment at UC Berkeley is given to a representative sample of at least 30% of regular occupants at least once per year unless otherwise noted. The IEQ Survey covers the following topics of occupant satisfaction:

a. Acoustics. ☐

b. Thermal comfort, including humidity and air flow, at least twice a year (once during the cooling season and once during the heating season). ☐

c. Furniture and space layout. ☐

d. Workspace light levels. ☐

e. Odors, stuffiness and other air quality concerns. ☐

f. Drinking water access. ☐

PART 2: Information Reporting

Aggregate results from surveys are reported within 30 days to the following groups:

a. Building owners and managers. ☐

b. Building occupants (upon request). ☐

c. International WELL Building Institute. ☐

89 Adaptable spaces

PART 4: Workplace Sleep Support

Short naps are an effective and healthy means for improving mental and physical acuity, even more so than caffeine, which can disrupt sleep. To facilitate occupant alertness, provide adequate space to accommodate one or more of the following furniture options; at least one of which must be provided for the first 30 regular building occupants and an additional one for every 100 regular building occupants thereafter:

a. Couch. ☐

b. Cushioned roll-out mat. ☐

c. Sleep pod. ☐

d. Fully reclining chair. ☐

e. Hammock. ☐

90 Healthy sleep policy

PART 1: Non-Workplace Sleep Support

The following requirements are met:

a. For non-shift work, introduce organizational cap at midnight for late night work and communications. ☐

b. Provide employees with a 50% subsidy on software and/or applications that monitor daytime sleep-related behavior patterns such as activity levels, caffeine and alcohol intake, and eating habits. ☐

91 Business travel

PART 1: Travel Policy

In order to reduce stress related to business travel, employers promote the following policies:

a. Employees are provided the option to select non red-eye flights or are given the option to work remotely on the day of arrival from a red-eye flight. ☐

b. Employees are not required to take business trips for which the total travel time (including lay-overs, wait times and travel to and from terminals) exceeds both 5 hours and 25% total trip duration. ☐

c. During long business trips (domestic travel lasting more than 2 weeks and international travel lasting more than 4 weeks), employees are given the time-off and budget to fly home for at least 48 hours or to fly a friend or family member to meet them. ☐

d. Employees are reimbursed for any gym usage fees incurred during their travel. ☐

92 Workplace health policy

PART 1: Health Benefits

Employers provide at least one of the following:

a. Employer-based health insurance for part- and full-time workers, as well as their spouse and dependents, or subsidies to purchase individual insurance through an exchange. ☐

b. Flexible spending accounts. ☐

c. Health spending accounts. ☐

d. On-site immunizations or time off during the workday to receive immunizations. ☐

e. Workplace policies that encourage ill employees to stay home or work remotely. ☐

93 Workplace family support

PART 1: Parental Leave

Employers provide the following:

a. Paid parental leave for 6 weeks for each parent. ☐

b. An additional 12 weeks of unpaid parental leave. ☐

PART 2: Employer Supported Child Care

Employers provide at least one of the following:

a. On-site child care centers compliant with local child care licensure. ☐

b. Subsidies or vouchers for child care. ☐

PART 3: Family Support

Employers provide the following:

a. At least 12 weeks of unpaid leave for the care of a seriously ill child, spouse, domestic partner, parent-in-law, grandparent, grandchild or sibling. ☐

b. The option to use paid sick time for the care of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling. ☐

c. All nursing mothers with break times of at least 15 minutes, every 3 hours. ☐

94 Self-monitoring

PART 1: Sensors and Wearables

A sensor capable of measuring at least 2 of the following parameters is made available to each occupant for his/her personal use and is subsidized by at least 50%:

a. Body weight/mass. ☐

b. Activity and steps. ☐

c. Heart Rate Variability. ☐

d. Sleep duration, quality and regularity. ☐

95 Stress and addiction treatment

PART 1: Mind and Behavior Support

An on-site program that addresses psychological and behavioral distress is made available to workplace occupants through:

a. Employee Assistant Programs (EAPs) offering short-term treatment and referrals to qualified professionals for depression, anxiety, substance use, addiction and co-occurring mental health issues. ☐

PART 2: Stress Management

An on-site stress management program is made available to occupants through:

a. A qualified counselor offering group, private workshops and referrals. ☐

96 Altruism

PART 1: Charitable Activities

Individuals are given the option to take paid time from work to participate in volunteer activities as follows:

a. 8 hours of paid time organized by employer for a registered charity twice a year. ☐

PART 2: Charitable Contributions

Employers commit to the following:

a. Contributing annually to a registered charity to match employee donations. ☐

98 JUST organization

PART 1: JUST Participation

The following requirement is met:

a. The organization participates in the JUST program operated by the International Living Future Institute (for more information, see www.justorganizations.com). ☐

b. The organization's participation in the JUST program, as well as information on how to access the program's publicly viewable database, is made known to employees. ☐

Remediation Report

Please check the appropriate boxes for each completed requirement identified below and provide corresponding annotated Remediation Report to verify its implementation.

AIR

Check

11 Fundamental material safety

PART 2: Lead Abatement

For repair, renovation, or painting on buildings constructed prior to 1978, lead evaluation and abatement is conducted in accordance with the below guidelines:

a. An on-site investigation of the commercial space conducted by a certified risk assessor or inspector technician to determine the presence of any lead-based hazards in paint, dust, and soil using the definitions in US EPA 40 CFR Part 745.65 for residential dwellings or child-occupied facilities. ☐

b. All commercial and institutional spaces found to have lead-based hazards must adhere to US EPA 40 CFR Part 745.227 work practice standards for conducting lead-based paint activities, as outlined for multi-family dwellings. ☐

c. Adherence to final rules, as they are proposed by the EPA, regarding the lead renovation, repair and painting program for public and commercial buildings (RIN: 2070-AJ56) supersedes adherence to definitions and protocols outlined in EPA 40 CFR Part 745 for residential dwellings or child-occupied facilities. ☐

PART 3: Asbestos Abatement

To reduce hazards in buildings with known or suspected asbestos, the following testing, evaluation and abatement is conducted:

a. Projects conduct asbestos inspection every three years through an accredited professional per Asbestos Hazard Emergency Response Act (AHERA)'s Asbestos Model Accreditation Plan (MAP), National Standards for Hazardous Air Pollutants (NESHAP) accredited asbestos consultant (State or local equivalent) or by a United States Environmental Protection Agency (U.S. EPA) EPA accredited company experienced in asbestos assessment. ☐

b. In accordance with the Asbestos Hazard Emergency Response Act (AHERA), development, maintenance and update of asbestos management plans, including all necessary actions to minimize asbestos hazards: repair, encapsulation, enclosure, maintenance and removal, follow protocol detailed in the Asbestos-Containing Materials in Schools Rule (40 CFR part 763). ☐

c. Projects conduct post-abatement clearance in accordance with Asbestos Hazard Emergency Response Act (AHERA) Asbestos-Containing Materials in Schools (40 CFR part 763). ☐

For your records, please fill out the following:

Printed Name: _____ Company: _____

Project Role: _____ Date: _____

Letters of Assurance

To ensure full compliance with the criteria for WELL Certification™, letters of assurance are used as part of the verification process alongside documentation review and the in-person visit by the WELL auditor. There are three Letters of Assurance Templates: Architect of Record, MEP of Record, and General Contractor. Each of these templates must be signed by a respective senior representative who has both authority in the project as well as intimate project knowledge.

Architect's Letter of Assurance

Instructions

1. The templates should be completed and signed after project occupancy and as part of the submittal package for WELL Certification™.
2. Most WELL features are verified through inspection and documentation review, so only features that require Letters of Assurance are included which are in turn subdivided by discipline.
3. Please place a checkmark at every Requirement completed and leave blank those that are not being pursued.
4. Please initial every Feature being pursued and sign and date at the bottom of each letter.

AIR

Check *Initials*

04 VOC reduction

PART 1: Interior Paints and Coatings

The VOC content of all newly applied paints and coatings must meet all limits set by the following, as applicable:

a. California Department of Public Health (CDPH) Standard Method v1.1-2010. ☐

b. Suggested Control Measure (SCM) for Architectural Coatings or South Coast Air Quality Management District (SCAQMD) Rule 1113, effective June 3, 2011. ☐

PART 2: Interior Adhesives and Sealants

The VOC content of all newly applied adhesives and sealants must meet all limits set by the following, as applicable:

a. California Department of Public Health (CDPH) Standard Method v1.1-2010. ☐

b. South Coast Air Quality Management District (SCAQMD) Rule 1168, June 2005. ☐

PART 3: Flooring

The VOC content of all newly installed flooring must meet all limits set by the following, as applicable:

a. California Department of Public Health (CDPH) Standard Method v1.1-2010. ☐

PART 4: Insulation

The VOC content of all newly installed thermal and acoustic insulation installed in ceilings and walls must meet all limits set by the following:

a. California Department of Public Health (CDPH) Standard Method v1.1-2010. ☐

PART 5: Furniture and Furnishings

The VOC content of all newly purchased furniture and furnishings must meet all limits set by the following, as applicable:

a. ANSI/BIFMA e3-2011 Furniture Sustainability Standard sections 7.6.1 and 7.6.2, tested in accordance with ANSI/BIFMA Standard Method M7.1-2011. ☐

11 Fundamental material safety

PART 1: Asbestos and Lead Restriction

All newly-installed building materials meet the following materials composition requirements:

a. No asbestos. ☐

b. Not more than 100 ppm (by weight) added lead. ☐

12 Moisture management

PART 1: Bulk Water – Exterior Management

The following requirement is met:

a. A continuous drainage plane—weather-resistive barrier (WRB) integrated with flashing systems at penetrations—is constructed interior to the exterior cladding. ☐

PART 3: Capillary Water Management

To prevent the wicking of porous building materials, one of the following capillary break methods is used:

a. Free-draining spaces (such as between exterior claddings or WRBs in wall assemblies). ☐

b. Non-porous materials (such as closed-cell foams, waterproofing membranes and metal) are used between porous materials, such as "sill sealer" between concrete foundation walls and mud sills of above-grade walls. ☐

PART 4: Wetting by Convection and Condensation

To mitigate wetting through convection and conduction, the following requirement is met for all assemblies (particular attention is taken to ensure that common thermal bypasses at penetrations and unintended air pathways are sealed):

a. Continuous air barrier. ☐

19 Operable windows ☐

PART 2: Outdoor Air Measurement

Outdoor levels of ozone, PM_{10}, temperature and humidity is monitored based on the following requirement, and data collected is made available to the building occupants:

a. A data-gathering station located within 0.8 km [0.5 mi] of the building. ☐

PART 3: Window Operation Management

If the outdoor air measurement system indicates that outdoor air either (i) exceeds ozone levels of 51 ppb or PM_{10} levels of 50 µg/m³; (ii) has a temperature of 8 °C [15 °F] above or below indoor set temperature; or (iii) has a relative humidity above 60%, then one of the following is used to discourage occupants from opening windows:

a. Software on occupants' computers or smartphones. ☐

b. Indicator lights at all windows. ☐

24 Combustion minimization ☐

PART 1: Appliance and Heater Combustion Ban

The following are forbidden in regularly occupied spaces:

a. Combustion-based fireplaces, stoves, space-heaters, ranges and ovens. ☐

25 Toxic material reduction ☐

PART 1: Perfluorinated Compound Limitation

No perfluorinated (PFCs) compounds present in the following condition:

a. At levels equal to or greater than 100 ppm in components that constitute at least 5% by weight of a furniture or furnishing (drapes/curtains) assembly. ☐

PART 2: Flame Retardant Limitation

Halogenated flame retardants are limited in the following components to 0.01% (100 ppm) to the extent allowable by local code:

a. Window and waterproofing membranes, door and window frames and siding. ☐

b. Flooring, ceiling tiles and wall coverings. ☐

c. Piping and electrical cables, conduits and junction boxes. ☐

d. Sound and thermal insulation. ☐

e. Upholstered furniture and furnishings, textiles and fabrics. ☐

PART 3: Phthalate (Plasticizers) Limitation

DEHP, DBP, BBP, DINP, DIDP or DNOP [often found in polyvinyl chloride (PVC)] are limited in the following components to 0.01% (100 ppm):

a. Flooring, including resilient and hard surface flooring and carpet. ☐

b. Wall coverings, window blinds and shades, shower curtains and furniture and upholstery. ☐

c. Plumbing pipes and moisture barriers. ☐

PART 4: Isocyanate-Based Polyurethane Limitation

Isocyanate-based polyurethane products are not used in:

a. Foam-in-place insulation. ☐

b. Interior finishes. ☐

PART 5: Urea-Formaldehyde Restriction

Urea-formaldehyde is limited in the following components to 100 ppm:

a. Furniture or any composite wood products. ☐

b. Laminating adhesives and resins. ☐

c. Thermal insulation. ☐

26 Enhanced material safety ☐

PART 1: Precautionary Material Selection

At least one of the following requirements are met:

a. The project completes all Imperatives in the Materials Petal under Living Building Challenge 3.0. ☐

b. At least 25% of products by cost (including furnishings, built-in furniture, and all interior finishes and finish materials) are Cradle to Cradle Certified™ with a v2 Gold or Platinum or a v3 Silver, Gold or Platinum Material Health Score. ☐

c. At least 25% of products by cost (including furnishings, built-in furniture, and all interior finishes and finish materials) have no GreenScreen v1.2 List Translator 1 or List Translator P1 substances at concentrations over 100 ppm, as verified by an independent third party accredited by the the Health Product Declaration (HPD) Collaborative. ☐

d. At least 25% of products by cost (including furnishings, built-in furniture, and all interior finishes and finish materials) meet some combination of the certifications described in Requirements b and c. ☐

27 Antimicrobial surfaces

PART 1: High-Touch Surface Coating

All non-porous surfaces designated as high-touch (refer to Appendix Table A1) are coated or comprised of a material that meets the following:

a. EPA testing requirements for antimicrobial activity. ☐

b. Abrasion-resistant and non-leaching. ☐

28 Cleanable environment

PART 1: Material Properties

High-touch and non-porous surfaces (refer to Appendix Table A1) meet the following requirements:

a. Constructed of corrosion-resistant materials. ☐

b. Smooth and free of macroscopic defects. ☐

c. Finished to maintain smooth welds and joints. ☐

NOURISHMENT

Check *Initials*

41 Hand washing

PART 3: Sink Dimensions

Bathroom and kitchen sinks meet the following requirements:

a. Sink column of water is at least 20 cm [8 inches] in length. ☐

b. The horizontal distance between the center of the column of water to the edge of the sink is at least 10 cm [4 inches] in all directions. ☐

42 Food contamination

PART 1: Cold Storage

Cold storage spaces contain the following:

a. At least one removable, cleanable drawer or container located at the bottom of the unit, designated and labeled for storing raw foods (uncooked meat, fish and poultry). ☐

b. A visual display of holding temperatures to ensure accurate representation of storage temperatures. ☐

50 Food storage

PART 1: Storage Capacity

The space provides cold storage that meets the following requirements:

a. Refrigerator contains at least 2 separate crisper drawers. ☐

b. Each crisper drawer is at least 1 L [0.35 ft^3] per occupant (no more than 700 L [24.7 ft^3] maximum is required). ☐

PART 2: Temperature Control

Refrigerators include at least 2 separate compartments that meet the following temperature requirements:

a. 1 °C to 4 °C [34 °F to 39 °F]. See Appendix Table N1 for a list of foods to store at this temperature range. ☐

b. 6 °C to 12 °C [43 °F to 54 °F]. See Appendix Table N1 for a list of foods to store at this temperature range. ☐

51 Food production ☐

PART 1: Gardening Space

A space at least 0.1 m² [1 ft²] per occupant is allocated for one of the following:

a. A garden. ☐

b. A greenhouse. ☐

PART 2: Planting Support

Adequate quantities of the following supplies are provided to grow and maintain herbs or other edible plants in the Gardening Space provided:

a. Planting medium. ☐

b. Irrigation. ☐

c. Lighting. ☐

d. Plants. ☐

e. Gardening tools. ☐

52 Mindful eating ☐

PART 2: Break Area Furnishings

Eating spaces contain all of the following:

a. Refrigerator, microwave and sink. ☐

b. Amenities for dish washing. ☐

c. At least one cabinet or storage unit available for employee use. ☐

d. Includes eating utensils, including spoons, forks, knives and microwave-safe plates and cups. ☐

LIGHT

Check *Initials*

53 Visual lighting design ☐

PART 1: Visual Acuity for Working

The ambient lighting system at workstations or desks is:

a. Able to maintain an average of 215 lux [20 fc] or more measured on the horizontal plane, 0.76 m [30 inches] above finished floor. The lights may be dimmed in the presence of daylight, but they are able to independently achieve these levels. ☐

b. Zoned in independently controlled banks no larger than 46.5 m² [500 ft²] or 20% of open floor area of the room (whichever is larger). ☐

PART 2: Task Lighting

If ambient light at workstations or desks is below 300 lux [28 fc]:

a. Task lights providing 300 to 500 lux (28 to 46 fc) at the work surface is available upon request. ☐

54 Circadian lighting design ☐

PART 1: Melanopic Light Intensity in Work Areas

Light models (which may incorporate daylight) show that the following conditions are met for at least 4 hours per day for every day of the year:

a. At least 250 equivalent melanopic lux is present within at least 75% of workstations, on the vertical plane facing forward 1.2 m [4 ft] above finished floor (to simulate the view of the occupant). ☐

55 Electric light glare control ☐

PART 1: Lamp Shielding

Lamps with the following luminance are shielded by the angles listed below or greater:

a. Less than 20,000 cd/m² [5800 foot-lamberts], including reflected sources: no shielding required. ☐

b. 20,000 to 50,000 cd/m² [5800 to 14,500 foot-lamberts]: 15°. ☐

c. 50,000 to 500,000 cd/m² [14,500 to 145,000 foot-lamberts]: 20°. ☐

d. 500,000 cd/m² [145,000 foot-lamberts] and above: 30°. ☐

56 Solar glare control ☐

PART 1: View Window Shading

At least one of the following is present for all glazing less than 2.1 m [7 ft] above the floor:

a. Interior window shading or blinds that are controllable by the occupants or on a timer. ☐

b. External shading systems that are controllable by the occupants or on a timer. ☐

c. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more. ☐

PART 2: Daylight Management

At least one of the following is required for all glazing greater than 2.1 m [7 ft] above the floor:

a. Interior window shading or blinds that are controllable by the occupants or on a timer. ☐

b. External shading systems that are controllable by the occupants or on a timer. ☐

c. Interior light shelves to reflect sunlight toward the ceiling. ☐

d. A film of micro-mirrors on the window that reflect sunlight toward the ceiling. ☐

e. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more. ☐

58 Color quality ☐

PART 1: Color Rendering Index

To accurately portray colors in the space and enhance occupant comfort, all electric lights (except decorative fixtures, emergency lights and other special-purpose lighting) meet the following conditions:

a. Color Rendering Index Ra (CRI, average of R1 through R8) of 80 or higher. ☐

b. Color Rendering Index R9 of 50 or higher. ☐

59 Surface design

PART 1: Work Area Wall and Ceiling Lightness

The following Light Reflectance Values (LRV) are met:

a. Ceilings have an average LRV of 0.8 (80%) or more for at least 80% of surface area in regularly occupied spaces. ☐

b. Walls have an average LRV of 0.7 (70%) or more for at least 50% of surface area directly visible from regularly occupied spaces. ☐

c. Furniture systems have a LRV of 0.5 (50%) or more for 50% of visible surface area within regularly occupied spaces. ☐

60 Automated shading and dimming controls

PART 1: Automated Sunlight Control

All windows larger than 0.55 m^2 [6 ft^2] have the following:

a. Shading devices that automatically engage when light sensors indicate that sunlight could contribute to glare at workstations. ☐

PART 2: Responsive Light Control

The following requirements are met in all major workspace areas:

a. All lighting except decorative fixtures are programmed into motion sensors to automatically dim to 20% or less (or switch off) when the zone is unoccupied. ☐

b. All lighting has the capacity and is programmed to dim continuously in response to daylight. ☐

63 Daylighting fenestration

PART 2: Window Transmittance in Work Areas

The following visible transmittance (VT) conditions are met for all non-decorative glazing.

a. All glazing located above 7 feet from floor (Daylight Glass) has VT of 60% or more. ☐

b. All glazing located below 7 feet from floor (Vision Glass) has VT of 50% or more. ☐

PART 3: Uniform Color Transmittance

All windows used for daylighting meet the following requirement:

a. Windows have transmittance in accordance with circadian lighting design. ☐

FITNESS

Check *Initials*

67 Exterior active design

PART 1: Pedestrian Amenities

Sites in which the building takes up less than 75% of the total lot size provide at least one of the following within highly-trafficked areas, such as building entrances, public transportation stops and walking paths:

a. Benches. ☐

b. A cluster of movable chairs and tables. ☐

c. Drinking fountain or water refilling station. ☐

PART 2: Pedestrian Promotion

To encourage more pedestrian activity, sites in which the building takes up less than 75% of the total lot size include at least two of the following:

a. A water fountain or other water feature. ☐

b. A plaza. ☐

c. A garden. ☐

d. Public art. ☐

PART 3: Walk Score®

To encourage neighborhood connectivity and daily activity, the following requirement is met:

a. The building address has a Walk Score® of 70 or greater. ☐

68 Physical activity spaces ☐

PART 2: External Exercise Spaces

At least one of the following is accessible within 0.8 km [0.5 mi] walking distance of the building:

a. Parks with playgrounds, workout stations, trails or an accessible body of water. ☐

b. Free access to gyms, playing fields or swimming pools. ☐

COMFORT

Check *Initials*

72 ADA accessible design standards ☐

PART 1: ADA Regulations

The following requirement is met:

a. Buildings comply with current ADA Standards for Accessible Design. ☐

75 Internally generated noise ☐

PART 1: Acoustic Planning

An acoustic plan is developed that includes identifying the following:

a. Loud and quiet zones of work. ☐

b. Noisy office equipment such as copy machines and paper shredders. ☐

79 Sound masking ☐

PART 1: Sound Masking Use

All open office workspaces use the following:

a. Sound masking systems. ☐

80 Sound reducing surfaces ☐

PART 1: Ceilings

The following spaces, if present, have ceilings that meet the specifications described:

a. Open office spaces: NRC of at least 0.9 for the entire surface area of the ceiling (excluding lights, skylights, diffusers and grilles). ☐

b. Conference and teleconference rooms: NRC of at least 0.8 on at least 50% of the surface area of the ceiling (excluding lights, skylights, diffusers and grilles). ☐

PART 2: Walls

The following spaces, if present, have walls which meet the NRC specifications described:

a. Open office spaces: minimum NRC of 0.8 on walls or panels of at least 25% of the surface area of the surrounding walls. ☐

b. Cubicle style offices: partitions reach to head height and have a minimum NRC of 0.8. ☐

c. Enclosed offices, conference and teleconference rooms: minimum NRC of 0.8 on at least 25% of the surface area of surrounding walls. ☐

81 Sound barriers ☐

PART 1: Wall Construction Specifications

The following spaces, if present, have interior partition walls which meet the Noise Insulation Class (NIC) described:

a. Enclosed offices: minimum NIC of 35 when a sound masking system is present, or of 40 when no sound masking system is used. ☐

b. Teleconference rooms: minimum NIC of 53 on walls adjoining private offices, conference rooms or other teleconference rooms. ☐

c. Conference rooms: minimum NIC of 53 on walls adjoining private offices, teleconference rooms or other conference rooms. ☐

PART 2: Doorway Specifications

Doors connecting to the teleconference rooms, conference rooms and private offices are constructed with at least one of the following:

a. Gaskets. ☐

b. Sweeps. ☐

c. Non-hollow core. ☐

MIND

Check *Initials*

89 Adaptable spaces ☐

PART 1: Stimuli Management

Seating and spatial layouts are organized into separate workplace zones and provide differing degrees of sensory engagement. Regularly occupied spaces that are 372 m² [4000 ft²] or larger provide separate zones for the following (the remaining 50% is attributed as desired):

a. Collaboration zones taking up at least 25% of the space, no more than 4 seats per 19 m² [200 ft²] and at minimum, one visual vertical surface area for sharing ideas or work. ☐

b. Focus zones taking up at least 25% of the space, enclosable or semi-enclosable rooms with no more than 2 seats per 19 m² [200 ft²]. ☐

PART 2: Privacy

Areas greater than 1860 m² [20,000 ft²] provide at least one privacy room to unwind, focus and meditate. Space(s) meet three of the following requirements:

a. Are at least 7 m² [75 ft²] for every 372 m² [4000 ft²]. ☐

b. Provide ambient lights at 200 lux [19 fc] or less and 2700 K or less. ☐

c. Include a plant wall covering at minimum 50% of a wall or potted plants covering at minimum 15% of the floor area. ☐

d. Include a water feature at least 60 cm [2 ft] in height. ☐

e. Have Noise Criteria (NC) at 30 or better as measured from within the space. ☐

f. Provide an audio device with a selection of nature sounds and volume control. ☐

g. Provide at least 3 different types of seats; cushioned reclining chair, floor chair with back support and at least 3 meditation cushions of varying sizes. ☐

h. Provide storage cabinets with closeable doors for shoes, mats, blankets and cushions. ☐

97 Material transparency ☐

PART 1: Material Information

At least 50% (as measured by dollar value) of interior finishes and finish materials, furnishings (including workstations) and built-in furniture have one of the following material descriptions:

a. Declare Label. ☐

b. Health Product Declaration. ☐

c. Any method accepted in LEED v4 MR credit's "Building product disclosure and optimization - material ingredients" credit, Option 1: material ingredient reporting. ☐

100 Biophilia II - quantitative ☐

PART 1: Outdoor Biophilia

At least 25% of the project site size meets the following requirements:

a. Features either landscaped grounds or rooftop gardens accessible to building occupants. ☐

b. Consists of, at minimum, 70% plantings including tree canopies (within the 25%). ☐

PART 2: Indoor Biophilia

Wall and potted plants are incorporated into the design of interior space according to the following:

a. Potted plants or planted beds cover at least 1% of floor area per floor. ☐

b. A plant wall per floor, covering a wall area equal or greater than 2% of the floor area, or covering the largest of the available walls, whichever is greater. ☐

PART 3: Water Feature

The following requirement is met:

a. At least one water feature for every 9,290 m² [100,000 ft²] that is 1.7 to 1.8 m [5.8 to 6 ft] in height and exposes occupants to the sight and sounds of still and moving water. ☐

By affixing my signature below, I hereby declare and affirm that the requirements selected above are true to the best of my knowledge and meet the WELL Building Standard as outlined; if necessary I will provide further supporting documents to substantiate my affirmation or any discrepancies found in the onsite audit or documentation review. I also understand that intentionally misleading IWBI or its auditors might potentially nullify my team's WELL Certification™.

Printed Name: _____

Project Role: _____

Signature: _____

Company: _____

License #: _____

Date: _____

Contractor's Letter of Assurance

Instructions

1. The templates should be completed and signed after project occupancy and as part of the submittal package for WELL Certification™.
2. Most WELL features are verified through inspection and documentation review, so only features that require Letters of Assurance are included which are in turn subdivided by discipline.
3. Please place a checkmark at every Requirement completed and leave blank those that are not being pursued.
4. Please initial every Feature being pursued and sign and date at the bottom of each letter.

AIR

Check *Initials*

07 Construction pollution management

PART 1: Duct Protection

To prevent pollutants from entering the ventilation system, all ducts are either:

a. Sealed and protected from possible contamination during construction. ☐

b. Vacuumed out prior to installing registers, grills and diffusers. ☐

PART 2: Filter Replacement

To prevent pollutants from entering the air supply post-occupancy, if the ventilation system is operating during construction then the following requirement is met:

a. All filters are replaced prior to occupancy. ☐

PART 3: VOC Adsorption Management

To prevent building materials from absorbing and later releasing VOCs emitted by other (source) materials during construction, the following requirements are met:

a. A secure area is designated to store and protect adsorptive materials including but not limited to carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery and furnishings. ☐

b. Adsorptive materials remain in original packaging (or otherwise sealed in polyethylene sheeting) and stored in designated secure area until they are installed. ☐

c. Wet materials including but not limited to adhesives, wood preservatives and finishes, sealants, glazing compounds, paints and joint fillers are installed and allowed to fully cure, prior to installation of adsorptive materials. ☐

d. Hard finishes requiring adhesive installation are installed and allowed to dry a minimum of 24 hours, prior to installation of absorptive materials. ☐

PART 4: Construction Equipment

To reduce particulate matter emissions from both on-road and non-road diesel fueled vehicles and construction equipment, the following requirements are met:

a. All non-road diesel engine vehicles comply with the US EPA's Tier 4 PM emissions standards or local equivalent when applicable. Engines may be retrofitted with verified technology (required to be US EPA or California Air Resources Board approved) as of the time the equipment is first placed on the jobsite. ☐

b. All on-road diesel engine vehicles meet the requirements set forth in the US EPA model year 2007 on-road standards for PM, or local equivalent when applicable. Engines may be retrofitted with verified technology (required to be US EPA or California Air Resources Board approved) as of the time the equipment is first placed on the job site. ☐

c. All equipment, vehicles and loading/unloading is located away from air intakes and operable openings of adjacent buildings when available. ☐

PART 5: Dust Containment and Removal

The following procedures are followed during building construction:

a. All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers. ☐

b. Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants. ☐

c. Saws and other tools use dust guards or collectors to capture generated dust. ☐

d. Vacuum cleaners with HEPA-grade filters and brooms with sweeping compounds or wetting agents are used on a daily basis to keep the job site clean. ☐

11 Fundamental material safety ☐

PART 4: Polychlorinated Biphenyl Abatement

Any projects constructed or renovated between 1950 and 1977 and undergoing current renovation or demolition carry out the following:

a. Conduct evaluation and abatement of materials in accordance with the United States Environmental Protection Agency (U.S. EPA) Steps to Safe PCB Abatement Activities. ☐

b. Conduct removal and safe disposal of PCB-containing fluorescent light ballasts in accordance with United States Environmental Protection Agency (U.S. EPA) guidelines. ☐

13 Air flush ☐

PART 1: Air Flush

A building air flush is performed while maintaining an indoor temperature of at least 15 °C [59 °F] and relative humidity below 60%, at one of the following volumes:

a. A total air volume of 4500 m^3 of outdoor air per m^2 of floor area [14,000 ft^3 per ft^2 of floor area] prior to occupancy. ☐

b. A total air volume of 1000 m^3 of outdoor air per m^2 of floor area [3500 ft^3 per ft^2 of floor area] prior to occupancy, followed by a second flush of 3500 m^3 of outdoor air per m^2 of floor area [10,500 ft^3 per ft^2 of floor area] post-occupancy. While the post-occupancy flush is taking place, the ventilation system must provide at least 0.1 m^3 per minute of outdoor air per m^2 of floor area [0.3 CFM fresh air per ft^2 floor area] at all times. ☐

COMFORT

Check *Initials*

81 Sound barriers ☐

PART 3: Wall Construction Methodology

All interior walls enclosing offices, conference rooms and teleconference rooms are constructed for optimal performance by reducing air gaps and limiting sound transmission through the following:

a. Properly sealing all acoustically rated partitions at the top and bottom tracks. ☐

b. Staggering all gypsum board seams. ☐

c. Packing and sealing all penetrations through the wall. ☐

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Signature: _____

Company: _____

License #: _____

Date: _____

MEP's Letter of Assurance

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4. Please initial every Feature being pursued and sign and date at the bottom of each letter.

AIR

Check *Initials*

03 Ventilation effectiveness

PART 1: Ventilation Design

One of the following requirements is met for all spaces:

a. Ventilation rates comply with all requirements set in ASHRAE 62.1-2013 (Ventilation Rate Procedure or IAQ Procedure). ☐

b. Projects comply with all requirements set in any procedure in ASHRAE 62.1- 2013 (including the Natural Ventilation Procedure) and demonstrate that ambient air quality is compliant with either the U.S. EPA'S NAAQS or passes the Air Quality Standards in the WELL Building Standard for at least 95% of all hours in the previous year. ☐

PART 2: Demand Controlled Ventilation

For all spaces with an occupant density greater than 25 people per 93 m² [1,000 ft²], one of the following requirements is met:

a. A demand controlled ventilation system regulates the ventilation rate of outdoor air to keep carbon dioxide levels in the space below 800 ppm. ☐

b. Projects that have met the Operable windows Feature demonstrate that natural ventilation is sufficient to keep carbon dioxide levels below 800 ppm at designed occupancies. ☐

05 Air filtration

PART 1: Filter Accommodation

The following is in place in ventilation assemblies:

a. Rack space to accommodate future carbon filters. ☐

PART 2: Particle Filtration

One of the following requirements is met:

a. MERV 13 (or higher) media filters are used in the ventilation system to filter outdoor air and MERV 8 (or higher) media filters are used in the ventilation system to filter recirculated air. ☐

b. Project demonstrates that for 95% of all hours in a calendar year, ambient outdoor PM_{10} and $PM_{2.5}$ levels are below the limits set in the WELL Air Quality Standards Feature. ☐

06 Microbe and mold control

PART 1: Cooling Coil Mold Reduction

In buildings that rely on a mechanical system for cooling, the following is used to suppress mold growth:

a. Ultraviolet lamps are employed on the cooling coils and drain pans of the mechanical system supplies. Irradiance reaching the cooling coil and drain pan, including the plenum corners, is modeled. ☐

b. Lamps produce ultraviolet radiation at a wavelength of 254 nm so as not to generate ozone. ☐

c. Lamps have ballasts housed in a NEMA-rated enclosure. ☐

12 Moisture management

PART 2: Interior Bulk Water Damage Management

To prevent leaks and water damage, one of the following is installed:

a. Manual shut-off (governed or activated per use) or automatic shut-off at point-of-connection for all hard-piped fixtures. ☐

b. Building wide plumbing leak detection system. ☐

15 Increased ventilation

PART 1: Increased Fresh Air Supply

The following is required in terms of the rate of fresh air supply to all regularly occupied spaces:

a. Exceed ASHRAE fresh air supply rates met in the WELL Ventilation Effectiveness feature by 30%. ☐

16 Humidity control

PART 1: Relative Humidity

At least one of the following is required:

a. A ventilation system with the capability to maintain relative humidity between 30% to 50% at all times by adding or removing moisture from the air. ☐

b. Modeled humidity levels in the space are within 30% to 50% for at least 95% of all business hours of the year. Buildings in climates with narrow humidity ranges are encouraged to pursue this option. ☐

17 Direct source ventilation

PART 1: Pollution Isolation and Exhaust

All cleaning and chemical storage units, all areas containing copiers or printers more than 1 m [3 ft] tall and all bathrooms meet the following conditions:

a. Closed from adjacent spaces with self-closing doors. ☐

b. Separated from other rooms with either deck-to-deck partitions or a continuous hard ceiling. ☐

c. Exhausted so that all air is expelled rather than recirculated. ☐

20 Outdoor air systems

PART 1: Dedicated Outdoor Air Systems

The following requirements are met:

a. Dedicated outdoor air systems are used for heating and/or cooling systems. ☐

b. The project achieves ASHRAE 55-2013 standards for thermal comfort for at least 75% of all regularly occupied space. ☐

c. A detailed design review of the proposed system is conducted by an independent, qualified and registered professional mechanical engineer (not employed or compensated by the mechanical engineer of record). The review addresses thermal comfort (temperature, humidity, air velocity etc.) and ventilation rates, as well as overall serviceability and system reliability. Report must demonstrate satisfactory compliance with all applicable ASHRAE standards and codes. ☐

21 Displacement ventilation

PART 1: Displacement Ventilation Design and Application

One of the following is met for projects implementing a displacement ventilation system for heating and/or cooling:

a. Low side wall air distribution with the air supply temperature slightly cooler or warmer than the desired space temperature. The system must use the System Performance Evaluation and ASHRAE Guidelines RP-949 as the basis for design. ☐

b. Underfloor Air Distribution (UFAD) with the air supply temperature slightly cooler or warmer than the desired space temperature. This system must use ASHRAE's UFAD Guide (Design, Construction and Operations of Underfloor Air Distribution Systems) as the basis of design. Displacement ventilation applied as part of an underfloor air distribution system must be installed at a raised floor height whereby the under floor area can be cleaned on an annual basis. ☐

PART 2: System Performance

The following requirements are met:

a. A Computational Fluid Dynamics (CFD) analysis is conducted for the displacement ventilation system. ☐

b. The displacement ventilation system meets ASHRAE 55-2013 (Thermal Environmental Conditions for Human Occupancy) for comfort for at least 75% of all regularly occupied space. ☐

23 Advanced air purification

PART 1: Carbon Filtration

To reduce VOCs in the indoor air, one of the following requirements is met:

a. An activated carbon filter is used in the main air ducts to filter recirculated air. Replacement is required as recommended by the manufacturer. ☐

b. A standalone air purifier with a carbon filter is used in all regularly occupied spaces. Purifiers must be sized appropriately to the space it is serving. Filter replacement is required as recommended by the manufacturer. ☐

PART 2: Air Sanitization

Spaces with more than 10 occupants use one of the following technologies to treat recirculated air, either integrated within the central ventilation system or as a standalone device:

a. Ultraviolet germicidal irradiation. ☐

b. Photocatalytic oxidation. ☐

24 Combustion minimization

PART 2: Low-Emission Combustion Sources

All combustion equipment used in the project for heating, cooling, water-heating, process heat, or power generation (whether primary or back-up) must meet California's South Coast Air Quality Management District rules for pollution:

a. Internal combustion engines. ☐

b. Furnaces. ☐

c. Boilers, steam generators, and process heaters. ☐

d. Water heaters. ☐

WATER

Check *Initials*

36 Water treatment

PART 1: Organic Chemical Removal

Water from all faucets, drinking fountains, showers and baths is treated with the following:

a. Activated carbon filter. ☐

PART 2: Sediment Filter

Water from all faucets, drinking fountains, showers and baths is treated with the following:

a. Filter rated to remove suspended solids. ☐

PART 3: Microbial Elimination

Water from all faucets, drinking fountains, showers and baths is treated with one of the following:

a. UVGI water sanitation. ☐

b. NSF filter rated to remove microbial cysts. ☐

37 Drinking water promotion

PART 2: Drinking Water Access

To encourage water consumption, the following are met:

a. At least one dispenser is located within 30 m [100 ft] of all parts of regularly occupied floor space (minimum one per floor). ☐

COMFORT

Check *Initials*

76 Thermal comfort

PART 1: Ventilated Thermal Environment

All spaces in mechanically-ventilated projects meet the design, operating and performance requirements in the following criteria:

a. ASHRAE Standard 55 2013 Section 5.3, Standard Comfort Zone Compliance. ☐

PART 2: Natural Thermal Adaptation

All spaces in naturally-ventilated projects meet the following criteria:

a. ASHRAE Standard 55-2013 Section 5.4, Adaptive Comfort Model. ☐

83 Radiant thermal comfort

PART 1: Lobbies and Other Common Public Spaces

All lobbies and other common spaces meet the requirements set forth in ASHRAE Standard 55-2013 for thermal comfort through the use of one of the following systems:

a. Hydronic heating and/or cooling systems. ☐

b. Electric radiant floors. ☐

PART 2: Offices and Other Regularly Occupied Spaces

At least 50% of the floor area of all offices and other regularly occupied spaces meets the requirements set forth in ASHRAE Standard 55-2013 for thermal comfort through the use of one of the following systems:

a. Hydronic heating and/or cooling systems. ☐

b. Electric radiant systems. ☐

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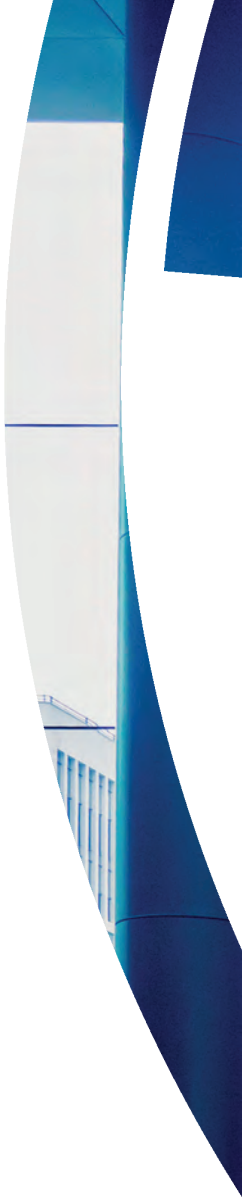
Printed Name: _____ Company: _____

Project Role: _____ License #: _____

Signature: _____ Date: _____



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