Architect's Letter of Assurance

Instructions

Education Facilities

WELL Certification is determined by onsite Performance Verification and documentation, including Letters of Assurance from the appropriate professionals overseeing the implementation of a specific WELL feature and component parts during design, construction or operations. The template should be completed, signed and submitted as part of the documentation package.

1. Place a checkmark at every part completed and leave blank those that are not being pursued or being completed by another team member.
2. Initial every feature completed and leave blank those that are not being pursued or being completed by another team member.
3. Sign and date at the bottom of this letter.

If an individual other than the Architect is responsible for any of the requirements contained in this Letter of Assurance, he/she is permitted to sign off on the respective requirements but must complete a separate Letter of Assurance for those specific requirements. This individual should submit a different copy of this form and check the boxes as it pertains to his/her own responsibility. On his/her own Letter of Assurance form(s), this individual should sign and complete the final page and include a description of his/her role on the project next to his/her signature.

AIR	*Check*	*Initials*
04 VOC reduction		

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Interior Paints and Coatings ☐

The VOC limits of newly applied interior paints and coatings meet one of the following requirements:

a. 100% of installed products meet California Air Resources Board (CARB) 2007, Suggested Control Measure (SCM) for Architectural Coatings, or South Coast Air Quality Management District (SCAQMD) Rule 1113, effective June 3, 2011 for VOC content.

b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions.

c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.

PART 2: Interior Adhesives and Sealants ☐

The VOC limits of newly applied interior adhesives and sealants meet one of the following requirements:

a. 100% of installed products meet South Coast Air Quality Management District (SCAQMD) Rule 1168 for VOC content. Volatile organic compound (VOC) limits correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005.

b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions.

c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.

PART 3: Flooring ☐

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

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

AIR

Check *Initials*

PART 4: Insulation

The VOC emissions of all newly installed interior thermal and acoustic insulation must meet all limits set by the following, as applicable:

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

PART 5: Furniture and Furnishings

The VOC emissions of at least 95% (by cost) of all newly purchased interior furniture and furnishings within the project scope 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.

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

11 Fundamental material safety

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Asbestos and Lead Restriction

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

a. No asbestos.

b. Not more than a weighted average of 0.25% lead in wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures, and 0.20% for solder or flux used in plumbing for water intended for human consumption.

c. Not more than 100 ppm (by weight) added lead in all other building materials. For door hardware, project teams must document attempt to meet the requirement and demonstrate a petition or a formal request has been filed with manufacturers who were unable to meet their needs.

19 Operable windows

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Full Control

The following requirement is met:

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

25 Toxic material reduction

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Perfluorinated Compound Limitation

No perfluorinated compounds (PFCs) are 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.

AIR	*Check*	*Initials*

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, furniture and upholstery.

c. Plumbing pipes and moisture barriers.

PART 4: Isocyanate-Based Polyurethane Limitation ☐

Isocyanate-based polyurethane products are not used in:

a. Interior finishes.

PART 5: Urea-Formaldehyde Restriction ☐

Urea-formaldehyde presence 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 ☐

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Precautionary Material Selection ☐

At least 25% of all furnishings, built-in furniture, interior finishes, and finish materials (calculated by cost) meet one or more of the following requirements:

a. Have a Declare: Living Building Challenge Red List Free, Declare: Living Building Challenge Compliant, or Living Product Challenge label.

b. Have a Cradle to Cradle™ Material Health Certified with a V2 Gold or Platinum or V3 Bronze, Silver, Gold or Platinum Material Health Score.

c. Have no GreenScreen® Benchmark 1, List Translator 1 or List Translator Possible 1 substances over 1,000 ppm, as verified by a qualified Ph.D. toxicologist or Certified Industrial Hygienist.

AIR

Check | Initials

28 Cleanable environment

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Material Properties

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

a. Smooth and free of defects visible to the unaided eye.

b. Finished to maintain smooth welds and joints.

c. Free of crevices and other hard-to-reach places.

PART 2: Cleanability

The following requirements are met:

a. No permanent wall-to-wall carpeting is used; only removable rugs, removable carpet tiles or hard surfaces are allowed.

b. The building provides adequate flexible storage space for all permanent, movable items to allow high-touch surfaces to be completely cleared during cleaning.

c. Right angles between walls and windows/floors are sealed.

WATER

Check | Initials

37 Drinking water promotion

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 2: Drinking Water Access

To encourage water consumption, the following is 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).

PART 4: Outdoor Drinking Water Access

The following requirements are met to promote water consumption and to reduce the consumption of less healthy alternatives:

a. At least one dispenser with free, potable water is provided per 30 students in outdoor activity areas, if present, based on average outdoor occupancy.

NOURISHMENT

Check | Initials

41 Hand washing

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 3: Sink Dimensions

Bathroom and kitchen sinks meet the following requirements:

a. The sink column of water is at least 25 cm [10 inches] in length.

b. The handwashing basin is at least 23 cm [9 inches] in width and length.

LIGHT

Check *Initials*

53 Visual lighting design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Visual Acuity for Focus

The following requirements are met at workstations or desks:

a. The ambient lighting system is able to maintain an average light intensity 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. The ambient lighting system is zoned in independently controlled banks no larger than 46.5 m^2 [500 ft^2] or 20% of open floor area of the room (whichever is larger).

c. If ambient light is below 300 lux [28 fc], task lights providing 300 to 500 lux [28 to 46 fc] at the work surface are available upon request.

PART 5: Visual Acuity for Learning

The ambient lighting system at desks in classrooms for the specified age groups meet the following requirements:

a. Early education, elementary, middle and high schools, and adult education for students primarily under 25 years of age: Able to maintain an average of 175 lux [16 fc] or more measured on the horizontal plane, typically 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.

54 Circadian lighting design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Melanopic Light Intensity for Work Areas

Light models or light calculations demonstrate that at least one of the following requirements is met:

a. At 75% or more of workstations, at least 200 equivalent melanopic lux is present, measured on the vertical plane facing forward, 1.2 m [4 ft] above finished floor (to simulate the view of the occupant). This light level may incorporate daylight, and is present for at least the hours between 9:00 AM and 1:00 PM for every day of the year.

b. For all workstations, electric lights provide maintained illuminance on the vertical plane facing forward (to simulate the view of the occupant) of 150 equivalent melanopic lux or greater.

PART 4: Melanopic Light Intensity in Learning Areas

At least one of the following requirements is met:

a. Early education, elementary, middle and high schools, and adult education for students primarily under 25 years of age: Light models (which may incorporate daylight) show that at least 125 equivalent melanopic lux is present at 75% or more of desks, on the vertical plane facing forward 1.2 m [4 ft] above finished floor (to simulate the view of the occupant). This light level is present for at least 4 hours per day for every day of the year.

b. Ambient lights provide maintained illuminance on the vertical plane of equivalent melanopic lux greater than or equal to the lux recommendations in the Vertical (Ev) Targets in Table 3 of IES-ANSI RP-3-13, following the age group category most appropriate for the population serviced by the school. For example, art studios in elementary school, middle school, or high school are provided with 150 equivalent melanopic lux from the electric lights.

LIGHT

Check *Initials*

55 Electric light glare control

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Luminaire Shielding

The following shielding angles (α = 90 - cutoff angle) must be observed for lamps in regularly occupied spaces with luminance values in the ranges specified:

a. No shielding required for less than 20,000 cd/m² (including reflected sources).

b. α: 15° for 20,000 to 50,000 cd/m².

c. α: 20° for 50,000 to 500,000 cd/m².

d. α: 30° for 500,000 cd/m² and above.

PART 2: Glare Minimization

At workstations, desks, and other seating areas, the following requirement is met:

a. Luminaires more than 53° above the center of view (degrees above horizontal) have luminances less than 8,000 cd/m².

56 Solar glare control

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

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 in regularly occupied spaces:

a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare.

b. External shading systems that are set to prevent glare.

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 in regularly occupied spaces:

a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare.

b. External shading systems that are set to prevent glare.

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

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

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

58 Color quality

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

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.

LIGHT

Check *Initials*

59 Surface design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Working and Learning Area Surface Reflectivity

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. Vertical surfaces 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 an average LRV of 0.5 (50%) or more for 50% of surface area directly visible from regularly occupied spaces.

63 Daylighting fenestration

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 2: Window Transmittance in Working and Learning Areas

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

a. All glazing (excluding skylights) located higher than 2.1 m [7 ft] from the floor has VT of 60% or more.

b. All glazing located 2.1 m [7 ft] or lower from the floor has VT of 50% or more.

PART 3: Uniform Color Transmittance

All windows used for daylighting meet the following requirement:

a. The visible light transmittance of wavelengths between 400 and 650 nm does not vary by more than a factor of 2.

FITNESS

Check *Initials*

69 Active transportation support

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

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 the first 100 regular building occupants and one additional shower for every 150 regular building occupants thereafter.

b. One locker for every 5 regular building occupants, or evidence that the lockers provided exceed demand by at least 20%.

COMFORT

Check *Initials*

72 Accessible design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Accessibility and Usability

The project demonstrates compliance with one of the following:

a. Current ADA Standards for Accessible Design or comparable local code or standards.

b. ISO 21542:2011 - Building Construction - Accessibility and Usability of the Built Environment.

COMFORT

Check *Initials*

80 Sound reducing surfaces

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 3: School Ceilings

The following spaces have ceilings that meet the specifications described:

a. Spaces less than 570 m^3 [20,000 ft^3]: NRC of at least 0.7 for the entire surface area of the ceiling (excluding lights, skylights, diffusers and grilles).

81 Sound barriers

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 2: Doorway Specifications

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

a. Gaskets.

b. Sweeps.

c. Non-hollow core.

PART 6: Wall Construction Specifications for Schools

The following spaces, if present, have interior partition walls which meet the Sound Transmission Class (STC) described:

a. Rooms located within 3 m [10 ft] of an exterior walkway: minimum STC of 45.

b. Rooms located within 9 m [30 ft] of a playground: minimum STC of 50, on the exterior wall.

c. Rooms located between 9 m [30 ft] and 15 m [50 ft] of a playground: minimum STC of 45 on exterior walls.

d. Walls that connect classrooms to an adjoining music room, auditorium, mechanical room, cafeteria, gymnasium, or indoor swimming pool: minimum STC of 60.

P4 Impact reducing flooring

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Floor Construction

All floors in the corridors of all regularly occupied spaces have the following:

a. Impact Insulation Class (IIC) value of not less than 50.

MIND

Check *Initials*

89 Adaptable spaces

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Stimuli Management

Seating and spatial layouts are organized into separate workplace zones and provide differing degrees of sensory engagement. Regularly occupied spaces of 186 m² [2,000 ft²] or larger provide documentation of methods used to establish appropriate zones based on the below guidelines:

a. A programing plan is developed, using data from interviews, surveys, focus groups and observational research, to establish the organization's culture, work patterns, work processes and space utilization.

b. Annotated floor plans incorporate research data to establish work zones that support a variety of work functions.

c. Designated quiet zones are provided as enclosable or semi-enclosable rooms with no more than 3 seats per room.

d. Designated collaboration zones are provided as enclosable or semi-enclosable rooms with no less than 3 seats and at minimum one visual vertical surface area for communicating ideas or work.

PART 2: Privacy

Projects with gross floor area greater than 1,860 m² [20,000 ft²] provide a designated quiet space for focus, contemplation and relaxation, which meets the following requirements:

a. Space is at minimum 7 m² [75 ft²] plus 0.1 m² [1 ft²] per regular building occupant, up to a maximum of 74 m² [800 ft²].

b. Ambient lighting provides continuously dimmable light levels at 2,700 K or less.

c. Noise Criteria (NC) from mechanical systems is 30 or lower.

d. A plan is developed that includes a description of how the project incorporates two of the following elements into the space: (i) plant wall and/or floor plantings, (ii) audio device with nature sounds, (iii) variety of seating arrangements.

97 Material transparency

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Material Information

At least 50% (as measured by cost) of interior finishes and finish materials, furnishings (including workstations) and built-in furniture have some combination of the following material descriptions (in order to contribute, the product must indicate that all ingredients have been evaluated and disclosed down to 1,000 ppm):

a. Declare Label.

b. Health Product Declaration.

c. Any method accepted in USGBC's LEED v4 MR credit: Building Product Disclosure and Optimization - Material Ingredients, Option 1: material ingredient reporting.

100 Biophilia II - quantitative

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

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.

MIND	Check	Initials

PART 3: Water Feature ☐

At least one water feature for every 9,290 m² [100,000 ft²] in projects larger than 9,290 m² [100,000 ft²] which meets the following requirements:

a. At least 1.8 m [5.8 to 6 ft] in height or 4 m² [43 ft²] in area.

b. Ultraviolet sanitation or other technology to address water safety.

P6 Education space provisions ☐

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Classroom Space Allocation ☐

The following minimum space allocations are met:

a. Early education, elementary, middle and high school; classroom: 4 m² [45 ft²] per student overall.

b. Adult education; seminar classroom: 2 m² [25 ft²] per student overall.

c. Adult education; lecture hall: 1.5 m² [18 ft²] per student overall.

PART 2: Class Size Caps for Elementary School ☐

The number of students per class for 90% of offered classes may not exceed the following:

a. Elementary school: 18 students maximum.

By signing below, I represent that, to the best of my knowledge, all of the responses provided on this form are accurate and made in good faith.

Printed Name: _____ Company: _____

Signature: _____ Date: _____

If the individual using this form is not in the role of Architect, provide a description of the individual's project role, including justification of their ability to sign off on the above requirements, here:

Project Role: _____

Explanation: _____

_____