

## Monitor Air and Water Quality

WELL Health-Safety Rating™

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### HOW TO USE THIS DOCUMENT:

This document is intended to serve as guidance for how to create an **ongoing data report** to document this feature. Note that ongoing data reports are submitted to WELL Online per the scheduled listed in part requirements and are not submitted for initial certification.

This document is meant to be a resource for annual WELL Health-Safety Rating renewal.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance on best practices for creating an ongoing data report. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

## EXAMPLE DOCUMENT

### Ongoing Data Report

The following tables are completed annually by the facilities team led by *[name, title]* and uploaded to the WELL Online digital platform. They are also posted in the company's internal shared drive, in the *[folder name]* folder. All testing is done in regularly occupied spaces (areas inside the project where a person normally spends at least one continuous hour or cumulatively at least two hours per day.) Each parameter is tested at least once per year.

The project is an *[X]* square foot *[X]*-story office with open office, private offices, a lobby, four bathrooms, a pantry and breakroom. The locations and number of testing points are based on guidance from the WELL [Performance Verification Guidebook](#). Guideline values have been added to allow staff to understand if results of testing indicate a need for further action.

#### Air Parameters

##### PM2.5 (4 sample points required)

Location	Date Measured	Results	Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 8</i>	<i>Ex: &lt;15</i>	$\mu\text{g}/\text{m}^3$	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 15</i>	<i>Ex: &lt;15</i>	$\mu\text{g}/\text{m}^3$	<i>Ex: PM2.5 levels are higher in this location than in the remainder of the project, and at the threshold recommended by WELL v2 A01. The facilities team will investigate the source of the higher PM2.5 levels in the space.</i>
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 9</i>	<i>Ex: &lt;15</i>	$\mu\text{g}/\text{m}^3$	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 8</i>	<i>Ex: &lt;15</i>	$\mu\text{g}/\text{m}^3$	

\*Guideline values are taken from [WELL v2 A01 Fundamental Air Quality](#).

##### PM10 (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 23</i>	<i>Ex: &lt;50</i>	$\mu\text{g}/\text{m}^3$	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 41</i>	<i>Ex: &lt;50</i>	$\mu\text{g}/\text{m}^3$	<i>Ex: PM10 levels are higher in this location than in the remainder of the project. The facilities team will investigate the source of the higher PM10 levels in the space.</i>
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 12</i>	<i>Ex: &lt;50</i>	$\mu\text{g}/\text{m}^3$	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 15</i>	<i>Ex: &lt;50</i>	$\mu\text{g}/\text{m}^3$	

\*Guideline values are taken from [WELL v2 A01 Fundamental Air Quality](#).

**Total VOCs (4 sample points required)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 346</i>	<i>Ex: &lt;500</i>	<i>µg/m3</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 232</i>	<i>Ex: &lt;500</i>	<i>µg/m3</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 278</i>	<i>Ex: &lt;500</i>	<i>µg/m3</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 275</i>	<i>Ex: &lt;500</i>	<i>µg/m3</i>	

\*Guideline values are taken from WELL v1 01: Air Quality Standards.

**Formaldehyde (4 sample points required)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 7</i>	<i>Ex: &lt;27</i>	<i>ppb</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 18</i>	<i>Ex: &lt;27</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 5</i>	<i>Ex: &lt;27</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 35</i>	<i>Ex: &lt;27</i>	<i>ppb</i>	<i>Ex: The formaldehyde levels exceed the guideline value. The facilities team believes the cause of the higher levels may be the new doors that were recently installed near the test location. The operations team is doing further research into replacement doors constructed either of metal, glass or wood that is certified as free of formaldehyde.</i>

\*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

**Ozone (4 sample points required)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 14</i>	<i>Ex: &lt;51</i>	<i>ppb</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 21</i>	<i>Ex: &lt;51</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 12</i>	<i>Ex: &lt;51</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 19</i>	<i>Ex: &lt;51</i>	<i>ppb</i>	

\*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

**Carbon Monoxide (4 sample points required)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: Floor 1 – Open Office		Ex: <0.1	Ex: <9	ppm	
Ex: Floor 1 - Breakroom		Ex: 0.2	Ex: <9	ppm	
Ex: Floor 2 – Open Office North		Ex: <0.1	Ex: <9	ppm	
Ex: Floor 2 – Open Office South		Ex: <0.1	Ex: <9	ppm	

\*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

**Chemical and Biological Water Quality Parameters**

It is optional for water testing to follow testing guidance given in the WELL Performance Verification Guidebook. [Project] has chosen to follow the guidance to calculate the number of required testing locations:

1. Drinking water fixtures: [X] total (5% rounded up = [X] tested fixtures)
2. Handwashing fixtures: [X] total (5% rounded up = [X] tested fixtures)
3. Showers / bath fixtures: [X] total (5% rounded up = [X] tested fixtures)
4. Fixtures for cooking purposes: [X] total (5% rounded up = [X] tested fixtures)

**Turbidity (3 sample points, 3 samples taken at each location)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: 2 <sup>nd</sup> floor pantry drinking water faucet		Sample 1: 0.56 Sample 2: 0.58 Sample 3: 0.61	Ex: <=1	NTU	
Ex: Mens bathroom faucet Rm113		Sample 1: 0.62 Sample 2: 0.60 Sample 3: 0.64	Ex: <=1	NTU	
Ex: Womens bathroom faucet Rm214		Sample 1: 0.54 Sample 2: 0.58 Sample 3: 0.62	Ex: <=1	NTU	

\*Guideline values are taken from WELL v2 W01 Fundamental Water Quality.

**pH (3 sample points, 1 sample taken at each location)**

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 <sup>nd</sup> floor pantry drinking water faucet		Ex: 7.2	6.5-8.5	pH	
Ex: Mens bathroom faucet Rm113		Ex: 7.3	6.5-8.5	pH	
Ex: Womens bathroom faucet Rm214		Ex: 7.0	6.5-8.5	pH	

\*Guideline values are based off of water treatment equipment manufacturer recommendations. Values outside of this range may adversely affect the treatment system and even cause pipe corrosion. If values are outside of the range, the facilities team will perform an analysis to determine the cause of the pH variation and adjust the system accordingly.

**Residual (Free) Chlorine (3 sample points, 3 samples taken at each location)**

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 <sup>nd</sup> floor pantry drinking water faucet		Ex: Sample 1: 0.9 Sample 2: 0.8 Sample 3: 0.9	Ex: 0.2-2.0	mg/L	Free chlorine was not detected, and as a consequence, the water was tested for coliforms and the fixture flushed
Ex: Mens bathroom faucet Rm113		Ex: Sample 1: 0.7 Sample 2: 0.8 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	
Ex: Womens bathroom faucet Rm214		Ex: Sample 1: 0.8 Sample 2: 0.9 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	

\*Guideline values are taken from guidance from the national health organization the [US CDC on Free Chlorine Testing](#) (the team selected this guideline to follow).

**Total Coliforms (3 sample points, 1 sample taken per location if required)**

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: 2 <sup>nd</sup> floor pantry drinking water faucet	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed because residual (free) chlorine was detected.
Ex: Mens bathroom faucet Rm113	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.
Ex: Womens bathroom faucet Rm214	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.

\*Guideline values are taken from WELL v2 [W01 Fundamental Water Quality](#).

**TIPS FOR MULTIPLE LOCATIONS**

- Ongoing data reports are specific to each project location and are not considered shareable.