

C02.1 Facilitate Stakeholder Charrette - 1: Stakeholder charrette

Professional Narrative

WELL Building Standard™ version 2 (WELL v2™), Q1 2021 addenda



HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **professional narrative to facilitate a collaborative project process and support adherence to collective wellness and sustainability goals.**

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual requirements have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of WELL v2 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.

Note: The below document is based on the Q1 2021 addenda of the WELL Building Standard™ version 2 (WELL v2™). Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

FEATURE PART REQUIREMENTS:

For All Spaces

Early in the planning process, projects facilitate collaborative discussion with key stakeholders, including (as applicable): the owner, manager, facilities management team, architects, engineers, employees, occupants, residents, contractors and community members. The stakeholder discussion must address at minimum the following topics:

- a. Health and well-being goals, including:*
 - 1. Occupant health and well-being needs.*
 - 2. The project's objectives for health promotion to meet stakeholder needs.*
- b. Environmental and sustainability goals, including how the project will:*
 - 1. Reduce the project's contribution to global climate change and promote a greener economy.*
 - 2. Protect, enhance and restore water resources and ecosystem services.*
 - 3. Promote sustainable material cycles.*
 - 4. Enhance community through social equity and environmental justice.*

WELL Core Guidance:

Meet these requirements in the whole building.



The below sample documentation is intended to provide a professional narrative for developing an effective charette. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

Example for Feature 2 Part 1, 1: Stakeholder charette

Stakeholder Charette Goals Project Narrative for [Project]

[PROJECT] held a Stakeholder Charette on [DATE]. As part of the charette, the attending stakeholders were provided a list of health and well-being goals and a list of environmental goals and asked to rank their top five (5) in each list. Stakeholders were given the opportunity to draft original goals if they didn't see the goals that they wanted on the given list. The charette coordinator then tallied the goals and the top ranked goals from each section were discussed. The group worked together to finalize the following goals:

HEALTH AND WELL-BEING GOALS:

Below are [PROJECT'S] top ranked health and well-being related goals related to...

- Occupant health and well-being needs:
 - a. *Ex: Achieve WELL certification attempting Gold level, with a minimum Silver level.*
 - b. *Ex: Provide a comprehensive health benefits package to eligible employees.*
 - c. *Ex: Provide a notable health and well-being experience to all visitors who pass through the space.*
 - d. *Ex: Focus on high air quality within the project to support employees with asthma and allergy issues.*
 - e. *Ex: Create a place where the possibility for spread of infection (such as COVID-19 and influenza) is minimized.*
- The project's objectives for health promotion to meet stakeholder needs:
 - a. *Ex: Have a cloud-based centralized location for all occupant health and well-being related resources that is user-friendly, updated on a regular basis and that includes an events page.*
 - b. *Ex: To create a comprehensive signage program that regularly posts health promotion updates and reminders. It will include use of the newly installed screens in the lobbies, main hallways and elevators.*
 - c. *Ex: The HR team will hold an annual health promotion day where they will talk in detail on health-related policies, benefits and other programs that [PROJECT] has created to benefit occupant health and well-being.*

ENVIRONMENTAL GOALS:

Below are [PROJECT'S] top ranked environmental and sustainability goals related to...

- Reducing the project's contribution to global climate change and promote a greener economy:
 - a. *Ex: Achieve a third-party certified green certification, specifically [NAME OF RATING SYSTEM].*
 - b. *Ex: Ensure that newly installed lighting is low energy use.*
 - c. *Ex: Work with the engineering team to commission [PROJECT] and ensure that systems are working as they were designed to work and not wasting energy.*
 - d. *Ex: Install demand-controlled ventilation in conference rooms.*
- Protecting, enhancing and restoring water resources and ecosystem services:
 - a. *Ex: Install a green roof on the project to reduce the project's impact on local combined sewer overflow issues.*
 - b. *Ex: Install low-flow fixtures throughout the project to reduce the project's impact on local water resources.*
 - c. *Ex: Install a greywater system that allows the project to reuse water for irrigating the landscaping within the project boundary.*

- Promoting sustainable material cycles:
 - d. *Ex: Ensure that at least 50% of materials used are comprised of recycled content, reused, regional content, and / or regeneratively designed.*
 - e. *Ex: Purchase 100% sustainably forested woods.*
 - f. *Ex: Donate used furniture in good condition that is being removed as part of the office renovation to the local furniture resale store.*

- Enhancing community through social equity and environmental justice:
 - g. *Ex: [PROJECT]'s goal is to achieve a [LEVEL OF RATING] as part of their annual corporate sustainability reporting through [NAME OF PLATFORM].*
 - h. *Ex: [PROJECT] has built out a community space that can be reserved by any community group with social equity or environmental justice as part of their mission for regular meetings and events.*
 - i. *Ex: [PROJECT] has committed an area to serve as a cooling shelter for community members that do not have adequate cooling during heat wave events (defined by the local governmental health services). During these times, the auditorium will be opened up to the public and water and light refreshments will be served. A first aid certified staff member will be on duty.*
 - j. *Ex: [PROJECT] commits to purchasing [%] of materials from local New York State MWBE (Minority and Women-owned Business Enterprises) certified companies.*