

## C04.1 Option 1: Third-party survey

### 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 evaluate the experience and self-reported health and well-being of building users through occupant surveys.**

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**

*For projects with ten or more eligible employees, the following requirement is met:*

- a. A survey is selected from one of the following pre-approved survey providers. More details may be found on IWBI's website (<https://v2.wellcertified.com/resources/preapproved-programs>).*
  - a. Occupant Indoor Environmental Quality (IEQ) Survey™ from the Center for Built Environment at UC Berkeley.*
  - b. Building Evaluation Survey Use Studies (BUS) Wellbeing Survey.*
  - c. Sustainable and Healthy Environments (SHE) survey from the University of Melbourne.*
  - d. Space Performance Evaluation Questionnaire (SPEQ), High Performance Environments Lab (HiPE), University of Oregon.*
  - e. Leesman Index.*
  - f. Occupant Comfort & Wellness Survey from the Institute for the Built Environment at Colorado State University.*
  - g. Comfortmeter.*
  - h. Healthy Building Index (HBI), from bba indoor environment & DGMR.*
  - i. Occupant Wellness Survey by Well Living Lab China.*
  - j. PeopleLOOK survey by Baker Stuart.*

#### WELL Core Guidance:

Meet these requirements for direct staff.



The below sample documentation is intended to provide guidance in creating a professional narrative. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

#### *Example document for Feature Part 1 Option 1*

##### **Third Party Survey Professional Narrative**

[PROJECT] is using the [NAME OF SURVEY] to fulfill C04.1 Option 1 requirements.

Building manager [NAME] is responsible for managing the relationship with [NAME OF SURVEY COMPANY] and ensuring that the contract with them fulfills WELL requirements of C04.2 Administer Survey and Report Results.