

## W03.2.2 Implement Legionella Management Plan

### On-going Maintenance Report (for annual tracking)

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 **ongoing maintenance report to implement protocols to reduce risk of water quality loss and Legionella colonization.**

This document is meant to demonstrate an acceptable degree of detail for an on-going report. Ongoing maintenance reports are not submitted for initial WELL Certification nor for precertification, but instead, should be submitted annually following WELL Certification. There is no intent-stage documentation required for an on-going maintenance report. 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 policies/protocols 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:

##### 2: Legionella plan implementation

*The following requirement is met:*

- a. *Project submits annually through the WELL digital platform documentation of monitoring results, corrective actions and Legionella sample results (if any) as stated in the Legionella management plan.*

#### WELL Core Guidance:

Meet these requirements in the whole building.



The below sample documentation is intended to provide guidance in creating an on-going maintenance report. 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 2.2: Legionella plan implementation

The following tables are completed annually by the facilities team led by [name, title] and uploaded to the WELL Online digital platform. The first set of tables includes a summary of ongoing monitoring results of parameters monitored per the project's Legionella Management Plan as well as corrective measures taken. The second set of tables includes quarterly legionella testing results and corrective measures taken if legionella was detected.

The project is an [X] square foot [X]-story office building with open office, private offices, a lobby, four bathrooms, a pantry and breakroom.

The following parameters are monitored regularly per the Legionella Management Plan:

1. Cooling tower:
  - a. Turbidity
  - b. Residual chlorine
  - c. Temperature
2. Hot water tank:
  - a. Temperature

Legionella testing is conducted in the following locations quarterly as specified in the [project] Legionella Management Plan.

1. Bathroom faucets
2. Showers
3. Pantry sink
4. Breakroom sink

### YEAR 1 MEASUREMENTS - [DATE]

Legionella Ongoing Monitoring – Cooling Tower - Turbidity				
Date	Performance Limit	Results	Units	Corrective Action
Ex: January 1, 2021	Ex: 1	Ex: 0.4	Ex: NTU	Ex: N/A
Ex: January 2, 2021	Ex: 1	Ex: 0.5	Ex: NTU	Ex: N/A
Ex: January 3, 2021	Ex: 1	Ex: 1.2	Ex: NTU	Ex: [Name of employee] replaced the system filter due to spike in turbidity.
Ex: January 4, 2021	Ex: 1	Ex: 0.3	Ex: NTU	Ex: N/A
...				

Legionella Ongoing Monitoring – Cooling Tower – Residual Chlorine					
Date	Performance Limit Min	Performance Limit Max	Results	Units	Corrective Action
Ex: January 1, 2021	Ex: 0.2	Ex: 0.5	Ex: 0.32	Ex: mg/L	Ex: N/A
Ex: January 2, 2021	Ex: 0.2	Ex: 0.5	Ex: 0.33	Ex: mg/L	Ex: N/A
Ex: January 3, 2021	Ex: 0.2	Ex: 0.5	Ex: 0.10	Ex: mg/L	Ex: [Name of employee] inspected the system and determined there was a pipe blockage impacting water quality. The system has been cleaned of debris and biofilm and the correct flow of water from the municipal system with an appropriate residual chlorine has been restored.
Ex: January 4, 2021	Ex: 0.2	Ex: 0.5	Ex: 0.34	Ex: mg/L	Ex: N/A
...					

**Legionella Ongoing Monitoring – Cooling Tower – Temperature**

Date	Performance Limit Max	Results	Units	Corrective Action
Ex: January 3, 2021	Ex: 70	Ex: 57	Ex: °F	
Ex: January 3, 2021	Ex: 70	Ex: 56	Ex: °F	
Ex: January 3, 2021	Ex: 70	Ex: 56	Ex: °F	
Ex: January 3, 2021	Ex: 70	Ex: 57	Ex: °F	

**Legionella Ongoing Monitoring – Hot Water Tank – Temperature**

Date	Performance Limit Min	Results	Units	Corrective Action
Ex: January 3, 2021	Ex: 120	Ex: 129	Ex: °F	
Ex: January 3, 2021	Ex: 120	Ex: 127	Ex: °F	
Ex: January 3, 2021	Ex: 120	Ex: 119	Ex: °F	Ex: The facilities manager [name and contact information] adjusted the temperature controls to ensure that temperature returns to above the performance limit.
Ex: January 3, 2021	Ex: 120	Ex: 128	Ex: °F	

**QUARTERLY LEGIONELLA TESTING RESULTS****Ex: Quarterly Legionella Testing Results – Q2 2021**

Date	Test Location	Results	Notes
Ex: April 3, 2021	Men's bathroom sink, Rm 213	Negative	
Ex: April 3, 2021	Women's bathroom sink, Rm 145	Negative	
Ex: April 3, 2021	Showers, Rm 214	Negative	
Ex: April 3, 2021	Pantry sink, Rm 115	Negative	
Ex: April 3, 2021	Breakroom sink, Rm 223	Negative	

**Ex: Quarterly Legionella Testing Results – Q3 - 2021**

Date	Test Location	Results	Notes
Ex: April 3, 2021	Ex: Men's bathroom sink, Rm 113	Ex: Negative	
Ex: April 3, 2021	Ex: Women's bathroom sink, Rm 245	Ex: Negative	
Ex: April 3, 2021	Ex: Showers, Rm 216	Ex: Detected	Ex: Legionella was detected in water tested coming out of showerheads. Shower rooms have been disinfected, including removing showerheads and cleaning them with bleach. The hot water temperature has been increased over 140°F and run for an extensive amount of time to clear out any existing biofilms and bacteria remaining in the pipes. A follow-up test has been scheduled for next week to ensure Legionella is gone from the system before the shower rooms are reopened to occupants.
Ex: April 3, 2021	Ex: Pantry sink, Rm 215	Ex: Negative	
Ex: April 3, 2021	Ex: Breakroom sink, Rm 123	Ex: Negative	

Date	Re-Test Location	Results	Notes
Ex: April 9, 2021	Ex: Showers, Rm 216	Ex: Negative	Ex: The re-test came back negative.

**TIPS FOR MULTIPLE LOCATIONS**

- Organizations participating in WELL Portfolio or the multiple projects pathway can submit a Guideline for this feature part, as well as an on-going maintenance report for each audited project. This Guideline must outline the feature requirements, at minimum, and it can be shared across multiple projects as a means to provide guidance for compliance. A subset of audited projects must also each submit their own on-going maintenance report that demonstrates compliance with the feature requirements.