



Get To Know The New **WELL AP** Exam



Hello,

We're excited that you've chosen to pursue the **WELL Accredited Professional™ (WELL AP™) credential**. Get set to join over 19,000 people from more than 113 countries around the world who are leading a global movement to transform buildings, organizations and communities in ways that help people thrive.

Launched September 2021, the new WELL AP exam is more practical, relevant and aligned with our dynamic [WELL v2](#) roadmap to ensure that new WELL APs around the world have the knowledge and skills they need to promote, support and design people first places.

This document contains **three sections** that will help you prepare for the new WELL AP exam.

1 REFERENCE LIST

The WELL AP exam is based on documents in the reference list. Ensure you are familiar with this content before you sit for your WELL AP exam.

2 EXAM SPECIFICATIONS

The content from the reference list is separated into 11 domains or "content areas" that outline the knowledge and skills needed to become a WELL AP.

3 WELL AP EXAM EMBEDDED CONTENT

This content is drawn directly from documents in your reference list, however, it is reformatted for clarity and to consolidate content from different WELL features. You will have access to this content during the exam. It will appear as an embedded PDF document that you may use to answer some of the application-based or analytical questions.

Have questions about the new WELL AP exam?

Contact us at WELLAP@wellcertified.com.

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Reference List

The new WELL AP exam is based on the following documents:

- [WELL Building Standard, WELL V2 with Q4 2020 addenda](#)
All features with the exception of beta features are accessible.
- [WELL Certification Guidebook with Q3-Q4 2020 addenda](#)
Only processes related to WELL v2 are assessable.
- [WELL Portfolio Guidebook with Q4 2020 addenda](#)
Only processes related to WELL v2 are assessable.



Domain 1: Air

Knowledge of:

1. Types, sources and acceptable thresholds of indoor air contaminants.
2. Short- and long-term effects of indoor air quality on human health, well-being and productivity.
3. Design, construction and operational processes that affect air quality throughout the lifecycle of buildings.
4. Strategies for addressing and monitoring indoor air quality.

Skill in:

1. Analyzing the air quality results from on-site monitoring and laboratory-based tests to inform decision-making.
2. Recommending strategies to prohibit smoking, minimizing occupant exposure to secondhand smoke and reducing smoke pollution.
3. Recommending strategies for mechanical and natural ventilation to dilute human- and product-generated air pollutants.
4. Recommending strategies to mitigate the introduction of construction-related pollutants into indoor air and remediating construction-related indoor air contamination.
5. Recommending strategies that limit sources of air pollution such as combustion, and isolating key sources of odors, germs, pollution or humidity.
6. Recommending strategies to mitigate risks from indoor contamination and pollution sources.

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Exam Specifications



Domain 2: Water

Knowledge of:

1. The impact of water quality and moisture in buildings on human health
2. Methods to prevent microbial growth.
3. Health-related and aesthetic water quality thresholds.

4. Causes and effects of excess moisture in buildings.
5. Strategies for hygiene support.

Skill in:

1. Analyzing the water quality results from on-site and laboratory testing to inform decision-making.
 2. Recommending treatment methods for water quality improvement.
 3. Promoting proper hydration and access to drinking water that meets water quality thresholds.
 4. Recommending protocols for water quality monitoring.
 5. Assessing building design strategies and operational procedures intended for effective moisture management.
 6. Assessing building design and operational procedures for bathroom accommodations, hand washing stations, and hygiene amenities.
 7. Assessing compliance with water safety and management plans.
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Domain 3: Nourishment

Knowledge of:

1. The impact of nourishment and food sourcing on human health.
2. Strategies for encouraging healthy and mindful eating habits.
3. Supportive amenities for food production.
4. Dietary requirements, nutritional content and food literacy.
5. Food labeling indicating certified organic and certified sustainable foods.

Skill in:

1. Recommending strategies to increase the availability and accessibility of healthy food and beverage options.
 2. Providing guidance for the inclusion of nutritional labeling and allergy information on foods and beverages.
 3. Encouraging the selection and consumption of healthier food choices through design, advertising, messaging and policies.
 4. Recommending strategies to reduce overconsumption and promote healthy portion sizes.
 5. Recommending strategies for providing nutrition education and promoting food literacy.
 6. Recommending strategies to support mindful eating through design and operations.
 7. Assessing policies and direct actions to accommodate users' diverse dietary needs.
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Domain 4: Light

Knowledge of:

1. Effects of circadian photoentrainment.
2. Lighting guidelines for space types and activities.



3. Strategies to control glare.
4. The impacts of color rendering and flickering of artificial lights.

Skill in:

1. Recommending strategies for appropriate light exposure in indoor environments.
 2. Recommending strategies to support circadian and psychological health through artificial lighting, daylight exposure and outdoor views.
 3. Analyzing reports from daylight simulations to inform decision-making.
 4. Recommending strategies for a visually balanced and comfortable lighting environment.
 5. Recommending lighting strategies that take into account occupant preferences and needs.
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Domain 5: Movement

Knowledge of:

1. The impact of physical activity and ergonomics on human health.
2. Design-based and operational strategies to promote movement through building features.
3. Ergonomic workstations and active furnishings.
4. Factors of site selection that can promote movement and physical activity.

Skill in:

1. Recommending design strategies and amenities to support active occupants and visitors.
 2. Assisting decision-makers in shaping policies and implementing initiatives that promote physical activity and exercise.
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Domain 6: Thermal Comfort

Knowledge of:

1. The impact of thermal comfort on productivity and satisfaction.
2. Core thermal comfort parameters and their interdependencies.

Skill in:

1. Recommending strategies for enhancing thermal comfort and thermal control.
 2. Recommending ongoing monitoring of thermal comfort parameters using sensors and displays.
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Domain 7: Sound

Knowledge of:

1. The impacts of sound on human health, productivity and satisfaction.
2. Space planning, design measures and materials that manage acoustics.

3. Strategies for controlling background noises.
4. Thresholds for background noise levels and reverberation time.

Skill in:

1. Recommending strategies and target thresholds for identifying and preventing issues of acoustic disturbances.
 2. Assessing documentation of acoustic plans and acoustic zone labels.
 3. Recommending strategies to increase the level of sound isolation and speech privacy between enclosed spaces.
 4. Recommending strategies to meet reverberation time thresholds.
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Domain 8: Materials

Knowledge of:

1. The impacts of materials and environmental contamination on human health and well-being.
2. Regulations and restrictions of hazardous material ingredients.
3. Compounds and chemical classes.

Skill in:

1. Assessing product documentation to ensure compliance with material requirements.
 2. Providing guidance on implementing third-party assessments of project environment and site.
 3. Recommending strategies for creating transparency for stakeholders in material ingredients.
 4. Recommending strategies for managing hazardous waste.
 5. Providing guidance for operational practices and policies for pesticide use, cleaning products and protocols and other maintenance practices.
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Domain 9: Mind

Knowledge of:

1. Relationships between human health, psychological and social well-being.
2. Sources of stress and stress management strategies.
3. Interventions for improving the cognitive and emotional health of occupants and employees.
4. The relationship between mental and physical health.
5. Relationships between nature, well-being and productivity.
6. Health effects and interventions for addictive or abused substances.

Skill in:

1. Recommending strategies to promote mental well-being through the provision of policies, programs and trainings.
 2. Promoting integration of natural elements and patterns throughout the project.
 3. Promoting connection to culture, place, art and human delight through design.
 4. Recommending strategies to design restorative spaces and programming.
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Domain 10: Community

Knowledge of:

1. The relationship between community programs, policies and public health.
2. Emergency preparedness plans.
3. Strategies for addressing disparities and promoting diversity, inclusion and community well-being.
4. Occupant surveys and survey implementation.

Skill in:

1. Facilitating provision of education for stakeholders.
2. Coordinating the creation of a health-oriented project mission.
3. Facilitating a collaborative project process.
4. Coordinating with the design team to integrate universal design principles.
5. Assessing compliance of health benefits, policies and services with WELL feature requirements.



Domain 11: WELL Certification & WELL Portfolio

A. WELL Certification

Knowledge of:

1. The registration process for WELL Certification.
2. Eligibility criteria, timelines, and processes for certification and performance verification.
3. Roles and responsibilities of project team members, a WELL AP, a WELL project administrator, owners, and the WELL coaching support team.
4. WELL Building Standard v2 scoring levels and point thresholds.
5. Alternative adherence paths (AAP) and equivalencies.
6. Precertification and recertification process.
7. Synergies and/or tradeoffs between building measures and features.
8. Available pathways for award of innovation.

Skill in:

1. Managing the documentation process including submissions using the WELL digital platform.
2. Coordinating the certification process with project stakeholders.
3. Managing post-certification requirements.
4. Recommending curative actions in response to non-passing performance verification results.
5. Assessing project compliance with WELL features' applicability and scoring thresholds.

B. WELL Portfolio

Knowledge of:

1. WELL Portfolio scope and eligibility requirements.
2. WELL Portfolio scales of documentation and review process.
3. Factors that influence the WELL Portfolio score.



3

WELL AP Embedded Content

All embedded content retrieved from WELL v2 (Q4 2020), unless otherwise stated.

WELL v2 Concepts and Features

Retrieved from <https://v2.wellcertified.com/wellv2-2/en/concepts>

Content exclusions: Beta features; Feature intents; Precondition/Optimization designation.

| AIR | |
|-------|--------------------------------------|
| A01 | Air Quality |
| A02 | Smoke-Free Environment |
| A03 | Ventilation Design |
| A04 | Construction Pollution Management |
| A05 | Enhanced Air Quality |
| A06 | Enhanced Ventilation Design |
| A07 | Operable Windows |
| A08 | Air Quality Monitoring and Awareness |
| A09 | Pollution Infiltration Management |
| A10 | Combustion Minimization |
| A11 | Source Separation |
| A12 | Air Filtration |
| A13 | Enhanced Supply Air |
| A14 | Microbe and Mold Control |
| WATER | |
| W01 | Water Quality Indicators |
| W02 | Drinking Water Quality |
| W03 | Basic Water Management |

| W04 | Enhanced Water Quality |
|-------------|-----------------------------------|
| W05 | Drinking Water Quality Management |
| W06 | Drinking Water Promotion |
| W07 | Moisture Management |
| W08 | Hygiene Support |
| NOURISHMENT | |
| N01 | Fruits and Vegetables |
| N02 | Nutritional Transparency |
| N03 | Refined Ingredients |
| N04 | Food Advertising |
| N05 | Artificial Ingredients |
| N06 | Portion Sizes |
| N07 | Nutrition Education |
| N08 | Mindful Eating |
| N09 | Special Diets |
| N10 | Food Preparation |
| N11 | Responsible Food Sourcing |
| N12 | Food Production |
| N13 | Local Food Environment |

| LIGHT | |
|-----------------|--|
| L01 | Light Exposure |
| L02 | Visual Lighting Design |
| L03 | Circadian Lighting Design |
| L04 | Electric Light Glare Control |
| L05 | Daylight Design Strategies |
| L06 | Daylight Simulation |
| L07 | Visual Balance |
| L08 | Electric Light Quality |
| L09 | Occupant Lighting Control |
| MOVEMENT | |
| V01 | Active Buildings and Communities |
| V02 | Ergonomic Workstation Design |
| V03 | Circulation Network |
| V04 | Facilities for Active Occupants |
| V05 | Site Planning and Selection |
| V06 | Physical Activity Opportunities |
| V07 | Active Furnishings |
| V08 | Physical Activity Spaces and Equipment |
| V09 | Physical Activity Promotion |
| V10 | Self-Monitoring |
| THERMAL COMFORT | |
| T01 | Thermal Performance |
| T02 | Verified Thermal Comfort |
| T03 | Thermal Zoning |
| T04 | Individual Thermal Control |
| T05 | Radiant Thermal Comfort |
| T06 | Thermal Comfort Monitoring |
| T07 | Humidity Control |

| SOUND | |
|-----------|---|
| S01 | Sound Mapping |
| S02 | Maximum Noise Levels |
| S03 | Sound Barriers |
| S04 | Reverberation Time |
| S05 | Sound Reducing Surfaces |
| S06 | Minimum Background Sound |
| MATERIALS | |
| X01 | Material Restrictions |
| X02 | Interior Hazardous Materials Management |
| X03 | CCA and Lead Management |
| X04 | Site Remediation |
| X05 | Enhanced Material Restrictions |
| X06 | VOC Restrictions |
| X07 | Materials Transparency |
| X08 | Materials Optimization |
| X09 | Waste Management |
| X10 | Pest Management and Pesticide Use |
| X11 | Cleaning Products and Protocols |
| MIND | |
| M01 | Mental Health Promotion |
| M02 | Nature and Place |
| M03 | Mental Health Services |
| M04 | Mental Health Education |
| M05 | Stress Management |
| M06 | Restorative Opportunities |
| M07 | Restorative Spaces |
| M08 | Restorative Programming |
| M09 | Enhanced Access to Nature |
| M10 | Tobacco Cessation |
| M11 | Substance Use Services |

| COMMUNITY | |
|-----------|--|
| C01 | Health and Wellness Promotion |
| C02 | Integrative Design |
| C03 | Emergency Preparedness |
| C04 | Occupant Survey |
| C05 | Enhanced Occupant Survey |
| C06 | Health Services and Benefits |
| C07 | Enhanced Health and Wellness Promotion |
| C08 | New Parent Support |
| C09 | New Mother Support |
| C10 | Family Support |

| C11 | Civic Engagement |
|------------|--|
| C12 | Diversity and Inclusion |
| C13 | Accessibility and Universal Design |
| C14 | Emergency Resources |
| INNOVATION | |
| I01 | Innovate WELL |
| I02 | WELL Accredited Professional (WELL AP) |
| I03 | Experience WELL Certification |
| I04 | Gateways to Wellness |
| I05 | Green Building Rating Systems |

Scoring and Certification Levels (p.5):

Projects must achieve all preconditions in addition to a certain number of points towards different levels of WELL Certification:

| Total points achieved | WELL Certification | | WELL Core Certification | |
|-----------------------|----------------------------|------------------------|-----------------------------|------------------------|
| | Minimum points per concept | Level of certification | Minimum points per concepts | Level of certification |
| 40 pts | 0 | WELL Bronze | 0 | WELL Core Bronze |
| 50 pts | 1 | WELL Silver | 0 | WELL Core Silver |
| 60 pts | 2 | WELL Gold | 0 | WELL Core Gold |
| 80 pts | 3 | WELL Platinum | 0 | WELL Core Platinum |

Projects may pursue **no more than 12 points per concept** and **no more than 100 points total** across the ten concepts.

Projects can also pursue **an additional ten points** in the Innovation concept. A project may seek additional points in concepts where the project has already reached the **12-point maximum** by submitting features or parts not already pursued within those concepts as innovations for Feature I01. These submissions are worth one point per part regardless of the listed point value of that part.

Table displaying thresholds which appear in A01: Parts 1-4 (p.12-14) and W02: Parts 1-2 (p.50-51)

Content exclusions: Notes, including Certification notes; Verification methods; Option titles/descriptors; WELL Core Guidance.

Please note, Part 5 of Feature A01 is not featured in this table.

| Thresholds that appear as part of A01: Parts 1 - 4 | |
|--|--|
| Part 1. Meet Thresholds for Particulate Matter | |
| For All Spaces except Commercial Kitchen Spaces & Industrial | For Commercial Kitchen Spaces & Industrial |
| Option 1. The following thresholds are met in occupiable spaces: <ol style="list-style-type: none"> PM_{2.5}: 15 µg/m³ or lower. PM₁₀: 50 µg/m³ or lower. | Option 1. The following threshold is met: <ol style="list-style-type: none"> PM_{2.5}: 35 µg/m³ or lower. |
| Option 2. For projects where the annual average outdoor PM _{2.5} level is 35 µg/m ³ or higher, the following thresholds are met: <ol style="list-style-type: none"> PM_{2.5}: 25 µg/m³ or lower. PM₁₀: 50 µg/m³ or lower. | Option 2. For projects where the annual average ambient PM _{2.5} level is 35 µg/m ³ or higher, the following thresholds are met: <ol style="list-style-type: none"> PM_{2.5} equal to 30% of the 24- or 48-hour average of outdoor levels on the day(s) of performance testing. PM₁₀ equal to 30% of the 24- or 48-hour average of outdoor levels on the day(s) of performance testing. |
| Option 3. For projects where the annual average outdoor PM _{2.5} level is 35 µg/m ³ or higher, the following thresholds are met: <ol style="list-style-type: none"> PM_{2.5} less than or equal to 30% of the 24- or 48-hour average of outdoor levels on the day(s) of performance testing. PM₁₀ less than or equal to 30% of the 24- or 48-hour average of outdoor levels on the day(s) of performance testing. | |
| Part 2. Meet Thresholds for Organic Gases | |
| Option 1. The following thresholds are met in occupiable spaces: <ol style="list-style-type: none"> Benzene (CAS 71-43-2): 10 µg/m³ or lower. Formaldehyde (CAS 50-00-0): 50 µg/m³ or lower. Toluene (CAS 108-88-3): 300 µg/m³ or lower. | |
| Option 2. The following requirements are met: <ol style="list-style-type: none"> Sensors to measure total VOC at least once per hour (with accuracy 20 µg/m³ + 20% of reading at values between 150 and 2000 µg/m³) are installed with a density of at least one per every 3,500 ft². Data covering at least the previous one month demonstrate total VOC levels of 500 µg/m³ or lower for at least 90% of regularly occupied hours for all sensors. | |
| Part 3. Meet Thresholds for Inorganic Gases | |
| For All Spaces except Commercial Kitchen Spaces & Industrial | For Commercial Kitchen Spaces & Industrial |
| The following thresholds are met in occupiable spaces: <ol style="list-style-type: none"> Carbon monoxide: 10 mg/m³ [9 ppm] or lower. Ozone: 100 µg/m³ [51 ppb] or lower. | The following thresholds are met: <ol style="list-style-type: none"> Carbon monoxide: 34 mg/m³ [30 ppm] or lower. Ozone: 100 µg/m³ [51 ppb] or lower. |
| Part 4. Meet Thresholds for Radon | |
| For regularly occupied spaces at or below grade, one of the following requirements is met: <ol style="list-style-type: none"> The radon is 0.15 Bq/L [4 pCi/L] or lower, as tested by a professional demonstrated not to have a conflict of interest with the WELL project. One test is conducted per 25,000 ft² of regularly occupied space at or below grade. All regularly occupied spaces at or below grade meet Feature A03, Part 1, Option 1. | |

Thresholds that appear as part of W02: Parts 1-2

Part 1. Meet Chemical Thresholds

The following requirements are met:

- a. The project provides at least one drinking water dispenser, plus one drinking water dispenser per dwelling unit.
- b. All drinking water dispensers provide water that meets the following parameters:
 1. Arsenic ≤ 0.01 mg/L.
 2. Cadmium ≤ 0.003 mg/L.
 3. Chromium (total) ≤ 0.05 mg/L.
 4. Copper ≤ 2 mg/L.
 5. Fluoride ≤ 1.5 mg/L.
 6. Lead ≤ 0.01 mg/L.
 7. Mercury (total) ≤ 0.006 mg/L.
 8. Nickel ≤ 0.07 mg/L.
 9. Nitrate ≤ 50 mg/L as Nitrate (11 mg/L as Nitrogen).
 10. Nitrite ≤ 3 mg/L as Nitrite (0.9 mg/L as Nitrogen).
 11. Total chlorine ≤ 5 mg/L.
- c. All drinking water dispensers provide water that meets the following parameters:
 1. Residual (free) chlorine does not exceed 4 mg/L.
 2. The concentration of total trihalomethanes (TTHM, sum of dibromochloromethane, bromodichloromethane, chloroform and bromoform) is 0.08 mg/L or less.
 3. The concentration of haloacetic acids (HAA5, sum of chloroacetic, dichloroacetic, trichloroacetic, bromoacetic and dibromoacetic acids) is 0.06 mg/L or less.

Part 2. Meet Thresholds for Organics and Pesticides

Option 1.

The following requirements are met:

- a. A municipal water quality report issued not more than one year before project registration covers at least two of the pesticides below. All reported pesticides comply with the following thresholds:
 1. Aldrin and Dieldrin (combined): 0.00003 mg/L or less.
 2. Atrazine: 0.1 mg/L or less.
 3. Carbofuran: 0.007 mg/L or less.
 4. Chlordane: 0.0002 mg/L or less.
 5. 2,4-Dichlorophenoxyacetic acid (2,4-D): 0.03 mg/L or less.
 6. Dichlorodiphenyltrichloroethane (DDT) and metabolites: 0.001 mg/L or less.
 7. Lindane: 0.002 mg/L or less.
 8. Pentachlorophenol (PCP): 0.009 mg/L or less.
- b. A municipal water quality report issued not more than one year before project registration contains concentrations of at least three of the organic contaminants below. All reported organic contaminants comply with the following thresholds:
 1. Benzene: 0.01 mg/L.
 2. Benzo[a]pyrene: 0.0007 mg/L.
 3. Carbon tetrachloride: 0.004 mg/L.
 4. 1,2-Dichloroethane: 0.03 mg/L.
 5. Tetrachloroethene (Tetrachloroethylene): 0.04 mg/L.
 6. Toluene: 0.7 mg/L.
 7. Trichloroethene: 0.02 mg/L.
 8. 2,4,6-Trichlorophenol: 0.2 mg/L.
 9. Vinyl Chloride: 0.0003 mg/L.
 10. Xylenes (o-, m- and p-): 0.5 mg/L.

Option 2.

The following requirements are met:

- a. All drinking water dispensers provide water that meets thresholds for at least two pesticides and three organic contaminants listed under 'Drinking Water Quality Report'.
- b. Water is tested by a professional demonstrated not to have a conflict of interest with the WELL project.

Filtration levels table in A12: Part 1 (p.39)

| Annual Average Outdoor PM _{2.5} Threshold | Minimum Air Filtration Level (PM _{2.5} removal) |
|--|--|
| 23 µg/m ³ or less | ≥80% (e.g., MERV 12 or M6) |
| 24–39 µg/m ³ | ≥90% (e.g., MERV 14 or F8) |
| 40 µg/m ³ or greater | ≥95% (e.g., MERV 16 or E10) |

Artificial ingredients table in N05: Part 1 (p.82-83)

| | |
|---------------|--|
| Colorings | Blue 1 (E133), Blue 2 (E132), Green 3, Orange B, Citrus Red 2, Red 3 (E127), Red 40 (E129), Yellow 5 (E102), Yellow 6 (E110), carmine, cochineal, caramel coloring |
| Sweeteners | acesulfame-potassium (acesulfame-k), advantame, aspartame, calcium saccharin, saccharin, sucralose, cyclamate, neotame, polydextrose, olestra |
| Preservatives | sodium nitrate, sodium nitrite, potassium bromate, potassium iodate, propyl gallate, BHA (butylated hydroxyanisole), BHT (butylated hydroxytoluene), TBHQ, sodium benzoate |
| Fats & Oils | BVO (brominated vegetable oil), partially hydrogenated oil |



Appendix X1 (p.245)

The following denominations for product classes apply throughout the Materials concept:

- Millwork and fixtures: Built-in cabinetry/bespoke joinery, countertops, window treatments (e.g., curtains, blinds), window films and freestanding partition panels. Beddings, pillows, artwork, rugs and appliances are not considered.
- Ceiling and wall panels, planks and tiles, acoustical treatments, gypsum boards, wall bases and wallcoverings including wallpaper.
- Electrical and electronic products: Cables, electrical boxes, tubing and conduit, fire alarms, sensors, meters, thermostats and load break switches.
- Plumbing: Potable water pipes (except sewer) and fittings.
- Flooring: Carpeting, resilient flooring (e.g., sheet, tiles) and any other natural or engineered floor covering product, including finished poured flooring.
- Furniture: Movable objects intended to support various human activities such as seating (e.g., chairs, stools, sofas), eating or working (e.g., tables, desks, workstations), and sleeping (e.g., beds). Also includes objects for holding and storage such as chests, shelves, bookcases, file cabinets and cabinetry (except custom-made or built-in), and space separations such as reconfigurable wall systems.
- Interior doors and windows, including door casings.
- Insulation: Thermal and acoustic insulation in walls and ceilings. Unless explicitly stated, this class excludes duct, tube and pipe insulation.
- Wet-applied products: Paints, adhesives, sealants, coatings and finished poured flooring.

Appendix C1 (p.354)

The following topics must be covered by the custom survey selected for Option 2: Custom Survey in Feature C04 Part 1:

1. General building and occupancy information, including job type or time spent in the building.
2. Indoor environmental quality of air, water, light, sound and thermal comfort.
3. Ergonomics, layout and aesthetics.
4. Maintenance and cleanliness.
5. Amenities: access to nature, views and nourishment options.
6. Satisfaction with how policies and amenities impact and support healthy behaviors (e.g., physical activity, healthy eating).
7. Access to and engagement with workplace wellness initiatives or offerings (e.g., physical activity incentive programs, health benefits and services).
8. Employee support policies (e.g., paid parental and family leave, flexible working arrangements).
9. Productivity and engagement through measures of hours worked or motivation.
10. Self-rated health and well-being.
11. Standard sociodemographic information (age and gender at minimum).

Table 1. Scales of Document (p.12) in WELL Portfolio Guidebook with Q4 2020 addenda

| Verification method | Scale | Subject to audit? |
|---|---------------------------|-------------------|
| Owner LOA | Shareable | No |
| Contractor LOA | | |
| Architect LOA | | |
| MEP LOA | | |
| Operations Schedule (or Operations & Policy document) | | |
| Policy Document | | |
| Annotated Map | Shareable (Guidelines) | Yes |
| Architectural Drawing | | |
| Commissioning Report | | |
| Design Specifications | | |
| Educational Materials | | |
| Mechanical Drawing | | |
| Modeling Report | | |
| On-going Maintenance Report | | |
| Photographs | | |
| Professional Narrative | | |
| Remediation Report | | |
| Signage and Communications Materials | | |
| Survey Materials | | |
| On-going Data Report | Individual-scale | No |
| Performance Test | | |

Note: Projects may use individual-scale documents for any feature.

