



Feature C02: Integrative Design

Part 4: Facilitate Stakeholder Orientation

WELL v2™ pilot
Q1 2020 addenda

How to use this document:

This document is intended to serve as a guide for creating the professional narrative required for Part 4: Facilitate Stakeholder Orientation of Feature C02: Integrative Design. This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The level of detail is up to the discretion of the project team, as long as all parts are sufficiently addressed.

- Part 4: A professional narrative outline and examples have been provided.

Note: The variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of WELL v2 pilot, which may vary from future versions of WELL v2.

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FEATURE C02: INTEGRATIVE DESIGN

PART 4: FACILITATE STAKEHOLDER ORIENTATION EXAMPLE PROFESSIONAL NARRATIVE

Our team has invited all stakeholders, including the owner, manager, facilities management team, architects, engineers, occupants, residents and human resources and workplace wellness staff to conduct items A-C:

- A. Tour the building as a group and make tours available to all interested occupants.
- B. Discuss how building operations, maintenance, programs and policy will support adherence to WELL.
- C. Communicate with stakeholders (including building occupants) the planned or existing operations, maintenance and policies that support adherence to WELL:
 - a. *Example: Attend a final meeting in the space that offers a tour of the building. This tour will be open to all interested occupants, and it will include a brief discussion facilitated by WELL Administration Staff outlining the programs and policies that the project will implement in order to adhere to the WELL Building Standard. The second half of the presentation will communicate to stakeholders and building occupants the steps with which the project has planned to uphold the existing operations, maintenance and policies that support the project's adherence to WELL such as <<INSERT PLANNED OR EXISTING OPERATIONS, MAINTENANCE, AND POLICIES THAT SUPPORT ADHERENCE TO WELL>>*
 - b. *Example: Tour the building as a group and send an email to stakeholders and building occupants outlining the steps with which the project plans to uphold the existing operations, maintenance and policies that support the project's adherence to WELL such as <<INSERT PLANNED OR EXISTING OPERATIONS, MAINTENANCE, AND POLICIES THAT SUPPORT ADHERENCE TO WELL>>. Offer three tours available to all interested occupants in the two weeks preceding, and one week following, occupancy in the space.*