

# Feature 06: Microbe and Mold Control

## Part 1: Cooling Coil Mold Reduction

WELL Building Standard™ (WELL)™  
WELL v1 with the Q1 2020 addenda

How to use this document:

This document is a guide for creating documentation for Part 1: Microbe and Mold Reduction Feature 06: Microbe and Mold Control. Projects can meet the feature requirements by pursuing either part 1a or part 1b, and they should indicate the chosen pathway in their documentation submission. This document is meant to demonstrate an acceptable degree of detail for documentation submission. Ultimately, the level of detail provided by teams when creating documentation is up to their discretion.

- Part 1a: MEP drawing instructions have been provided.
- Part 1b: An example operations schedule has been provided in tandem with policy text or language in a template letter format. The operations schedule should be accompanied by policy language in order to meet verification requirements. This letter is one example of an acceptable format. Alternatively, a policy document may be submitted. Note: the variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of the WELL Building Standard, which may vary from previous or future versions of WELL.

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## FEATURE 06: MICROBE AND MOLD CONTROL

### PART 1A: COOLING COIL MOLD REDUCTION MEP DRAWINGS INSTRUCTIONS

1. On a mechanical floor plan, clearly identify all cooling coils and drain pans of the mechanical system supplies (ex. highlight, point, circle). Additionally, clearly identify the ultraviolet lamps employed at each cooling coil and drain pan.
2. On the drawing, list the lamps' manufacturer, model and generated wavelength in nanometers.
3. Lastly, demonstrate that the team has modeled the irradiance of the lamps reaching the cooling coils and drain pan including plenum corners. This can be demonstrated through a MEP Drawing.

### PART 1B: COOLING COIL MOLD REDUCTION EXAMPLE OPERATIONS SCHEDULE

**To:** GBCI WELL Assessor  
**From:** <<PROJECT TEAM MEMBER>>  
**Re:** <<PROJECT NAME>>, WELL Building Certification for <<INSERT PROJECT  
TYPOLOGY>>  
Feature 06, part 1b – Operations Schedule  
**Date:** <<DATE>>

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To Whom It May Concern:

<<EXPLANATION OF AUTHOR'S RESPONSIBILITY ON PROJECT>> I am writing to confirm that the following language has been incorporated into the facility maintenance policies and operations schedules for the project. It has also been communicated to all members of the maintenance and operations teams.

#### **Microbe and Mold Control Policy**

Mechanical cooling systems must meet be maintained according to the following protocol:

1. On the 5<sup>th</sup> of January, 5<sup>th</sup> of April, 5<sup>th</sup> of July and 5<sup>th</sup> of October, the cooling coils are inspected for mold growth by a member of the facility operations team.
2. This employee must record the date and time of inspection on facility cleaning logs (excerpt provided below) within facility maintenance dashboard of <<INSERT COMPANY NAME>> intranet software.
3. This employee must also capture a photo of each cooling coil and store the image within the facility maintenance dashboard of <<INSERT COMPANY NAME>> intranet software under the name "Coil#X\_ <<MONTH\_YEAR>>."

4. Any signs of discoloration, water damage or pooling must be reported immediately to <<INSERT NAME>> at <<555-555-5555>>, who will conduct a thorough cleaning within 24 hours.
5. On January 5<sup>th</sup> of each year, these photos are consolidated into a single PDF, titled “Mold Inspections YEAR” and uploaded to WELL Online.

Sincerely,

<<SIGNATURE>>

Facility Operations Team – Cooling Coil Inspections

Date	Location	Signs of Mold	Inspection Notes	Link to Dropbox Photos	Team member
10/5/2017	Lobby	No.		“Coil#1_OCT_2017.”	<< Name >>
10/5/2017	Floor 1	No.		“Coil#2_OCT_2017.”	<< Name >>
10/5/2017	Floor 2	Yes.	Signs of water damage reported to <<INSERT NAME>>, cleaning scheduled for 10/6/2017 at 8 am.	“Coil#3_OCT_2017.”	<< Name >>
10/5/2017	Floor 3	No.		“Coil#4_OCT_Y2017.”	<< Name >>
1/5/2018	Lobby	No.		“Coil#1_JAN_2018.”	<< Name >>
1/5/2018	Floor 1	No.		“Coil#2_JAN_2018.”	<< Name >>
1/5/2018	Floor 2	No.		“Coil#3_JAN_2018.”	<< Name >>
1/5/2018	Floor 3	No.		“Coil#4_JAN_2018.”	<< Name >>
4/5/2018	Lobby				
4/5/2018	Floor 1				
4/5/2018	Floor 2				
4/5/2018	Floor 3				
7/5/18	Lobby				
7/5/18	Floor 1				
7/5/18	Floor 2				
7/5/18	Floor 3				

10/5/2018	Lobby				
10/5/2018	Floor 1				
10/5/2018	Floor 2				
10/5/2018	Floor 3				