

Feature 85: Integrative Design

Part 1: Stakeholder Charrette

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: Stakeholder Charrette Feature 85: Integrative Design. This document is meant to serve as an example outline for a stakeholder charrette which can be submitted as documentation along with meeting notes. This is meant to demonstrate one of many possible approaches in creating documentation for this feature. This document demonstrates an acceptable degree of detail for a documentation submission. Ultimately, the level of detail is up to the discretion of the project team, as long as each of the requirements are sufficiently addressed.

- Part 1: An example stakeholder charrette outline has been included. The section for stakeholder charrette meeting notes is represented by a placeholder, which should be completed and submitted to meet documentation requirements. The WELL Reviewer will also be checking for the date of the meeting, as well as a list of attendees.

The text is updated to the Q1 2020 version of the WELL Building Standard, which may vary from previous or future versions of WELL. Note, a professional narrative is the verification method required for Feature 85, Part 1 by the WELL Building Standard v1 Q2 in 2018. Project teams who registered under a prior version of the WELL Building Standard v1 may utilize a policy document to meet the feature requirements.

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FEATURE 85: INTEGRATIVE DESIGN

PART 1: STAKEHOLDER CHARRETTE CHARRETTE AGENDA

SECTION 1 – INTRODUCTION

Introductions

- Presenter and attendee introductions
- Ice breaker game (TBD; how do you incorporate wellness in your life?)

Presentation: Why Health in the Built Environment?

Engagement Activity One: Big Picture Health & Wellness Goal Setting

- Complete brainstorming exercise to help participants think about and discuss what they see as important health and wellness goals for the project.
- Conduct values assessment to align the project with overall wellness goals, including the needs of occupants.
- Consider building site selection, taking into account public transportation.

Presentation: Introduction to The WELL Building Standard Presentation

----- BREAK - 10 min -----

SECTION 2 – PROJECT IMPACT AND VALUE

Engagement Activity Two, Part One: Feature Review- Air, Water, Nourishment

- Interactive group discussion to discuss the requirements and the intents for the WELL air, water and nourishment concept.

Engagement Activity Two, Part Two: Feature Review- Light, Fitness, Comfort, Mind

- Interactive group discussion to discuss the requirements and the intents for the WELL light, fitness, comfort and mind concept.

----- Midday Break -----

SECTION 3 – WELL CHECKLIST REVIEW

Review checklist with Architect

- Review design feature requirements with architect.

Review checklist with Engineer

- Review MEP feature requirements with engineer.

Review checklist with Owner & Contractor

- Review construction and policy requirements with project owner and contractor.
- Review operations and maintenance plans with facility managers.

SECTION 4 – WELL VISIONING

Engagement Activity Three: Discover WELL impact

- Brainstorming exercise to help participants discuss and determine the impacts the WELL program would have in their project and organization (including plans for implementation of analyses and decisions).

Presentation: The WELL Process & Project Timeline

Presentation: Next Steps to Incorporate WELL

Wrap Up: Open Discussion and Q&A

- Set future meetings and discuss strategy for incorporating future team members who are engaged after the charrette.
- Discuss how all stakeholders will be oriented to the new space as a group once complete, including how building operations will support adherence to WELL over time.

----- MEETING NOTES -----

[INSERT MEETING DATE]

[INSERT MEETING ATTENDEES.]

Owner: _____

Architect: _____

Contractor: _____

Engineer: _____

Other Potential Attendees

Acoustician: _____

Cleaning Vendor: _____

Facilities Manager: _____

Human Resources Representative: _____

Interior Designer: _____

Lighting Consultant: _____

[INSERT MEETING NOTES / PROFESSIONAL NARRATIVE]