

PM5 Operable Windows – 1: Outdoor air measurement

Professional Narrative

WELL Performance Rating™, Q4 2022 Addenda







WHAT IS THIS DOCUMENT:

This document is intended to serve as a guide on how to create a **professional narrative** to **evaluate the experience and self-reported health and well-being of building users through occupant surveys**.

This document and similar tools are intended to assist projects in their pursuit of the WELL Performance Rating™ 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 Q4 2022 addenda of the WELL Performance Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

HOW TO USE THIS DOCUMENT:

- ☐  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL Performance Rating™ digital standard](#) for the exact language on your project’s space types.
- ☐  Refer to the [below example document](#) to get an idea of how to set up your documentation.
- ☐  Create a professional narrative by thoroughly explaining how your project addresses each WELL requirements.
- ☐  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type
- ☐  Review the document you’ve created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
- ☐  Upload the document to the checklist in the WELL digital platform, after you’ve confirmed that the document fully and clearly addresses all the necessary WELL requirements.



FEATURE REQUIREMENTS:

For All Spaces

The following requirement is met:

- a. Outdoor levels of PM_{2.5}, temperature and humidity are monitored at intervals of at least once per hour, based on a data-gathering station located within 2.5 mi of the building. This monitoring system may be operated by the project or by another entity (e.g., a government).*

WELL Core Guidance:

Meet these requirements in the whole building.



The below sample documentation is intended to provide guidance in creating a professional narrative. It is not a template. You may note included components that are not required to demonstrate compliance with this feature.



Example for PM5 Operable Windows – 1: Outdoor air measurement

Connection to the outdoor environment is of particular interest for [ORGANIZATION NAME] at [PROJECT NAME]. One way that we facilitate this connection is by providing easy access to operable windows in the majority of [PROJECT NAME]'s regularly occupied spaces. We also encourage our employees to open windows for fresh air when the outdoor air quality permits.

In order to determine that the outdoor air quality is sufficient for use of the operable windows, [PROJECT NAME] utilizes rooftop sensors that measure the following parameters: outdoor levels of PM_{2.5}, dry-bulb temperature, and humidity. These parameters are measured every half hour. The sensors are connected to the building management system at [PROJECT NAME] and an indicator light next to each bay of windows indicates when the conditions are suitable for opening windows. The indicator light is green when conditions are suitable and red when the conditions are not suitable.

Conditions are considered suitable when the following requirements are met:

- PM_{2.5}: is 15 µg/m³ or lower
- Dry-bulb temperature: is within 15°F [8°C] of indoor air temperature setpoint (setpoint is 68°F)
- Relative Humidity: is 65% or lower

In addition to the indicator light next to each bay of windows, we have placed signs that explain how the indicator light system works for our employees to reference.

Below are images of select indicator lights:

[insert images]

TIPS FOR MULTIPLE LOCATIONS

- Organizations pursuing the WELL Performance Rating for multiple locations should indicate which locations are pursuing this feature, and then submit the specific details for the locations selected for an audit.