

SA4 - Monitor Air and Water Quality

On-going Data Report

WELL Health-Safety Rating™ Q1-Q2 2024

WHAT IS THIS DOCUMENT:







This document is intended to serve as guidance for how to create an **ongoing data report** to document this feature. Note that ongoing data reports are submitted to WELL Online per the scheduled listed in part requirements and are not submitted for initial certification.

This document is meant to be a resource for annual WELL Health-Safety Rating renewal.


This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q1 - Q2 2024 addenda of the WELL Health-Safety 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 Health-Safety 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.
- ☐  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
- ☐  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font
 - f. check out the [WELL Documentation Annotation Guide](#) for more
- ☐  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 scorecard in the WELL digital platform, after you've confirmed that the document fully and clearly addresses all the necessary WELL requirements.



Feature Part Requirements

For All Spaces Except Dwelling Units

1. Monitor Air Parameters

The following pollutants are monitored in occupiable spaces (with a quantity and location of sampling points complying with the requirements outlined in the Performance Verification Guidebook) at intervals no longer than once per year, and results are submitted annually through the WELL digital platform:

- a. Ozone.
- b. Carbon Monoxide.
- c. $PM_{2.5}$ and/or PM_{10} .
- d. Total VOCs and/or Formaldehyde.

AND

2. Assess Chemical and Biological Water Quality

The following drinking water parameters are sampled in occupiable spaces at intervals of no less than once per year and results are submitted annually through the WELL digital platform. Tests are required at 5% of drinking water fixtures, up to a maximum of four tests:

- a. Turbidity.
- b. pH.
- c. Residual (free) chlorine.
- d. Total coliforms, only if residual chlorine is below detection limits.



The below sample documentation is intended to provide guidance on best practices for creating an ongoing data report. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Ongoing Data Report

The following tables are completed annually by the facilities team led by *[name, title]* and uploaded to the WELL Online digital platform. They are also posted in the company's internal shared drive, in the *[folder name]* folder. All testing is done in regularly occupied spaces (areas inside the project where a person normally spends at least one continuous hour or cumulatively at least two hours per day.) Each parameter is tested at least once per year.

The project is an *[X]* square foot *[X]*-story office with open office, private offices, a lobby, four bathrooms, a pantry and breakroom. The locations and number of testing points are based on guidance from the WELL [Performance Verification Guidebook](#). Guideline values have been added to allow staff to understand if results of testing indicate a need for further action.

Air Parameters

PM2.5 (4 sample points required)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: Floor 1 – Open Office		Ex: 8	Ex: <15	µg/m3	
Ex: Floor 1 - Breakroom		Ex: 15	Ex: <15	µg/m3	Ex: PM2.5 levels are higher in this location than in the remainder of the project, and at the threshold recommended by WELL v2 A01. The facilities team will investigate the source of the higher PM2.5 levels in the space.
Ex: Floor 2 – Open Office North		Ex: 9	Ex: <15	µg/m3	
Ex: Floor 2 – Open Office South		Ex: 8	Ex: <15	µg/m3	

*Guideline values are taken from [WELL v2 A01 Fundamental Air Quality](#).

PM10 (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: Floor 1 – Open Office		Ex: 23	Ex: <50	µg/m3	
Ex: Floor 1 - Breakroom		Ex: 41	Ex: <50	µg/m3	Ex: PM10 levels are higher in this location than in the remainder of the project. The facilities team will investigate the source of the higher PM10 levels in the space.
Ex: Floor 2 – Open Office North		Ex: 12	Ex: <50	µg/m3	
Ex: Floor 2 – Open Office South		Ex: 15	Ex: <50	µg/m3	

*Guideline values are taken from [WELL v2 A01 Fundamental Air Quality](#).

Total VOCs (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 346</i>	<i>Ex: <500</i>	<i>µg/m3</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 232</i>	<i>Ex: <500</i>	<i>µg/m3</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 278</i>	<i>Ex: <500</i>	<i>µg/m3</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 275</i>	<i>Ex: <500</i>	<i>µg/m3</i>	

*Guideline values are taken from WELL v1 01: Air Quality Standards.

Formaldehyde (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 7</i>	<i>Ex: <27</i>	<i>ppb</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 18</i>	<i>Ex: <27</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 5</i>	<i>Ex: <27</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 35</i>	<i>Ex: <27</i>	<i>ppb</i>	<i>Ex: The formaldehyde levels exceed the guideline value. The facilities team believes the cause of the higher levels may be the new doors that were recently installed near the test location. The operations team is doing further research into replacement doors constructed either of metal, glass or wood that is certified as free of formaldehyde.</i>

*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

Ozone (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
<i>Ex: Floor 1 – Open Office</i>		<i>Ex: 14</i>	<i>Ex: <51</i>	<i>ppb</i>	
<i>Ex: Floor 1 - Breakroom</i>		<i>Ex: 21</i>	<i>Ex: <51</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office North</i>		<i>Ex: 12</i>	<i>Ex: <51</i>	<i>ppb</i>	
<i>Ex: Floor 2 – Open Office South</i>		<i>Ex: 19</i>	<i>Ex: <51</i>	<i>ppb</i>	

*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

Carbon Monoxide (4 sample points required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: Floor 1 – Open Office		Ex: <0.1	Ex: <9	ppm	
Ex: Floor 1 - Breakroom		Ex: 0.2	Ex: <9	ppm	
Ex: Floor 2 – Open Office North		Ex: <0.1	Ex: <9	ppm	
Ex: Floor 2 – Open Office South		Ex: <0.1	Ex: <9	ppm	

*Guideline values are taken from WELL v2 A01 Fundamental Air Quality.

Chemical and Biological Water Quality Parameters

It is optional for water testing to follow testing guidance given in the WELL Performance Verification Guidebook. [Project] has chosen to follow the guidance to calculate the number of required testing locations:

1. Drinking water fixtures: [X] total (5% rounded up = [X] tested fixtures)
2. Handwashing fixtures: [X] total (5% rounded up = [X] tested fixtures)
3. Showers / bath fixtures: [X] total (5% rounded up = [X] tested fixtures)
4. Fixtures for cooking purposes: [X] total (5% rounded up = [X] tested fixtures)

Turbidity (3 sample points, 3 samples taken at each location)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Sample 1: 0.56 Sample 2: 0.58 Sample 3: 0.61	Ex: <=1	NTU	
Ex: Mens bathroom faucet Rm113		Sample 1: 0.62 Sample 2: 0.60 Sample 3: 0.64	Ex: <=1	NTU	
Ex: Womens bathroom faucet Rm214		Sample 1: 0.54 Sample 2: 0.58 Sample 3: 0.62	Ex: <=1	NTU	

*Guideline values are taken from WELL v2 W01 Fundamental Water Quality.

pH (3 sample points, 1 sample taken at each location)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Ex: 7.2	6.5-8.5	pH	
Ex: Mens bathroom faucet Rm113		Ex: 7.3	6.5-8.5	pH	
Ex: Womens bathroom faucet Rm214		Ex: 7.0	6.5-8.5	pH	

*Guideline values are based off of water treatment equipment manufacturer recommendations. Values outside of this range may adversely affect the treatment system and even cause pipe corrosion. If values are outside of the range, the facilities team will perform an analysis to determine the cause of the pH variation and adjust the system accordingly.

Residual (Free) Chlorine (3 sample points, 3 samples taken at each location)

Location	Date Measured	Results	Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet		Ex: Sample 1: 0.9 Sample 2: 0.8 Sample 3: 0.9	Ex: 0.2-2.0	mg/L	Free chlorine was not detected, and as a consequence, the water was tested for coliforms and the fixture flushed
Ex: Mens bathroom faucet Rm113		Ex: Sample 1: 0.7 Sample 2: 0.8 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	
Ex: Womens bathroom faucet Rm214		Ex: Sample 1: 0.8 Sample 2: 0.9 Sample 3: 0.8	Ex: 0.2-2.0	mg/L	

*Guideline values are taken from guidance from the national health organization the [US CDC on Free Chlorine Testing](#) (the team selected this guideline to follow).

Total Coliforms (3 sample points, 1 sample taken per location if required)

Location	Date Measured	Results	WELL Guideline Value*	Units	Notes
Ex: 2 nd floor pantry drinking water faucet	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed because residual (free) chlorine was detected.
Ex: Mens bathroom faucet Rm113	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.
Ex: Womens bathroom faucet Rm214	Ex: NA	Ex: NA	Ex: 0	CFU / 100 mL	Test not performed (NA) because residual (free) chlorine was detected.

*Guideline values are taken from WELL v2 [W01 Fundamental Water Quality](#).

TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL at scale, on-going data reports must be submitted for each project pursuing this feature part; they are not considered shareable.