

# SS2 - Share Food Inspection Information

## Letter of Assurance

WELL Health-Safety Rating™ Q1-Q2 2024

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### WHAT IS THIS DOCUMENT:






This document is intended to serve as guidance for **on-site photographs** to document this feature.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project areas.

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**

*All food service establishments within project boundary have at least one of the following prominently displayed on-premises and clearly visible to customers entering the establishment:*

- a. *Publicly available food hygiene or sanitary inspection report by the local health department or other third-party inspection agency.*
- b. *Scoring or letter grading system issued by the local health department or other third-party inspection agency.*

*Note: This feature is a beta strategy and has an additional documentation requirement (beta feature feedback form). The feedback form supports IWBI in developing new features that are effective and applicable to projects around the world.*



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

## EXAMPLE DOCUMENT

### PHOTOGRAPHIC GUIDANCE

When taking photographs to document this feature, follow the best management practices listed below:

#### General Recommendations

1. Ensure that photographs are taken in good light and focus so that WELL-relevant details are clearly legible.
2. Timestamp and geotag the photographs.
  - a. If using a smart phone to take photographs, there are free apps that allow geotagging. Search “GPS Map Camera” in the app store and options will appear.
3. Consider annotating photographs if WELL-relevant details may not be immediately obvious to the reviewer.

#### Feature Specific Recommendations:

1. Inventory the food service establishments in the project and the main customer entrances for each establishment.
  - a. Ensure that signage meeting feature requirements is installed at each food establishment entrance.
2. Take a close-up photograph of one of the signs so that the reviewer can confirm:
  - a. If pursuing requirement a: The grading system used and the local health department or other third-party inspection agency who issues the grades.
  - b. If pursuing requirement b: The food hygiene or sanitary inspection report and the local health department or other third-party inspection agency who issued it.
3. Take photographs at each food establishment entrance demonstrating that signage is clearly visible to customers using that entrance.
  - a. Label each photograph with its location in the project (e.g. north entrance to [Name] restaurant on [X] floor).

#### Example photographs:



### TIPS FOR MULTIPLE LOCATIONS

- Photographs are specific to each project location and are not considered shareable.