

L01.1 - Option 2: Interior layout

Technical Document

WELL Building Standard™ version 2 (WELL v2™)

WHAT IS THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **technical document to provide indoor light exposure through daylight and electric light strategies.**

This document is meant to demonstrate an acceptable degree of detail for:

- precertification documentation submission
- documentation submission

For precertification documentation submission:

To achieve WELL Precertification, project teams may submit intent-stage or implementation-stage documents for pursued features, or any combination of the two. An intent-stage document is typically a draft document that has not yet been implemented in the actual project, while implementation-stage documents describe final and implemented strategies. Intent and implementation-stage documents should be similar in terms of level of detail. For final WELL Certification documentation approval, all documents are required to be implementation-stage. To learn more about intent-stage vs. implementation-stage documentation, review the [precertification guide](#) in our knowledge base.

Intent-stage language is indicated in this sample document with **green text and in parentheses**. For an intent-stage architectural drawing, if the project is still in design, drawings do not have to be final. It can be submitted according to the design phase that it is in. The documentation should include adequate detail such that a WELL Reviewer will be able to confirm the document complies with all of the WELL feature part requirements.








For documentation submission:

The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual requirements have been enacted in the project boundary. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented.

This document and similar tools are intended to assist projects in their pursuit of WELL v2 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 Building Standard™ version 2 (WELL v2™). 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 v2™ 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 & Guest Rooms

Option 2: Interior layout

One of the following requirements is met:

- a. At least 30% of the regularly occupied area is within a 20 ft horizontal distance of envelope glazing.*
- b. Common spaces have unassigned seating and can accommodate at least 15% of regular occupants at any given time.
At least 70% of all seating in the spaces is within a 16 ft horizontal distance of envelope glazing.*

WELL Core Guidance:

Meet these requirements in the whole building. Projects pursuing Feature L03, Option 4 to achieve this feature are required to have access to at least 10% of leased spaces for testing (identified by the project). Projects pursuing daylighting options are required to meet the requirements in each floor or for each tenant, whichever is smaller. If finishes have not finalized, projects may use the following default surface reflectances:

Ceilings: 80%

Floors: 20%

Walls: 50%

If the layout of leased spaces is not yet known, the entire leased space is to be considered regularly occupied.



The below sample documentation is intended to provide guidance in creating an Interior Layout technical document. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.



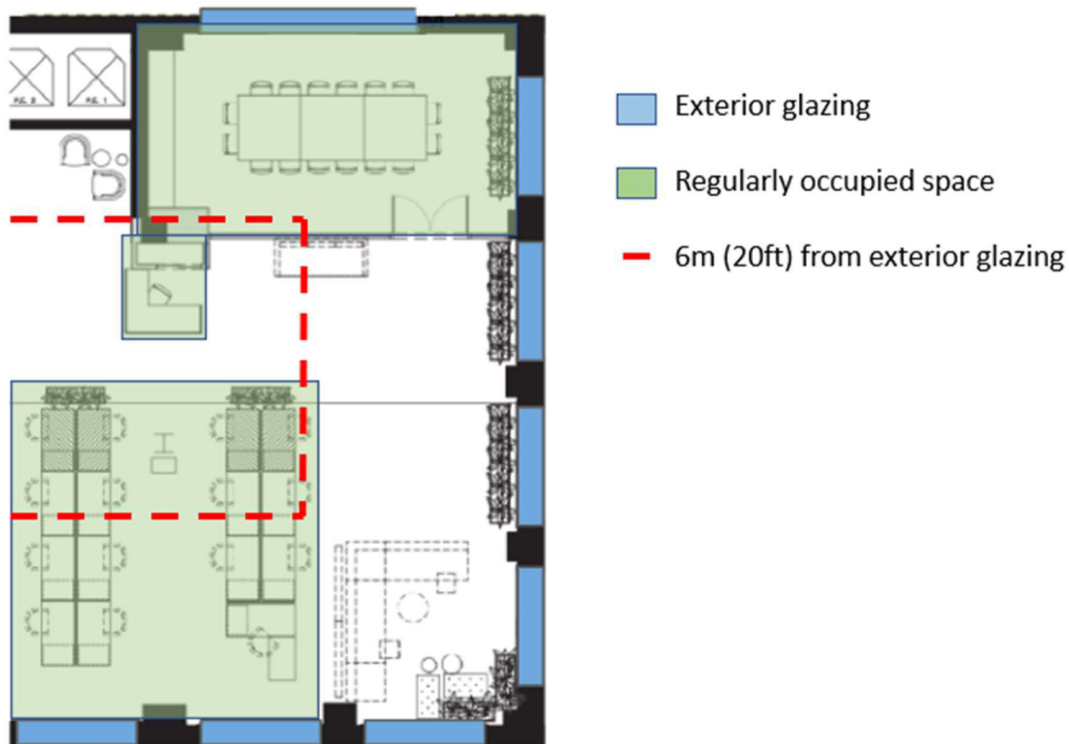
Example document for Feature 1, Part 1, Option 2a

ARCHITECTURAL DRAWINGS INSTRUCTIONS

- A. Provide architectural drawings for all spaces within the project boundary.
 - a. Drawings should ideally be from the final set of drawings for the project (e.g. as-built drawings, 100% construction drawings, etc.), or at minimum a set of drawings that indicates final wall placements, glazing locations and room programming (e.g. a space is going to be a regularly occupied space vs. non-regularly occupied). ***(Intent-stage: if the project is still in design, drawings do not have to be final)***
- B. Identify all regularly occupied areas.
 - a. For example, highlight all regularly occupied areas on the plans in a certain color. Consider providing a key that describes the significance of all visual demarcations.
- C. Identify areas that are residential unit areas vs. non-residential areas (if applicable – projects that only have one of these types of area can skip this step.)
 - a. For example, in a mixed-use building with residential units, outline regularly occupied areas that are residential in one color and regularly occupied areas that are not residential in another color.
- D. Identify and annotate exterior glazing.
 - a. For example, indicate exterior windows with a blue highlight.
- E. Indicate the distance of 6 m (20 ft) from exterior glazing.
 - a. For example, add a red dotted line with a distance called out.
- F. Indicate areas (m² or ft²):
 - a. Total regularly occupied area:
 - i. Non-residential spaces – indicate the total regularly occupied area on each floor.
 - ii. Residential spaces – indicate the total regularly occupied area in each unit.
 - b. Regularly occupied area within 6m (20ft) from exterior glazing:
 - i. Non-residential spaces – indicate the amount of regularly occupied area on each floor within 6m (20ft) of exterior glazing.
 - ii. Residential spaces – indicate the amount of regularly occupied area within 6m (20ft) of exterior glazing within each unit.
- G. Calculate percentages:
 - a. Non-residential spaces – for each floor, divide the regularly occupied area within 6m (20ft) of the exterior glazing by the total regularly occupied area of the floor.
 - b. Residential spaces – for each unit, divide the regularly occupied area within 6m (20ft) of the exterior glazing by the total regularly occupied area of that unit.
- H. Indicate that each floor and / or unit has a percentage ≥ 30% and meets WELL feature requirements.

EXAMPLE EXCERPT FROM ANNOTATED PLANS

Example project is a single floor office (non-residential) project.



EXAMPLE SUMMARY OF CALCULATIONS

Example project is a five-floor mixed-use building with a penthouse. Floors 1-4 are occupied by office and floor 5 and the penthouse are residential. Calculations such as these can be provided on annotated plan or in an attached narrative.

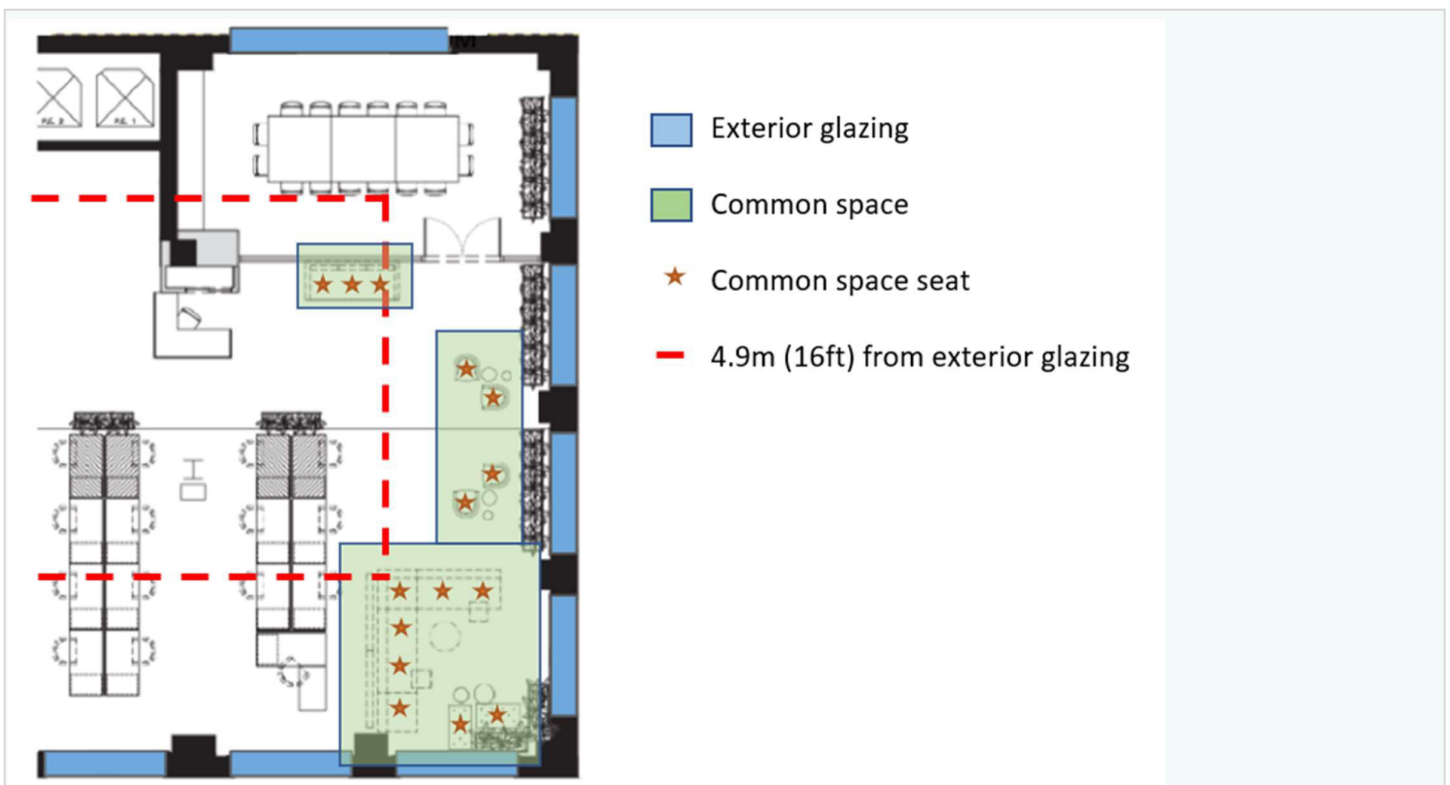
Non-Residential / Residential	Floor / Unit	Total Regularly Occupied Area (sqft)	Regularly Occupied Area within 20ft of Exterior Windows	Percent Compliant Area	≥30%?
Non-Residential	Floor 1	17,320	9,540	55%	YES
Non-Residential	Floor 2	17,320	10,240	59%	YES
Non-Residential	Floor 3	17,320	6,230	36%	YES
Non-Residential	Floor 4	17,320	11,430	66%	YES
Residential	Unit 5A	3,210	1,980	62%	YES
Residential	Unit 5B	4,230	2,240	53%	YES
Residential	Unit 5C	2,110	1,540	73%	YES
Residential	Unit 5D	1,250	900	72%	YES
Residential	Unit - Penthouse	6,750	3,620	54%	YES

ARCHITECTURAL DRAWINGS INSTRUCTIONS

- A. Provide architectural drawings for all spaces within the project boundary.
 - a. Drawings should ideally be from the final set of drawings for the project (e.g. as-built drawings, 100% construction drawings, etc.), or at minimum a set of drawings that indicates final wall placements, glazing locations and room programming (e.g. common areas are finalized). *(Intent-stage: if the project is still in design, drawings do not have to be final)*
- B. Identify common spaces.
 - a. For example, highlight all common spaces on the plans in a certain color. Consider providing a key that describes the significance of all visual demarcations.
- C. Identify exterior glazing.
 - a. For example, indicate exterior windows with a blue highlight.
- D. Indicate the distance of 4.9 m (16 ft) from exterior glazing.
 - a. For example, add a red dotted line with a distance called out.
- E. Indicate values:
 - a. Total number of seats within common spaces.
 - i. Consider indicating seats on plans with a symbol so that the reviewer can also count the seats.
 - b. Total number of common areas seats within 4.9 m (16ft) from exterior glazing.
 - c. Total population of regular occupants in project.
- F. Calculate percentages:
 - a. Common spaces seats / total number of regular occupants
 - b. Common spaces seats within 4.9 m (16ft) of exterior glazing / total common spaces seats
- G. Indicate whether the following compliance requirements are achieved:
 - a. Common space seating is unassigned.
 - b. Common spaces seats / total population $\geq 15\%$.
 - c. Common spaces seats within 4.9 m (16ft) of exterior glazing / total common spaces seats $\geq 70\%$.

EXAMPLE EXCERPT FROM ANNOTATED PLANS

Example project is a single floor office (non-residential) project.



EXAMPLE SUMMARY OF CALCULATIONS

Example project is a hospital with an open cafe and employee breakrooms near external glazing. Regular occupants include staff. Calculations such as these can be provided on annotated plan or in an attached narrative.

All seats in the open café and employee breakrooms are unassigned.

There are 114 regular occupants.

There are 28 common area seats, which seats $28 / 114 = 24.6\%$ of regular occupants at any one time. This exceeds the requirement of 15%.

20 of the 28 common area seats are within 4.9 m (16 ft) of exterior glazing, which is $20 / 28 = 71.4\%$, exceeding the requirement of 70%.

TIPS FOR MULTIPLE LOCATIONS

- Organizations participating in WELL at scale should indicate which locations are pursuing this feature, and then submit the specific details for the locations selected for an audit.