Owner's Letter of Assurance : WELL WELL v2 pilot, Q2 2018

Instructions

WELL Certification is determined by onsite Performance Verification and documentation, including Letters of Assurance from the appropriate professionals overseeing the implementation of a specific WELL feature and component parts during design, construction or operations. The template should be completed, signed and submitted as part of the documentation package.

1. Place a checkmark at every part completed and leave blank those that are not being pursued or being completed by another team member.
2. Initial every feature completed and leave blank those that are not being pursued or being completed by another team member.
3. Sign and date at the bottom of this letter.

If an individual other than the Owner is responsible for any of the requirements contained in this Letter of Assurance, he/she is permitted to sign off on the respective requirements but must complete a separate Letter of Assurance for those specific requirements. This individual should submit a different copy of this form and check the boxes as it pertains to his/her own responsibility. On his/her own Letter of Assurance form(s), this individual should sign and complete the final page and include a description of his/her role on the project next to his/her signature.

The scope of this letter of assurance is as follows (please initial):

Intent stage (for Precertification only)	Implementation stage (for Precertification or WELL Certification)
☐	☐
The information contained in this document is accurate as of current designs and anticipated project operations.	This document is prepared in relation to final construction documents and/or implemented operations and policies.

Check	Air	Initials
	A09 Pollution Infiltration Management	☐

This project satisfies the parts selected below:

Part 1: Design Healthy Envelope and Entryways

All Spaces:

Building envelope and entry

At least two of the following requirements are met:

☐ a. The below is performed after substantial completion of construction and prior to occupancy:

1. Envelope commissioning in accordance with ASHRAE Guideline 0-2013 and the National Institute of Building Sciences (NIBS) Guideline 3-2012 (for new construction or structural renovation).
2. The commissioning process is performed by an independent professional who is not a member or subcontractor of the building envelope design and construction team.

b. All regularly used entrances to the building that have pedestrian traffic to the exterior use an entryway system composed of grilles, grates, slots or rollout mats that are at least the width of the entrance and 3 m [10 ft] long in the primary direction of travel (sum of indoor and outdoor length). These are cleaned as per below:

1. Walk-off mats, indoor and outdoor, are wet-cleaned at least once every two days and fully dry before use.
2. Underside of entry mats are cleaned at least once a day.
3. Entry mats are vacuumed using a vacuum with a beater bar in both directions at least once a day.

c. One of the below is in place to slow the movement of air from outdoors to indoors:

1. Building entry vestibule with two typically closed doorways.
2. Revolving entrance doors.

Outdoor sport areas

The following requirement is met:

a. All facilities adjacent to an outdoor sports field have a staging area that separates the playing field from other internal areas to capture moisture and debris.

A10 Combustion Minimization

This project satisfies the parts selected below:

Part 1: Manage Combustion

All Spaces except Commercial Kitchen Spaces:

Appliance and heater combustion ban

The following requirement is met:

a. Combustion-based fireplaces, stoves, space heaters, ranges and ovens are not used in regularly occupied spaces.

Low-emission combustion sources

The following equipment used in the project for heating, cooling, water heating, process heating or power generation (whether primary or back-up) meet California's South Coast Air Quality Management District rules, or approved equivalent, for pollution:

a. Internal combustion engines.

b. Furnaces.

c. Boilers, steam generators and process heaters.

d. Water heaters.

Engine exhaust reduction

The following requirement is met:

☐ a. Vehicle engine idling for more than 30 seconds is prohibited in all pick-up, drop-off and parking areas. "No idling" signage is present at these locations indicating this rule.

Check	Nourishment	Initials
	N10 Food Preparation	☐

This project satisfies the parts selected below:

Part 1: Provide Meal Support

All Spaces except Dwelling Units:

Employee dining areas

At least one dining space contains the following supportive amenities that meet employee demand:

☐ a. Cold storage.

☐ b. Countertop surface.

☐ c. Sink and amenities for dish and hand washing.

☐ d. Device for reheating food (e.g., microwave, toaster oven).

☐ e. Dedicated cabinets or storage units available for employee use.

☐ f. Reusable eating utensils, including spoons, forks, knives and microwave-safe plates and cups.

Student dining areas

At least one dining space for primary and secondary school students meets the following requirements:

☐ a. Provides students with access to cabinets or storage units for food storage.

☐ b. Provides students with access to a device for reheating food (e.g., microwave, toaster oven).

☐ c. Provides reusable eating utensils, including spoons, forks and microwave-safe plates and cups.

Dwelling Units:

Dining spaces in dwelling units provide the following supportive amenities:

☐ a. Countertop surface.

☐ b. Sink.

☐ c. Refrigerator.

☐ d. Cabinets.

e. Stove with hood.

N12 Food Production

This project satisfies the parts selected below:

Part 1: Provide Gardening Space

All Spaces except Dwelling Units:

The project provides a permanent and accessible space for food production within 800 m [0.5 mi] of the project boundary that meets the following requirements:

a. The space includes at least one of the following:

1. Garden or greenhouse with food-bearing plants.
2. Edible landscaping (e.g., fruit trees, herbs).
3. Hydroponic farming system.

b. The space is open to regular building occupants during regular building hours and foods grown are made available to regular building occupants.

c. The space is at least 0.09 m^2 [1 ft^2] per eligible employee or 0.05 m^2 [0.5 ft^2] per student, whichever area is greater (up to a maximum of 70 m^2 [750 ft^2]). The area calculated is the actual growing area (vertical or horizontal) used for the production of food-bearing plants.

Dwelling Units:

The project provides a permanent and accessible space for food production within 800 m [0.5 mi] of the project boundary that meets the following requirements:

a. The space includes at least one of the following:

1. Garden or greenhouse with food-bearing plants.
2. Edible landscaping (e.g., fruit trees, herbs).
3. Hydroponic farming system.

b. The space is open to regular building occupants during regular building hours and foods grown are made available to regular building occupants.

c. The space is at least 1.4 m^2 [15 ft^2] per unit (up to a maximum of 140 m^2 [1,500 ft^2]). The area calculated is the actual growing area (vertical or horizontal) used for the production of food-bearing plants.

Part 2: Provide Planting Support

All Spaces:

A plan is in place that addresses the following:

☐ a. Provision of planting supplies, including planting medium, irrigation, lighting (interior spaces only), plants and gardening tools.

☐ b. Management and maintenance of the gardening space(s) for a minimum of three years.

☐ c. Training, programming or educational opportunities available for regular building occupants (e.g., gardening workshops, plant harvesting guidelines) offered quarterly, at minimum.

Check	Movement	Initials
	V02 Visual and Physical Ergonomics	☐

This project satisfies the parts selected below:

Part 1: Support Visual Ergonomics

All Spaces:

All computer monitors, including laptops, can be adjusted by height and horizontal distance from the user through one or more of the following:

☐ a. Monitors with built-in height adjustment.

☐ b. Height-adjustable stands.

☐ c. Mounted, adjustable arms that hold primary or additional screens.

Part 2: Ensure Desk Height Flexibility

All Spaces:

For at least 25% of seated-height workstations, employees have the ability to alternate between sitting or standing through one of the following:

☐ a. Adjustable height sit-to-stand desks.

☐ b. Desktop height-adjustment stands.

Part 3: Ensure Seat Flexibility

All Spaces:

All seating at workstations for employees meets the following adjustability requirements in compliance with the HFES 100-2007 standard or BIFMA G1-2013 guidelines:

☐ a. Chair height.

☐ b. Seat depth.

c. One additional adjustability requirement:

1. Seat angle.
2. Backrest angle.
3. Arm rests.

Part 4: Provide Standing Support

All Spaces:

All workstations in which employees are regularly required to stand for 50% or more of their working hours include at least 10 cm [4 in] of recessed toe space and one of the following:

a. A footrest or footrail to allow employees to alternate resting feet or a seat or leaning chair that allows occupants to alternate between standing and sitting or leaning.

b. Anti-fatigue mats or cushions that are also anti-slip and anti-trip.

V07 Active Furnishings

This project satisfies the parts selected below:

Part 1: Provide Active Workstations

All Spaces:

Sit-stand desks

Sit-stand desks are available to all employees and present in quantities described in the table below and may include the following types:

a. Standard, adjustable-height standing desk.

b. Standard desks with a height-adjustable desktop stand.

Sit-Stand Desks	Points
At least 50% of workstations	1
At least 75% of workstations	2

Dynamic workstations

Dynamic workstations are available to all employees and present in sufficient quantities such that at least 3% of employees could reserve or use them at any time and may include the following types:

a. Treadmill desk.

b. Bicycle desk.

c. Portable furnishings (e.g., stepper machine, balance board).

V08 Physical Activity Spaces and Equipment

This project satisfies the parts selected below:

Part 2: Provide Physical Activity Equipment

All Spaces:

The following requirements are met:

☐ a. At least one type of equipment from each of the following categories, accompanied by instructions for safe use, is made available to employees, students or residents (as applicable). Additional documentation should demonstrate that the equipment is age appropriate based on the project population:

1. Cardiorespiratory equipment.
2. Muscle-strengthening equipment.

☐ b. Total units for each category should allow for use by at least 1% of employees, students or residents (as applicable) at any given time.

Check	Thermal Comfort	Initials
	T01 Thermal Performance	☐

This project satisfies the parts selected below:

Part 2: Monitor Thermal Parameters

All Spaces:

Conduct ongoing monitoring according to the following requirements:

☐ a. The dry-bulb temperature, relative humidity, air speed (only for projects that use elevated air speed method) and mean radiant temperature are monitored in regularly occupied spaces within the building at intervals no less than twice a year (once in winter and once in summer season), and results are annually submitted through WELL Online.

☐ b. The number and location of sampling points comply with the requirements outlined in the Performance Verification Guidebook.

	T04 Individual Thermal Control	☐

This project satisfies the parts selected below:

Part 1: Ensure Personal Thermal Comfort

All Spaces except Commercial Kitchen Spaces & Dwelling Units:

The following requirements are met:

a. In all regularly occupied and shared spaces within the same heating or cooling zone, regular building occupants have access upon request to personal thermal comfort devices (e.g., personalized fans, heated/cooled chairs, and others, except combustion-based space heaters) that provide individual user control of air speed, air temperature and/or mean radiant temperature, per requirements specified in the table below:

Availability	Points
Can accommodate upon request at least 50% of occupants at one time	2
Can accommodate upon request 100% of occupants	3

b. All rooms with a heating and/or cooling system that are regularly occupied by a single occupant meet one of the below conditions:

1. Occupant has the ability to adjust the temperature.
2. Occupant has access to personal thermal comfort devices.
3. Implement localized air delivery as described in Part 4: Implement Advanced Air Distribution of Feature A06: Enhanced Ventilation.

Check	Materials	Initials
	X04 Waste Management	

This project satisfies the parts selected below:

Part 1: Manage Hazardous Waste

All Spaces:

Project addresses hazardous waste through the following:

a. A waste stream plan addresses the management of the following hazardous wastes per U.S. Environmental Protection Agency 40 CFR Part 273 Standards for Universal Waste Management, Subpart B or C (as applicable):

1. Batteries.
2. Pesticides.
3. Mercury-containing equipment and lamps.

b. A waste stream plan includes the following:

1. Waste receptacle access.
2. Waste or source reduction (including prevention, minimization and reuse).
3. Recycling and materials recovery (including batteries, pesticides, lamps and mercury-containing equipment).
4. Disposal of waste.

	X05 In-Place Management	

This project satisfies the parts selected below:

Part 1: Manage Hazardous Materials

All Spaces:

Asbestos

For buildings constructed prior to any applicable laws banning or restricting asbestos, the following interim strategies for managing existing hazards are conducted and repeated every three years:

a. Development, maintenance and update of an asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act (AHERA), including all necessary actions to minimize asbestos hazards: repair, encapsulation, enclosure, maintenance and removal, following protocol detailed in the Asbestos-Containing Materials in Schools Rule, 40 CFR Part 763; Subpart E; §763.84-§763.95 or local equivalent.

b. Asbestos inspection through an accredited professional per the Asbestos Model Accreditation Plan (MAP), National Standards for Hazardous Air Pollutants (NESHAP) or local equivalent.

c. Post-abatement clearance for all projects is conducted in accordance with AHERA Asbestos-Containing Materials in Schools, 40 CFR Part 763; Subpart E; Appendix A, Mandatory transmission electron microscopy method.

Lead

For buildings constructed prior to any applicable laws banning or restricting lead paint, the following interim strategies for managing existing hazards are conducted and repeated every three years:

a. Interim controls are applied per 24 CFR Part 35; Subpart R; §35.1330, Interim controls, from Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, for paint stabilization of deteriorated paint and treatments for friction and impact surfaces where levels of lead dust are above levels specified in §35.1320.

b. Post-abatement clearance is conducted per 24 CFR Part 35; Subpart R; §35.1340, Clearance.

c. A reevaluation is conducted and a report produced per 24 CFR Part 35; Subpart R; §35.1355(b), Ongoing lead-based paint maintenance and reevaluation activities.

d. As provided by 24 CFR Part 35; Subpart B; §35.155, Minimum requirements, interim controls may be performed in combination with, or be replaced by, abatement methods provided by 35.1355, Ongoing lead-based paint maintenance and reevaluation activities.

Student or childcare areas

Facilities constructed prior to any applicable laws banning or restricting lead paint and serving children under age 6 apply the following:

a. 24 CFR Part 35; Subpart R; 35.1355(d), Chewable surfaces.

X06 Site Remediation

This project satisfies the parts selected below:

Part 1: Implement Site Assessment and Cleanup

All Spaces:

Project sites used for past or present industrial activities [e.g. hazardous waste storage, fuel station, manufacturing plant, dry cleaners (on-site plant), automotive repair] undertake site assessment and remediation, prior to construction, per the following:

☐ a. Phase I Environmental Site Assessment as described in ASTM E1527-05.

☐ b. Phase II Environmental Site Assessment as described in ASTM E1903-97.

☐ c. ISO/PRF 18504, Soil Quality Guidance on Sustainable Remediation, ASTM E2893-16, Standard Guide for Greener Cleanups or an equivalent program. Sustainable remediation programs considered equivalent must include the following base criteria:

1. Provide risk-based approach to sustainable remediation (risk assessment/risk-benefit analysis).
2. Consider the three pillars of sustainability: social, environmental and economic.
3. Apply a tiered approach to assessment and provide an appraisal of remediation options.
4. Consider safe working practices for workers during remediation.
5. Require record keeping of decision-making and assessment processes.
6. Provide protocol for engaging stakeholders, including management of impacts on community.
7. Adopt a long-term vision that ensures lasting results.

Check	Community	Initials
	C12 Organizational Transparency	☐

This project satisfies the parts selected below:

Part 1: Promote Equity Program Participation

All Spaces:

The organization participates in one of the following programs and results are made publicly available on-site and on the organization's website:

☐ a. B Corporation certification operated by B Lab.

☐ b. GoodWell certification operated by GoodWell.

☐ c. Business Working Responsibly Mark operated by Business in the Community Ireland.

☐ d. Sustainability reporting following the G4 Sustainability Reporting Guidelines organized by the Global Reporting Initiative.

☐ e. The JUST disclosure framework operated by the International Living Future Institute.

	C14 Bathroom Accommodations	☐

This project satisfies the parts selected below:

Part 1: Provide Essential Accommodations

All Spaces except Dwelling Units:

The following requirements are met:

☐ a. Bathrooms meet local accessibility code without exclusions or exemptions.

☐ b. The quantity and location of bathrooms are determined based on actual or anticipated occupant demand.

☐ c. All bathrooms provide the following:

1. Toilet paper.
2. Trash receptacles in stalls (in women's and single-user bathrooms). If toilet paper cannot be flushed down toilets, trash receptacles must be in all bathroom stalls.
3. Sanitary pads and/or tampons at no cost or subsidized by at least 50% (in women's and single-user bathrooms).

☐ d. All occupants have access to at least one bathroom per floor that provides the following:

1. Syringe drop box.
2. Infant changing tables.

Part 2: Provide Single-User Bathrooms

All Spaces except Dwelling Units:

All single-user bathrooms meet the following requirements:

☐ a. Meet local accessibility code without exclusions or exemptions.

☐ b. Meet occupant demand in quantity and location based on size of project (to ensure bathrooms are conveniently located for all occupants).

☐ c. Open to all individuals with accompanying signage.

Part 3: Provide Family Bathrooms

All Spaces except Dwelling Units:

All family bathrooms meet the following requirements:

☐ a. Meet local accessibility code without exclusions or exemptions.

☐ b. Accommodate expected demand and number of individuals in need of accompaniment or assistance in the bathroom (e.g., children, persons with Alzheimer's, individuals with other mental or physical disabilities).

c. Contain the following accommodations:

1. Infant changing table and holding chair.
2. Children's toilet facilities or accommodations for child use of adult size toilet.
3. Children's sinks or accommodations for child use of adult size sink (e.g., availability of stepstool).
4. Motion sensor lights.
5. Skid resistant floors.
6. Safety grab bars.

C17 β - Housing Equity

This project satisfies the parts selected below:

Part 1: Unit Allocation

Dwelling Units:

The following requirements are met:

a. A percentage of units is allocated for tenants whose incomes are at or below a specified ratio of local median household income [e.g., Area Median Income (AMI)], adjusted for family size, per the table below:

Units Allocated	Income Limit (% of local median)	Points
20% or more	0 - 50%	1
40% or more	51 - 80%	1
100%	0 - 80%	2

b. Total annual housing costs (defined as rent and utilities) paid by affordable unit tenants are less than 30% of the income limit selected in requirement (a).

c. Rent and housing costs are maintained for the duration of a project's WELL Certified status.

d. All affordable housing units included in a project are tenure blind.

e. In projects with 10 or more dwelling units, at least 50% of all located units must have two or more bedrooms and at least 10% of allocated units must have three or more bedrooms.

By signing below, I represent that, to the best of my knowledge, all of the responses provided on this form are accurate and made in good faith.

Printed Name: _____ Signature: _____

If the individual using this form is not in the role of Owner, provide a description of the individual's project role, including justification of their ability to sign off on the above requirements, here:

Project Role: _____

Explanation: _____ _____ _____ _____
_____ _____ _____ _____