

# Designer's Letter of Assurance: WELL v2, Q2 2022

## Instructions

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 are being completed by another team member.
2. **Sign and date** at the bottom of this letter.

## Who should sign the Letter of Assurance?

If an individual other than the responsible party listed is signing for any of the requirements listed below, this individual should also complete the final page of the form to include a description of their role on the project next to their signature.

If a second responsible party is signing off for any remaining feature part requirements, this individual should complete a new pdf copy of the LOA along with signing off on the final page with a description of their role on the project.

## Letter of Assurance for Precertification

If this Letter of Assurance is being submitted for [Precertification](#), it is assumed that the LOA represents intent-stage documentation.

If the LOA represents implementation, **check this box**

Air

### 07 Operable Windows

This project is designed to meet the parts selected below:

#### Part A07.1: Provide Operable Windows

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1*

Project meets one of the below:

- a. At least 75% of the regularly occupied spaces have operable windows that provide access to outdoor air.
- b. For each floor, the openable window area is at least 4% the area of the occupiable space.

## 09 Pollution Infiltration Management

This project is designed to meet the parts selected below:

### Part A09.1: Design Healthy Entryways

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1: Building entry design*

For all regularly used entrances that have pedestrian traffic to the building surroundings (not including balconies or terraces), the following design features are present:

- a. The building includes an entryway system composed of grilles, grates, slots or rollout mats or removable carpet tiles that are at least the width of the entrance and 10 ft long in the primary direction of travel (sum of indoor and outdoor length).<sup>7</sup>
- b. 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.
  3. For buildings whose entrance is outside of the project boundary or that are located in a building whose entrance lobby is not regularly occupied, at least three typically shut doors that separate an occupiable space within the project boundary from the outdoors.

*For Outdoor Sport Areas*

*Option 1*

The following requirement is met:

- a. All facilities adjacent to an outdoor sports field have an area (e.g., staging area, mudroom, drying room) that separates the playing field from other internal areas to capture moisture and debris.

08 Hygiene Support

This project is designed to meet the parts selected below:

Part W08.1: Provide Bathroom Accommodations

*For All Spaces except Dwelling Units*

**Check to indicate  
the requirement  
is met**

*Option 1: Bathroom Accommodations*

The following requirements are met:

- a. All bathrooms meet the following requirements:
  - 1. Provide trash receptacles in stalls (in women’s and single-user bathrooms). If toilet paper cannot be flushed down toilets, trash receptacles must be placed in all bathroom stalls.
  - 2. Provide sanitary pads, tampons and/or other menstrual products at no cost or subsidized by at least 50% (in women’s and single-user bathrooms).
  - 3. Provide a hook, shelf or equivalent storage support in each toilet stall.
- b. All occupants have access to at least one bathroom per floor that provides an accessible stall.
- c. All occupants have access to at least one bathroom that provides an infant changing table.
- d. All regular occupants may request a syringe drop box at no cost, which the project places in one or more bathrooms based on occupant demand.<sup>16</sup>
- e. All single-user bathrooms (if present) are open to all individuals with accompanying signage and at minimum one single-user bathroom per floor (if present) meets the room and stall dimensions required by local accessibility code.
- f. Floor drains are equipped with a self-primed liquid-seal trap.<sup>17</sup>

**AND** — — — — —

*Option 2: Family bathrooms*

For projects where the majority of occupants are visitors (e.g., shopping malls, airports, museums), family bathrooms are provided that meet the following requirements:

- a. Accommodate expected demand by individuals in need of accompaniment or assistance in the bathroom (e.g., children, individuals with mental or physical disabilities).<sup>18</sup>
- b. Contain the following accommodations:
  - 1. Changing table for infants.
  - 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.
- 7. At least one designated location for bags (e.g., hook, shelf separate from changing table and sink).

## Part W08.2: Enhance Bathroom Accommodations

*For All Spaces except Dwelling Units*

**Check to indicate  
the requirement  
is met**

*Option 1*

All bathrooms meet the following:

- a. Toilets are equipped with hands-free flushing.
- b. Contactless soap dispensers and hand drying.
- c. Users can exit the bathroom hands-free.
- d. Faucets meet the following:
  - 1. Sensor-activated.
  - 2. Equipped with a programmable line-purge system.
  - 3. If mixing is used, hot- and cold-water lines are mixed at the point of use.

## Part W08.3: Support Effective Handwashing

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1*

All sinks where handwashing is expected (e.g., kitchens, bathrooms, break rooms and wellness rooms), meet the following requirements:

- a. The faucet design prevents the water column from flowing directly into the drain or a sink drain stopper is installed.<sup>6,19</sup>
- b. Water does not splash outside the sink when the faucet is fully open.
- c. Newly installed sinks meet the following design parameters:
  - 1. The sink basin is at least 9 inches across in the smallest dimension, measured at the point where the user is expected to place hands during hand washing.
  - 2. The water column from the faucet spout to the basin is at least 8 inches in length (measured along flow of water, even if at an angle).
  - 3. The water column is at least 3 inches away from any edge of the sink.



## Light

### 05 Daylight Design Strategies

This project is designed to meet the parts selected below:

#### Part L05.2: Integrate Solar Shading

*For Dwelling Units*

**Check to indicate  
the requirement  
is met**

*Option 1*

Tier 1

Tier 2

The following requirements are met in dwelling units:

- a. All vertical transparent envelope glazing has shading that meets one of the following:

Tier	Type of Shading	Points
1	Manual shading is controllable by regular occupants at all times.	1
2	Shading is automated to prevent glare.	2

04 Facilities for Active Occupants

This project is designed to meet the parts selected below:

Part V04.1: Provide Cycling Infrastructure

*For All Spaces except Dwelling Units & Retail Spaces*

**Check to indicate  
the requirement  
is met**

*Option 2: Bike parking*

The following requirements are met:

- a. Bike parking is provided in the following quantities:
  - 1. Short-term bike parking (e.g., public bike rack) is located within a 100 ft walk distance of a functional building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).<sup>15</sup>
  - 2. Long-term bike parking (e.g., bike room) is available within the project boundary and can accommodate at least 5% of regular occupants, excluding occupants under eight years old (minimum of four spaces per building).<sup>15</sup>
- b. The project provides access to basic bike maintenance tools (e.g., bike pump and patch kit) co-located with long-term bike parking or quarterly on-site bike maintenance services.

*For Retail Spaces*

*Option 2: Bike parking*

The following requirements are met:

- a. Bike parking is provided in the following quantities:
  - 1. Short-term bike parking (e.g., public bike rack) is located within a 100 ft walk distance of a functional building entrance and includes at least two short-term bike storage spaces per 5000 ft<sup>2</sup> of floor area (minimum of two spaces per building).<sup>17</sup>
  - 2. Long-term bike parking (e.g., bike room) is available within the project boundary and can accommodate at least 5% of regular occupants (minimum of two spaces per building).<sup>17</sup>
- b. The project provides access to basic bike maintenance tools (e.g., bike pump and patch kit) co-located with long-term bike parking or quarterly on-site bike maintenance services.

*For Dwelling Units*

*Option 2: Bike parking*

The following requirements are met:

- a. Bike parking is provided in the following quantities:
  - 1. Short-term bike parking (e.g., public bike rack) is located within a 100

- ft walk distance of a functional building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).<sup>15</sup>
2. Long-term bike parking (e.g., bike room) is located within the project boundary and can accommodate at least 30% of regular occupants (minimum of one space per building).<sup>15</sup>
- b. The project provides access to basic bike maintenance tools (e.g., bike pump and patch kit) co-located with long-term bike parking or quarterly on-site bike maintenance services.

08 β Enhanced Operable Windows

This project is designed to meet the parts selected below:

Part T08.1: Provide Windows with Multiple Opening Modes

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1: Window design*

Operable windows may be opened according to the following requirements (windows which may be opened in both modes may count for both requirements a and b):

- a. At least 70% of operable windows may be opened such that at least half of the opening is not more than 5.9 ft above the finished floor and opening is at least 1 ft in the smallest dimension. At least one such window is present in each room with operable windows.
- b. If project is equipped with heating, at least 30% of operable windows may be opened such that entirety of opening is at least 5.9 ft above the finished floor (preferably as close to the ceiling as possible).<sup>5</sup> At least one such window is present in each room with operable windows.
- c. Controls for window operation are positioned not more than 5.6 ft above the finished floor.

## Materials

### 01 Material Restrictions

This project is designed to meet the parts selected below:

#### Part X01.2: Restrict Mercury

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1*

The following requirements are met:

a. Newly installed fluorescent and sodium lamps, if present, meet one of the following:

1. RoHS restrictions.<sup>4</sup>
2. The following specifications:<sup>5</sup>

<b>Fluorescent Lamp</b>	<b>Maximum Mercury Content</b>
Compact, integral ballast	3.5 mg
Compact, no-integral ballast	3.5 mg
T-5, circular	9 mg
T-5, linear	2.5 mg
T-8, eight-foot	10 mg
T-8, four-foot	3.5 mg
T-8, U-bent	6 mg
<b>High-Pressure Sodium Lamp</b>	<b>Maximum Mercury Content</b>
400 W or less	10 mg
Over 400 W	32 mg

b. Newly installed fire alarms, meters, sensors, relays, thermostats and load break switches meet one of the following:

1. RoHS restrictions.<sup>4</sup>
2. Products contain no more than 0.1% (1000 ppm) of mercury by weight.

## 05 Enhanced Material Restrictions

This project is designed to meet the parts selected below:

### Part X05.1: Select Compliant Interior Furnishings

*For All Spaces*

**Check to indicate  
the requirement  
is met**

*Option 1: Furniture, millwork and fixtures*

At least 50% by cost of newly installed furniture, millwork and fixtures (minimum 10 distinct products), as defined in Appendix X1, meet one of the following requirements:

- a. Textiles (i.e., fabrics including upholstery) and plastics in products contain 100 ppm (0.01%) by weight or less of the below compounds and chemical classes, unless higher amounts are mandated by local codes. For assessing compliance of a product, all pieces of each of the two material categories (textiles, plastics) are grouped together and each material category is assessed independently against the 100 ppm threshold:
  1. Halogenated flame retardants (HFR).
  2. Per- and polyfluoroalkyl substances (PFAS).
  3. Lead.
  4. Cadmium.
  5. Mercury.
- b. Do not contain textiles and plastic.

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 specified, 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: