Designer's Letter of Assurance : WELL WELL v2, Q1-Q2 2024

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 Designer 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
	A07 Operable Windows	☐

This project is designed to meet the parts selected below:

Part 1: Provide Operable Windows

All Spaces:

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.

	A09 Pollution Infiltration Management	☐

This project is designed to meet the parts selected below:

Part 1: Design Healthy Entryways

All Spaces:

Building entry design

For any functional building entrance (not including doors to balconies or terraces), the following design features are present:

☐ a. At least one of the following strategies are in place at entryways that span, at minimum, the width of the entrance and {{well-unit}}10 ft|3 m{{/well-unit}} long in the primary direction of travel (sum of indoor and outdoor length):[7]

1. Grilles.
2. Grates or slots.
3. Rollout mats.
4. Removable carpet tiles.
5. Any other product designed to remove dirt from shoes at the entrance.

☐ b. At least one of the following strategies are 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. Buildings with an entrance that is outside of the project boundary, or buildings with an entrance lobby that is not regularly occupied, must have at least three typically shut doors that separate the outdoors from all regularly occupied spaces within the project boundary.
4. Air curtains installed and commissioned in accordance with ASHRAE Standard 90.1-2019.

Outdoor Sport Areas:

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.

Check	Water	Initials
	W08 Hygiene Support	☐

This project is designed to meet the parts selected below:

Part 1: Provide Bathroom Accommodations

All Spaces except Dwelling Units & Guest Rooms:

Bathroom accommodations

The project meets the following requirements:

☐ a. All bathrooms include:

1. 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 such that they do not impede wheelchair/mobility aid access.
2. 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. A hook, shelf or equivalent storage support in each toilet stall at wheelchair accessible height ({{well-unit}}122 cm|48 in{{/well-unit}} or lower).

☐ b. All occupants have access to at least one bathroom per occupiable floor that provides a stall that can accommodate a wheelchair user and care attendant.

☐ c. All occupants have access to at least one bathroom that provides an infant changing table.

☐ d. All regular occupants may confidentially request a syringe drop box, which is made available at no cost in one or more bathrooms.[16]

☐ e. All single-user bathrooms (if present) are open to all individuals with accompanying signage.

☐ f. If present, floor drains are equipped with a self-primed liquid-seal trap or a waterless trap seal.[17]

AND Family bathrooms

For projects where the majority of occupants are visitors (e.g., shopping malls, airports, museums), family bathrooms are provided to meet expected demand by individuals in need of accompaniment or assistance in the bathroom (e.g., children, individuals with mental or physical disabilities) and contain the following amenities:[18]

☐ a. Changing table for infants.

☐ b. Children's toilet facilities or accommodations for child use of adult-size toilet.

☐ c. Children's sinks or accommodations for child use of adult-size sink (e.g., availability of stepstool).

☐ d. Motion sensor lights.

☐ e. Slip-resistant floors.

☐ f. Grab bars.

☐ g. At least one designated location for bags in each stall (e.g., hook, shelf separate from changing table and sink).

☐ h. Meets the room and stall dimensions required by local code for wheelchair accessibility.

Part 2: Ensure Bathroom Accommodations

All Spaces except Dwelling Units & Guest Rooms:

All bathrooms meet the following requirements:

☐ a. Toilets are equipped with hands-free flushing.

☐ b. Contactless soap dispensers and hand-drying accommodations are provided.

☐ 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 3: Support Effective Handwashing

All Spaces:

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.[6,19]

☐ 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 {{well-unit}}9 inches|23 cm{{/well-unit}} 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 {{well-unit}}8 inches|20 cm{{/well-unit}} in length (measured along flow of water, even if at an angle).
3. The water column is at least {{well-unit}}3 inches|7.5 cm{{/well-unit}} away from any edge of the sink.

Check	Light	Initials
	L05 Daylight Design Strategies	☐

This project is designed to meet the parts selected below:

Part 2: Integrate Solar Shading

Dwelling Units & Guest Rooms:

The following requirements are met in dwelling units:

a. All vertical 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

Check	Movement	Initials
	V04 Facilities for Active Occupants	

This project is designed to meet the parts selected below:

Part 1: Provide Cycling Infrastructure

All Spaces except Dwelling Units & Retail Spaces:

Bike parking

The following requirements are met:

a. Bike parking is provided to occupants at no cost in the following quantities:

1. Short-term bike parking (e.g., public bike rack) is located within a {{well-unit}}100 ft|30 m{{/well-unit}} walk distance of a functional building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).[15]
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).[15]

b. The project provides no cost 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.

Retail Spaces:

Bike parking

The following requirements are met:

a. Bike parking is provided to occupants at no cost in the following quantities:

1. Short-term bike parking (e.g., public bike rack) is located within a {{well-unit}}100 ft|30 m{{/well-unit}} walk distance of a functional building entrance and includes at least two short-term bike storage spaces per {{well-unit}}5000 ft2|465 m2{{/well-unit}} of floor area (minimum of two spaces per building).17
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).17

b. The project provides no cost 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.

Dwelling Units:

Bike parking

The following requirements are met:

a. Bike parking is provided to occupants at no cost in the following quantities:

1. Short-term bike parking (e.g., public bike rack) is located within a {{well-unit}}100 ft|30 m{{/well-unit}} walk distance of a functional building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).15
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).15

b. The project provides no cost 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.

Check	Thermal Comfort	Initials
	T08 β Enhanced Operable Windows	

This project is designed to meet the parts selected below:

Part 1: Provide Windows with Multiple Opening Modes

All Spaces:

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 {{well-unit}}5.9 ft|1.8 m{{/well-unit}} above the finished floor and opening is at least {{well-unit}}1 ft|0.3 m{{/well-unit}} 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 {{well-unit}}5.9 ft|1.8 m{{/well-unit}} above the finished floor (preferably as close to the ceiling as possible).[5] At least one such window is present in each room with operable windows.

c. Controls for window operation are positioned not more than {{well-unit}}5.6 ft|1.7 m{{/well-unit}} above the finished floor.

Check	Materials	Initials
	X01 Material Restrictions	

This project is designed to meet the parts selected below:

Part 2: Restrict Mercury

All Spaces:

The following requirements are met:

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

1. RoHS restrictions.[4]
2. The following specifications:[5]

Fluorescent Lamp	Maximum Mercury Content
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
High-Pressure Sodium Lamp	**Maximum Mercury Content**
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.[4]
2. Products contain no more than 0.1% (1000 ppm) of mercury by weight.

X05 Enhanced Material Restrictions ☐

This project is designed to meet the parts selected below:

Part 1: Select Compliant Interior Furnishings

All Spaces:

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 of Designer, 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: _____ _____ _____ _____
_____ _____ _____ _____