### 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 Contractor 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.

If a contractor has not yet been engaged, the Owner may sign instead to indicate that the contractor selected will be required to construct this project in accordance with the parts selected.

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



This project is constructed to meet the parts selected below:

# Part 2: Conduct System Balancing

All Spaces:

### Mechanically ventilated spaces

To verify compliance with the ventilation rate requirements specified in Part 1: Ensure Adequate Ventilation, the following requirements are met (as applicable):

a. Newly installed mechanical ventilation system or ventilation system that undergoes significant alterations is tested and balanced in accordance with ASHRAE 111.

b. Existing mechanical ventilation system is tested and balanced every five years to verify that the minimum ventilation rates (as determined in Part 1: Ensure Adequate Ventilation) are within  $\pm$  10% of the minimum design values.

c. Projects using the elevated air speed method for thermal comfort verify that air speed complies with design specifications.

### A04 Construction Pollution Management

This project is constructed to meet the parts selected below:

# Part 1: Mitigate Construction Pollution

#### All Spaces:

For construction occurring after project registration, at least three of the following requirements are met:

- a. Projects meet one of the below:
  - 1. Ducts are sealed and protected from possible contamination during construction.
  - 2. Ducts are cleaned prior to installing registers, grills and diffusers.
- b. If permanently installed ventilation system is operating during construction, projects meet the below:
  - 1. Media filters with a minimum efficiency reporting value (MERV) of 8 are used to filter outdoor air.
  - 2. All filters are replaced prior to occupancy.
- c. The below moisture and dust management procedures are followed:
  - 1. Carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery and furnishings and other absorptive materials are stored in a separate designated area protected from moisture damage.
  - 2. All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers.
  - 3. Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants.
  - 4. Saws and other tools use dust guards or collectors to capture generated dust.

d. To reduce particulate matter emissions from both on-road and non-road diesel fueled vehicles (excluding delivery vehicles) and construction equipment, the below are met:

- 1. All non-road diesel engine vehicles comply with the U.S. EPA Tier 4 PM emissions standards or local equivalent when applicable. Engines may be retrofitted with verified technology (required to be U.S. EPA or California Air Resources Board approved) at the time the equipment is first placed on the job site.
- 2. All on-road diesel engine vehicles meet the requirements set forth in the U.S. EPA model year 2007 onroad standards for PM or local equivalent when applicable. Engines may be retrofitted with verified technology (required to be U.S. EPA or California Air Resources Board approved) at the time the equipment is first placed on the job site.
- 3. All equipment, vehicles and loading/unloading zones are located at least 7.5 m [25 ft] away from air intakes and operable openings of adjacent buildings when possible.

e. Upon completion of construction (including installation of woodwork, doors, acoustic tiles, paints, carpets, movable furnishings and other interior finishes), a building air flush is performed while maintaining an indoor temperature of at least 15 °C [59 °F] and relative humidity below 60%, at one of the below volumes:

- 1. A total air volume of 4,300 m<sup>3</sup> of outdoor air per m<sup>2</sup> of floor area [14,000 ft<sup>3</sup> per ft<sup>2</sup> of floor area] prior to occupancy.
- 2. A total air volume of 1,100 m<sup>3</sup> of outdoor air per m<sup>2</sup> of floor area [3,500 ft<sup>3</sup> per ft<sup>2</sup> of floor area] prior to occupancy, followed by a second flush of 3,200 m<sup>3</sup> of outdoor air per m<sup>2</sup> of floor area [10,500 ft<sup>3</sup> per ft<sup>2</sup> of floor area] post-occupancy. While the post-occupancy flush is taking place, the ventilation system must provide at least 0.1 m<sup>3</sup> per minute of outdoor air per m<sup>2</sup> of floor area [0.3 CFM outdoor air per ft<sup>2</sup> of floor area] at all times.

Check	Materials	Initials
	X02 Hazardous Material Abatement	
	This project is constructed to meet the parts selected below:	

# Part 1: Manage Asbestos Hazards

#### All Spaces:

### Asbestos

For renovation of buildings (as defined in 40 CFR 61.141) constructed prior to any applicable laws banning or restricting asbestos, asbestos evaluation and abatement is conducted in accordance with the following:

a. An on-site investigation of the space conducted by a certified risk assessor or inspector technician to determine the presence of any asbestos-based hazards is conducted, including Category I and Category II non-friable ACM, per 40 CFR Part 61; Subpart M; §61.145, Standard for demolition and renovation.

b. All spaces found to have asbestos hazards adhere to applicable protocol per 40 CFR Part 61; Subpart M; §61.145, Standard for demolition and renovation and 40 CFR Part 61; Subpart M; §61.150, Standard for waste disposal for manufacturing, fabricating, demolition, renovation and spraying operations.

## Part 2: Manage Lead Hazards

### All Spaces:

For renovation or painting of buildings (as defined in 40 CFR 745.83) constructed prior to any applicable laws banning or restricting lead paint, lead paint evaluation and abatement is conducted in accordance with the following:

a. An on-site investigation of the space conducted by a certified risk assessor or inspector technician to determine the presence of any lead-based hazards in paint, dust and soil using the definitions in 40 CFR Part 745; Subpart D; §745.65, Lead-based paint hazards for residential dwellings or child-occupied facilities.

b. All spaces found to have lead-based hazards must adhere to 40 CFR Part 745; Subpart L; §745.227, Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities, as outlined for multi-family dwellings and 40 CFR Part 745; Subpart E; Section §745.85, Work practice standards.

Part 3: Manage Polychlorinated Biphenyl (PCB) Hazards

#### All Spaces:

For renovation work that disturbs PCB-containing building materials (e.g. common window replacements) in buildings constructed before the institution of any applicable laws banning or restricting PCBs, prepare an abatement strategy for PCB containing materials in accordance with the U.S. Environmental Protection Agency Steps to Safe PCB Abatement Activities that includes the following:

a.	Characterization and sampling.
b.	Protective measures for workers.
C.	Safe storage and disposal.
d.	Record keeping.

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 Contractor, 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:		