Architect's Letter of Assurance : WELL WELL v2 pilot, Q2 2020

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 Architect 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:

The following requirements are met:

☐ a. Project meets one of the below:

1. At least 75% of regularly occupied spaces have operable windows that provide access to outdoor air.
2. The openable window area is equivalent to at least 4% of the net occupiable floor area of that space or floor plate.

☐ b. Project does not use radiant cooling systems if situated in climates with an annual relative humidity above 70%.

Part 3: Apply Universal Design to Windows

All Spaces:

All operable windows in regularly occupied spaces comply with the following requirements:

☐ a. Provide enough space to permit occupants to approach and operate them (from both a standing and seated position).

☐ b. Are operable with one hand and with a closed fist and do not require tight grasping, pinching or twisting of the wrist.

☐ c. Require less than 22 N [5 lbs] of force to open.

Check	Water	Initials
	W07 Moisture Management	☐

This project is designed to meet the parts selected below:

Part 1: Manage Exterior Liquid Water

All Spaces:

The following requirements are met:

☐ a. A continuous drainage plane (e.g., a weather-resistant barrier integrated with flashing systems at penetrations) is constructed interior to the exterior cladding.

☐ b. To prevent the wicking of porous building materials, one of the below capillary break methods is used:

1. Free-draining spaces (e.g., between exterior cladding, weather-resistant barriers in wall assemblies).
2. Non-porous materials (e.g., closed-cell foams, waterproofing membranes, metal) between porous materials.

	W08 Handwashing	☐

This project is designed to meet the parts selected below:

Part 1: Provide Adequate Sink

All Spaces:

Bathroom and kitchen sinks meet the following requirements:

☐ a. The sink column of water is at least 25 cm [10 in] in length (measured along flow of water, even if at an angle).

☐ b. The sink column of water is at least 8 cm [3 in] away from any edge of the sink.

☐ c. The sink basin is at least 23 cm [9 in] in width and length.

Check	Light	Initials
	L04 Glare Control	

This project is designed to meet the parts selected below:

Part 2: Manage Glare from Electric Lighting

All Spaces:

Each luminaire meets one of the following requirements for regularly occupied spaces. Wall wash fixtures and task lamps positioned as specified by manufacturer's data, as well as decorative fixtures, may be excluded from meeting these requirements:

☐ a. 100% of light is emitted above the horizontal plane.

☐ b. Unified Glare Rating (UGR) values are met as per the below conditions:

1. Luminaires installed at a height of 5 m [16 ft] or lower meet UGR of 19 or lower.
2. Luminaires installed at a height greater than 5 m [16 ft] meet UGR of 22 or lower.

☐ c. Shielding angles are as described in the below table:

Luminance	Shielding angle, α (α = 90 - cutoff angle)
< 20,000 cd/m^2 (including reflected sources)	No shielding required
20,000 cd/m^2 to 50,000 cd/m^2	15°
50,000 cd/m^2 to 500,000 cd/m^2	20°
> 500,000 cd/m^2	30°

☐ d. Fixtures have a luminance of less than 10,000 cd/m^2 between 45 and 90 degrees from nadir, and/or an intensity of less than 1,000 candela between 45 and 90 degrees from nadir.

	L06 Visual Balance	

This project is designed to meet the parts selected below:

Part 1: Manage Brightness

All Spaces:

At least four of the following requirements are met in all regularly occupied spaces:

☐ a. Main rooms do not exhibit 10 times greater or lesser luminance than an ancillary space. This is to avoid substantial changes in light levels as occupants move from one space to another.

☐ b. Surfaces do not exhibit 3 times greater or lesser luminance than an adjacent surface. This is to avoid substantial changes in light levels as occupants look around their immediate area.

c. Surfaces do not exhibit 10 times greater or lesser luminance than another remote surface in the same room. This is to avoid substantial changes in light levels as occupants look around the room.

d. Changes in light levels to 1.5 times higher or lower than initial light levels are carried out over the span of at least 30 minutes in steps or with a smooth transition. Timing considerations in the rate of change of light levels or spectrum diminish abrupt or disruptive lighting transitions.

e. Uniformity of at least 0.4 is achieved on work planes. Exclude supplemental lighting from calculations.

f. One section of the ceiling does not exhibit 10 times greater or lesser luminance than another section of the ceiling in the same room. Distribution of light across ceilings in a given room that maintains lighting variety but avoids both dark spots and bright spots.

L07 Electric Light Quality

This project is designed to meet the parts selected below:

Part 1: Ensure Color Rendering Quality

All Spaces except Circulation Areas:

Electric lighting meets at least one of the following color rendering requirements in occupiable spaces. Decorative fixtures, emergency lights and other special-purpose lighting may be excluded from these requirements.

a. Electric lighting meets one of the following requirements:

Metric	Threshold
CRI	CRI $\geq$ 90
CRI, R9	CRI $\geq$ 80 with R9 $\geq$ 50
IES TM-30-18	IES $R_f \geq 78$, IES $R_g \geq 100$, -1% $\leq$ IES $R_{cs,h1} \leq 15\%$

Circulation Areas:

Electric lighting meets at least one of the following color rendering requirements. Decorative fixtures, emergency lights and other special-purpose lighting may be excluded from these requirements.

a. Electric lighting meets one of the following requirements:

Metric	Threshold
CRI	CRI $\geq$ 80
IES TM-30-18	IES $R_f \geq 78$, IES $R_g \geq 98$, -7% $\leq$ IES $R_{cs,h1} \leq 15\%$

Part 2: Manage Flicker

All Spaces:

All electric lights (except decorative lights, emergency lights and other special-purpose lighting) used in regularly occupied spaces meet at least one of the following requirements for flicker:

☐ a. A minimum frequency of 90 Hz at all 10% light output intervals from 10% to 100% light output.

☐ b. LED products with a "low risk" level of flicker (light modulation) of less than 5%, especially below 90 Hz operation as defined by IEEE standard 1789-2015 LED.

Check	Movement	Initials
	V04 Active Commuter and Occupant Support	☐

This project is designed to meet the parts selected below:

Part 1: Provide Bicycle Storage

All Spaces except Dwelling Units & Retail Spaces:

Bike parking infrastructure

The following requirements are met:

☐ a. Short-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).

☐ b. Long-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and can accommodate at least 5% of regular building occupants (minimum of four spaces per building).

☐ c. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

OR

Bike parking policy

The following requirements are met:

☐ a. Bicycles are allowed in tenant spaces. In multi-floor buildings, building occupants and visitors are able to utilize elevators or freight elevators to transport bicycles between floors.

☐ b. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

Retail Spaces:

Bike parking infrastructure

The following requirements are met:

☐ a. Short-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and includes at least two short-term bicycle storage spaces per 465 m^2 [5,000 ft^2] of retail floor area (minimum of two spaces per building).

b. Long-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and can accommodate at least 5% of regular building occupants (minimum of two spaces per building).

c. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

OR

Bike parking policy

The following requirements are met:

a. Bicycles are allowed in retail spaces. In multi-floor buildings, building occupants and visitors are able to utilize elevators or freight elevators to transport bicycles between floors.

b. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

Dwelling Units:

Bike parking infrastructure

The following requirements are met:

a. Short-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and can accommodate at least 2.5% of peak visitors (minimum of four spaces per building).

b. Long-term bicycle parking is located within 30 m [100 ft] walk distance of the main building entrance and can accommodate at least 30% of building residents (minimum of one space per building).

c. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

OR

Bike parking policy

The following requirements are met:

a. Bicycles are allowed in dwelling units. In multi-floor buildings, building occupants and visitors are able to utilize elevators or freight elevators to transport bicycles between floors.

b. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys, are provided on-site.

Part 2: Provide Facilities for Active Occupants

All Spaces except Dwelling Units:

Projects provide the following:

a. One on-site shower and changing room for the first 100 regular building occupants (excluding all early childhood education and primary school students) and an additional shower and changing facility for every 150 additional regular building occupants (excluding all early childhood education and primary school students).

☐ b. One on-site locker for every five regular building occupants or evidence that the lockers provided exceed demand by at least 20%.

Check	Thermal Comfort	Initials
	T08 β Enhanced Operable Windows	☐

This project is designed to meet the parts selected below:

Part 1: Enhanced Operable Windows

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 1.8 m [5.9 ft] above the finished floor and opening is at least 0.3 m [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 1.8 m [5.9 ft] above the finished floor (preferably as close to the ceiling as possible).[70] At least one such window is present in each room with operable windows.

☐ c. Controls for window operation are positioned not more than 1.7 m [5.6 ft] above the finished floor.

Window operation

Instructions for window operation are provided through signage or other communications to regular occupants to indicate the following:

☐ a. Windows with high openings (if present) are to be used in cold weather.

☐ b. Windows with low openings are to be used during mild and/or warm weather.

☐ c. Windows are not to be opened when mechanical cooling is in operation (not required if no mechanical cooling is present or if mechanical cooling system is configured to disengage automatically when windows are open).

Check	Materials	Initials
	X01 Fundamental Material Precautions	☐

This project is designed to meet the parts selected below:

Part 1: Restrict Asbestos

All Spaces:

The following newly installed building materials contain asbestos less than 1% by weight:

a. Thermal system insulation (applied to pipes, fittings, boilers, breeching, tanks, ducts or other like components to prevent heat loss or gain).

b. Surfacing material (that is sprayed, troweled or otherwise applied to surfaces, for example acoustical plaster or fireproofing materials).

c. Wallboard/millboard, resilient floor covering, roofing and siding shingles (including metal cladding) and construction mastics.

Part 2: Limit Mercury

All Spaces:

All newly installed products meet the following:

a. Illuminated exit signs, thermostats, switches and electrical relays are mercury-free.

b. Low-mercury or mercury-free lamp technology meets the following specifications:

Fluorescent Lamp	Maximum Mercury Content
Compact, integral ballast	3.5 mg
Compact, non-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, two- and three-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

Part 3: Restrict Lead

All Spaces:

All newly installed building materials meet the following materials composition requirements:

a. Drinking water systems and plumbing products are lead-free as defined by the Safe Drinking Water Act (SDWA) and certified by an ANSI Accredited third-party certification body.

b. Indoor paints and surface coatings contain less than 90 ppm total lead.

X03 Exterior Materials and Structures

This project is designed to meet the parts selected below:

Part 1: Ensure Acceptable Structures

All Spaces:

Projects fulfill the following (as applicable):

☐ a. Wood structures manufactured before the institution of any applicable laws banning or restricting CCA are tested. Wood structures containing CCA are replaced or remediated in accordance with the U.S. Environmental Protection Agency's (EPA) Chromated Copper Arsenate (CCA): Consumer Advice Related to CCA-Treated Wood, using penetrating (non-film-forming), oil-based, semi-transparent stains.

☐ b. Artificial turf is assessed and remediated per the following:

1. Conduct a sample test if lead concentration of synthetic turf fibers is unknown.
2. If the lead concentration of synthetic turf fibers is greater than 300 mg/kg, perform dust-wipe testing per EPA protocol for dust-wipe testing to determine the surface dust-lead loading.
3. If the wipe-testing results show lead loadings greater than 40 µg/ft^2 replace with turf containing lead concentrations less than 300 mg/kg.

Part 2: Manage Exterior Paint and Soil

All Spaces:

Projects fulfill the following (as applicable):

☐ a. Lead hazard assessment (and remediation, if needed) is performed to the top 1.5 cm [0.6 in] of existing bare soil (not covered by grass, vegetation or other landscaping including mulch covered soil) outside the building envelope and within the project boundary, following the guidance provided by US Federal Code 40 CFR Part 745; Subpart L; §745.227, "Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities." Relevant sections are listed below:

1. Risk assessment (d)(8-11).
2. Abatement (e)(7).
3. Determinations (h)(4).

☐ b. Industrial surface paints and coatings contain less than 0.1% by weight lead in the form of lead or lead compounds.

Student or childcare areas

Projects fulfill the following:

☐ a. Paint on playground equipment is assessed and, if necessary, remediated in accordance with guidelines set by the Consumer Product Safety Commission Staff Recommendations for Identifying and Controlling Lead Paint on Public Playground Equipment.

X08 Hazardous Material Reduction ☐

This project is designed to meet the parts selected below:

Part 1: Limit Hazardous Materials

All Spaces:

Projects meet one of the following requirements and develop a purchasing plan for continued procurement:

☐ a. For all newly installed building materials, at minimum 20% by cost of the following building products and material types contain less than 100 ppm added lead:

1. Doors and door hardware.
2. Ductwork.
3. Conduits.
4. Metal studs.
5. Mirrors/glass.
6. Roofing or flashing.
7. Brass cooler drains, pumps, motors and valves.
8. Vinyl blinds or wallcovering.

☐ b. For all newly installed furnishings and furniture (including textiles, finishes and dyes), all components that constitute at least 5%, by weight, furniture or furnishing assembly meet the following thresholds for material content:

1. Mercury less than 100 ppm.
2. Cadmium less than 100 ppm.
3. Antimony less than 100 ppm.
4. Hexavalent chromium in plated finishes less than 1000 ppm.

☐ c. All newly installed electrical components: fire alarms, meters, sensors, thermostats and load break switches, meet the following maximum concentration value per listed substance:

1. Lead (Pb): less than 1000 ppm.
2. Mercury (Hg): less than 1000 ppm.
3. Cadmium (Cd): less than 100 ppm.
4. Hexavalent Chromium: (Cr VI) less than 1000 ppm.

X10 Volatile Compound Reduction ☐

This project is designed to meet the parts selected below:

Part 1: Manage Volatile Organic Compounds

All Spaces:

The following requirements are met:

a. At minimum, 20% by cost of the following newly installed components contain halogenated flame retardants at less than 100 ppm or the extent allowable by local code:

1. Furniture.
2. Window and waterproofing membranes, door and window frames and siding.
3. Flooring, ceiling tiles and wall coverings.
4. Piping and electrical cables, conduits and junction boxes.
5. Sound and thermal insulation.
6. Duct and pipe insulation.

b. At minimum, 20% by cost of the following newly installed components contain urea-formaldehyde at less than 100 ppm or the extent allowable by local code:

1. Composite wood products.
2. Laminating adhesives and resins.
3. Thermal insulation.

Part 2: Manage Semi-Volatile Organic Compounds (SVOCs)

All Spaces:

The following requirements are met:

a. At minimum, 20% by cost of the following newly installed components contain total phthalates at less than 100 ppm or the extent allowable by local code:

1. Flooring, including resilient and hard surface flooring and carpet.
2. Wall coverings, window blinds and shades, shower curtains, furniture and upholstery.
3. Plumbing pipes and moisture barriers.

b. All newly installed electrical components contain total phthalates at less than 1000 ppm or the extent allowable by local code in the following:

1. Fire alarms, meters, sensors, thermostats and load break switches.

X11 Long-Term Emission Control

This project is designed to meet the parts selected below:

Part 1: Manage Furniture and Furnishings Emissions

All Spaces:

Newly installed furniture and furnishings meet VOC emission thresholds set by one of the following programs, earning points based on the table below:

Percent Compliance by Cost	Points
50%	1
90%	2

a. ANSI/BIFMA e3-2011 Furniture Sustainability Standard sections 7.6.1 or 7.6.2, tested in accordance with ANSI/BIFMA Standard Method M7.1-2011 or any more recent version.

b. California Department of Public Health (CDPH) Standard Method v.1.1-2010 or any more recent version.

Part 2: Manage Flooring and Insulation Emissions

All Spaces:

All newly installed flooring and thermal and acoustic insulation (excluding duct and pipe insulation) inside the building meet the following VOC emission thresholds:

a. California Department of Public Health (CDPH) Standard Method v.1.1-2010 or any more recent version.

X12 Short-Term Emission Control

This project is designed to meet the parts selected below:

Part 1: Manage Product Emissions: Adhesives, Sealants, Paints and Coatings

All Spaces:

Newly applied adhesives, sealants, paints and coatings applied inside the building meet all VOC emission thresholds set by the following program, earning points based on the table below:

Percent Compliance by Volume	Points
50%	1
70%	2
90%	3

a. California Department of Public Health (CDPH) Standard Method v.1.1-2010 or any more recent version for VOC emissions.

Part 2: Manage Product Content: Adhesives, Sealants, Paints and Coatings

All Spaces:

Newly applied adhesives, sealants, paints and coatings applied inside the building meet VOC content thresholds of one of the following (as applicable) earning points based on the table below:

Percent Compliance by Cost	Points
75%	1
90%	2

a. California Air Resources Board (CARB) 2007, Suggested Control Measure (SCM) for Architectural Coatings.

b. Conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2, and meet thresholds of CARB 2007 or SCAQMD Rule 1113 June 3, 2011 or Rule 1168 amended October 6, 2017.

X13 Enhanced Material Precaution

This project is designed to meet the parts selected below:

Part 1: Select Optimized Materials

All Spaces:

Newly installed furnishings, built-in furniture, interior finishes and finish materials comply with some combination of the following programs, earning points based on the table below:

Percent Compliance by Cost	Points
15%	1
25%	2

a. Declare: Living Building Challenge Red List Free, Declare: Living Building Challenge Compliant or Living Product Challenge label.

b. No GreenScreen® Benchmark 1, List Translator 1 or List Translator Possible 1 substances over 1,000 ppm, as verified by a qualified Ph.D. toxicologist or Certified Industrial Hygienist.

c. Cradle to Cradle Certified™ products with a Bronze, Silver, Gold or Platinum level in the Material Health category or products with a Bronze, Silver, Gold or Platinum level Material Health Certificate from the Cradle to Cradle Products Innovation Institute.

X14 Material Transparency

This project is designed to meet the parts selected below:

Part 1: Promote Ingredient Disclosure

All Spaces:

Material information

Newly installed interior finishes and finish materials, furnishings (including workstations) and built-in furniture have some combination of the following material descriptions, with ingredients identified and disclosed to 1,000 ppm and earning points based on the table below:

Minimum Percent by Cost	Points
25% (by cost)	1
50% (by cost)	2

a. Declare Label.

b. Health Product Declaration.

c. Any screening and hazard disclosure method accepted in USGBC's LEED v4 MR credit: Building Product Disclosure and Optimization - Material Ingredients, Option 1: material ingredient reporting.

Material library

The following is met:

☐ a. A digital or physical library is provided to occupants on compliant products as part of the resource library required through Feature C01: Health and Wellness Awareness. The library is prominently displayed and easily accessible to occupants.

Check	Community	Initials
	C13 Accessibility and Universal Design	☐

This project is designed to meet the parts selected below:

Part 1: Ensure Essential Accessibility

All Spaces:

The following requirement is met:

☐ a. Projects meet local accessibility laws and/or codes without exclusions or exemptions.

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 Architect, 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: _____ _____ _____ _____
_____ _____ _____ _____