

Designer's Letter of Assurance : WELL WELL v2, Q4 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 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)

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The information contained in this document is accurate as of current designs and anticipated project operations.

Implementation stage
(for Precertification or WELL Certification)

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This document is prepared in relation to final construction documents and/or implemented operations and policies.

Check	Air	Initials
	A07 Operable Windows	<input type="checkbox"/>

This project is designed to meet the parts selected below:

Part 1: Provide Operable Windows

All Spaces:

The following requirement is met:

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a. Project meets one of the below:

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

	A09 Pollution Infiltration Management	<input type="checkbox"/>
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This project is designed to meet the parts selected below:

Part 1: Design Healthy Entryways

All Spaces:

Building entry design

The following requirements are met:

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a. All regularly used entrances to the building that open to a pedestrian network include 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).⁷

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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.

AND Outdoor sport areas

The following requirement is met:

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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.⁸

Check	Water	Initials
	W08 Hygiene Support	<input type="text"/>

This project is designed to meet the parts selected below:

Part 1: Provide Bathroom and Handwashing Accommodations

All Spaces except Dwelling Units:

Bathroom Accommodations

The following requirements are met:

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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.

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b. All occupants have access to at least one bathroom per floor that provides an accessible stall.

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

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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.¹⁶

- ☐ 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.¹⁷

AND 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).¹⁸
- ☐ 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 2: Enhance Bathroom Accommodations

All Spaces except Dwelling Units:

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 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 9 inches in width and length.
2. The water column from the sink to the basin is at least 6 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.

Check	Movement	Initials
	V04 Facilities for Active Occupants	<input type="text"/>

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 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).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 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:

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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 the main building entrance and includes at least two short-term bike storage spaces per 5000 ft² 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

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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.

Dwelling Units:

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 the main 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

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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.

Part 2: Provide Showers, Lockers and Changing Facilities

All Spaces except Dwelling Units:

The following requirements are met:

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a. Showers with changing facilities are available in a quantity listed below within a 650 ft walk distance of the project boundary.¹⁵

Regular Occupants (age 12 or older)	Required Number of Showers
0 - 100	One
101 - 999	One plus one for every 150 occupants above 100
1,000 – 4,999	Eight plus one for every 500 occupants above 1,000
5,000 + occupants	16 plus one for every 1,000 occupants above 5,000

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b. At least five lockers are available for every shower. Lockers are co-located with shower facilities.

Check

Thermal Comfort

Initials

T08 β Enhanced Operable Windows

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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):

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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.

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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).⁵ At least one such window is present in each room with operable windows.

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c. Controls for window operation are positioned not more than 5.6 ft above the finished floor.

Check	Materials	Initials
	X01 Material Restrictions	<input type="text"/>

This project is designed to meet the parts selected below:

Part 2: Restrict Mercury

All Spaces:

The following requirements are met:

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- a. Newly installed fluorescent 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

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- 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

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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:

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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.

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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: _____
