Contractor'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 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):

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
	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, the following requirements are met:

☐ a. Ducts are maintained per one of the below:

1. Ducts are sealed and protected from possible contamination during construction.[5]
2. Ducts are cleaned prior to installing registers, grills and diffusers.

b. If permanently installed ventilation system is operating during construction, filters must meet the following:

1. Media filters with a PM_{10} removal rating of at least 70% (e.g., MERV 8) are used to filter return air.[6]
2. All filters are replaced prior to occupancy.[5]

c. The project implements the following moisture and dust management procedures:

1. Carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery and furnishings and other absorptive materials are stored separately in a designated area protected from moisture damage.[5]
2. All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers.[5]
3. Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants.[5]
4. Saws and similar tools use dust guards or collectors to capture generated dust.[5]

Check	Materials	Initials
	X01 Material Restrictions	

This project is constructed to meet the parts selected below:

Part 1: Restrict Asbestos

All Spaces:

For newly installed or applied products within the project boundary, the following requirement is met:

a. The following product categories do not contain over 1,000 ppm of asbestos by weight or area:

1. Thermal protection, including all insulation (lagging) applied to pipes, fittings, boilers, tanks and ducts.
2. Acoustic treatments.
3. Sheathing.
4. Roofing and siding.
5. Fire and smoke protection.
6. Joint protection.
7. Plaster and gypsum board.
8. Ceilings.
9. Resilient flooring.

Part 3: Restrict Lead

All Spaces:

Paints and electronics

The following requirements are met:

a. 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 0.01% (100 ppm) of lead by weight.

b. Newly installed paints applied as finishes within the project boundary meet at least one of the following criteria:

1. Paints have a lead concentration of 100 ppm (0.1%) by weight or below.
2. Paints have no added lead carbonates and lead sulfates.
3. Paints are deemed free of lead or with no added lead by an ISO 14024-compliant (Type 1) Ecolabel, or a voluntary third-party certification program recognized by the local government where the project is located.
4. Paints meet Feature X08: Materials Optimization.

X05 Enhanced Material Restrictions

This project is constructed to meet the parts selected below:

Part 1: Select Compliant Interior Furnishings

All Spaces:

Electrical and electronic products

All newly installed electrical and electronic products, as specified in Appendix X1, meet the following requirement:

a. Products are compliant with RoHS restrictions.

Part 2: Select Compliant Architectural and Interior Products

All Spaces:

At least 50% by cost of newly installed products under the classes listed below, as defined by Appendix X1 (minimum 10 distinct products), meet the following requirements, unless higher amounts are mandated by local code:

a.

Flooring products contain 100 ppm (0.01%) by weight or less of the following:

1. Halogenated flame retardants (HFR).
2. Per- and polyfluoroalkyl substances (PFAS).
3. Orthophthalates.

b. Insulation products, including thermal and acoustic insulation in walls, ceilings, ducts, tubes and pipes, contain 100 ppm (0.01%) by weight or less of halogenated flame retardants (HFR).

c.

Ceiling and wall panels contain 100 ppm (0.01%) by weight or less of the following:

1. Halogenated flame retardants (HFR).
2. Orthophthalates.

d. Plastic plumbing contains 100 ppm (0.01%) by weight or less of orthophthalates.

X06 VOC Restrictions

This project is constructed to meet the parts selected below:

Part 1: Limit VOCs from Wet-Applied Products

All Spaces:

Newly installed interior wet-applied paints, coatings, adhesives, sealants and finished poured floorings used inside the building envelope (minimum 10 distinct products or applied to at least 10% of project area) meet the following:

a. All products are tested by a third-party laboratory to meet testing methods and thresholds established in one of the following standards and/or regulations for VOC content:

1. SCAQMD Rule 1168 (Adhesives and Sealants, 2017).
2. GB 33372-2020 (Adhesives).
3. 2019 CARB SCM for Architectural Coatings.[7]
4. EU Ecolabel for indoor and outdoor paints and varnishes.
5. HJ 2537-2014 (Paints).
6. Any other standard listed in the 'VOC content evaluation' section of the 'Low-Emitting Materials' credit of the LEED v4.1 standard.[8]

b.

At least 75% of products (by surface area or volume) are tested by a third-party laboratory to meet testing methods and thresholds established in one of the following standards and/or regulations for VOC emissions:

1. California Department of Public Health (CDPH) Standard Method v1.2.
2. AgBB.[9]
3. European Union LCI VOC thresholds[10] following EN 16516-1:2018 testing methods.

Part 2: Restrict VOC Emissions from Furniture, Architectural and Interior Products

All Spaces:

Products within one or more categories and corresponding thresholds in Table 1 meet one of the following compliance requirements, earning points as shown in Table 2:Table 1:

Product Category (from Appendix X1)	Threshold for Compliance
Flooring	90% of cost or surface area
Furniture, millwork and fixtures	75% by cost
Insulation, ceiling and wall panels	75% by cost or surface area

Table 2:

Achievement	Points
One compliant product category	1
At least two compliant product categories	2

☐ a. Tested per methods and VOC emission thresholds established in one of the following:

1. California Department of Public Health (CDPH) Standard Method v1.2.
2. AgBB.[9]
3. European Union LCI VOC thresholds[10] following EN 16516-1:2018 testing methods.
4. ANSI/BIFMA e3-2014, sections 7.6.1 or 7.6.2 (Furniture).

☐ b. Made exclusively with one or a combination of (without organic additives): metal, untreated wood, glass, ceramic or stone.

☐ c.

If custom-made or refurbished, wet-applied and wood-based materials used in fabrication or refurbishing meet the following:

1. All paints, coatings, sealants and adhesives applied to the product are verified as low-VOC emitting by one of the applicable standards listed in Part 1.
2. All composite wood panels, including medium-density fiberboard, plywood and particle wood panels meet the 'Formaldehyde emissions evaluation' criterium of the 'Low-Emitting Materials' credit of the LEED v4.1 standard,[8] or meet one of the following: US EPA TSCA Title VI, Europe E1, Japan Four-star.

☐ d. Installed for at least 6 months before project registration or manufactured and unmodified at least one year before project registration.

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: _____ _____ _____ _____ _____ _____ _____ _____ _____