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.

**04 VOC reduction**

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Interior Paints and Coatings**

The VOC limits of newly applied paints and coatings meet one of the following requirements:

a. 100% of installed products meet California Air Resources Board (CARB) 2007, Suggested Control Measure (SCM) for Architectural Coatings, or South Coast Air Quality Management District (SCAQMD) Rule 1113, effective June 3, 2011 for VOC content.

b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions.

c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.

**PART 2: Interior Adhesives and Sealants**

The VOC limits of newly applied adhesives and sealants meet one of the following requirements:

a. 100% of installed products meet South Coast Air Quality Management District (SCAQMD) Rule 1168. Volatile organic compound (VOC) limits correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005.

b. At minimum 90%, by volume, meet the California Department of Public Health (CDPH) Standard Method v1.1-2010 for VOC emissions.

c. Applicable national VOC content regulations or conduct testing of VOC content in accordance with ASTM D2369-10; ISO 11890, part 1; ASTM D6886-03; or ISO 11890-2.

**PART 3: Flooring**

The VOC emissions of all newly installed flooring must meet all limits set by the following, as applicable:

The VOC emissions of all newly installed thermal and acoustic insulation inside the waterproofing membrane must meet all limits set by the following, as applicable:

- **California Department of Public Health (CDPH) Standard Method v1.1-2010.**

### PART 5: Furniture and Furnishings

The VOC emissions of at least 95% (by cost) of all newly purchased furniture and furnishings within the project scope must meet all limits set by the following, as applicable:

- **ANSI/BIFMA e3-2011 Furniture Sustainability Standard sections 7.6.1 and 7.6.2, tested in accordance with ANSI/BIFMA Standard Method M7.1-2011.**
- **California Department of Public Health (CDPH) Standard Method v1.1-2010.**

### 11 Fundamental material safety

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 1: Asbestos and Lead Restriction

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

- **No asbestos.**
- Not more than a weighted average of 0.25% lead in wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures, and 0.20% for solder or flux used in plumbing for water intended for human consumption.
- Not more than 100 ppm (by weight) added lead in all other building materials.

### 19 Operable windows

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 1: Full Control

The following requirement is met:

- Every regularly occupied space has operable windows that provide access to outdoor air and daylight.

### 25 Toxic material reduction

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 1: Perfluorinated Compound Limitation

No perfluorinated compounds (PFCs) are present in the following condition:

- At levels equal to or greater than 100 ppm in components that constitute at least 5% by weight of a furniture or furnishing (drapes/curtains) assembly.

#### PART 2: Flame Retardant Limitation

Halogenated flame retardants are limited in the following components to 0.01% (100 ppm) to the extent allowable by local code:

- Window and waterproofing membranes, door and window frames and siding.
- Flooring, ceiling tiles and wall coverings.
- Piping and electrical cables, conduits and junction boxes.
- Sound and thermal insulation.
- Upholstered furniture and furnishings, textiles and fabrics.
**AIR**

<table>
<thead>
<tr>
<th>PART 3: Phthalate (Plasticizers) Limitation</th>
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<th>Initials</th>
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</table>

DEHP, DBP, BBP, DINP, DIDP or DNOP (often found in polyvinyl chloride [PVC]) are limited in the following components to 0.01% (100 ppm):

a. Flooring, including resilient and hard surface flooring and carpet.
b. Wall coverings, window blinds and shades, shower curtains, furniture and upholstery.
c. Plumbing pipes and moisture barriers.

**PART 4: Isocyanate-Based Polyurethane Limitation**

Isocyanate-based polyurethane products are not used in:

a. Interior finishes.

**PART 5: Urea-Formaldehyde Restriction**

Urea-formaldehyde presence is limited in the following components to 100 ppm:

a. Furniture or any composite wood products.
b. Laminating adhesives and resins.
c. Thermal insulation.

**26 Enhanced material safety**

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Precautionary Material Selection**

At least 25% of products by cost (including furnishings, built-in furniture, all interior finishes and finish materials) meet one or more of the following requirements:

b. Have a Cradle to Cradle™ Material Health Certified with a V2 Gold or Platinum or V3 Bronze, Silver, Gold or Platinum Material Health Score.
c. Have 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.

**28 Cleanable environment**

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Material Properties**

High-touch and non-porous surfaces (refer to Table A1 in Appendix C) meet the following requirements:

a. Smooth and free of defects visible to the unaided eye.
b. Finished to maintain smooth welds and joints.
c. Free of crevices and other hard-to-reach places.

**PART 2: Cleanability**

The following requirements are met:

a. No permanent wall-to-wall carpeting is used; only removable rugs, removable carpet tiles or hard surfaces are allowed.
b. The building provides adequate flexible storage space for all permanent, movable items to allow high-touch surfaces to be completely cleared during cleaning.
c. Right angles between walls and windows/floors are sealed.
### WATER

<table>
<thead>
<tr>
<th>37 Drinking water promotion</th>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 2: Drinking Water Access

To encourage water consumption, the following is met:

- At least one dispenser is located within 30 m [100 ft] of all parts of regularly occupied floor space (minimum one per floor).

### NOURISHMENT

<table>
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<tr>
<th>41 Hand washing</th>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 3: Sink Dimensions

Bathroom and kitchen sinks meet the following requirements:

- The sink column of water is at least 25 cm [10 inches] in length.
- The handwashing basin is at least 23 cm [9 inches] in width and length.

### LIGHT

<table>
<thead>
<tr>
<th>53 Visual lighting design</th>
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</table>

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

#### PART 1: Visual Acuity for Focus

The following requirements are met at workstations or desks:

- The ambient lighting system is able to maintain an average light intensity of 215 lux [20 fc] or more, measured on the horizontal plane, 0.76 m [30 inches] above finished floor. The lights may be dimmed in the presence of daylight, but they are able to independently achieve these levels.

- The ambient lighting system is zoned in independently controlled banks no larger than 46.5 m² [500 ft²] or 20% of open floor area of the room (whichever is larger).

- If ambient light is below 300 lux [28 fc], task lights providing 300 to 500 lux [28 to 46 fc] at the work surface are available upon request.

#### PART 1: Melanopic Light Intensity for Work Areas

Light models or light calculations demonstrate that at least one of the following requirements is met:

- At 75% or more of workstations, at least 200 equivalent melanopic lux is present, measured on the vertical plane facing forward, 1.2 m [4 ft] above finished floor (to simulate the view of the occupant). This light level may incorporate daylight, and is present for at least the hours between 9:00 AM and 1:00 PM for every day of the year.

- For all workstations, electric lights (which may include task lighting) provide maintained illuminance on the vertical plane of 150 equivalent melanopic lux or greater. Projects may use the lux recommendations in the Vertical (Ev) Targets for the 25-65 category in Table B1 of IES-ANSI RP-1-12 in place of 150.
55 Electric light glare control
This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Lamp Shielding
The following shielding angles ($\alpha = 90 - \text{cutoff angle}$) must be observed for lamps in regularly occupied spaces with luminance values in the ranges specified:

a. No shielding required for less than 20,000 cd/m² (including reflected sources).
b. $\alpha$: 15° for 20,000 to 50,000 cd/m².
c. $\alpha$: 20° for 50,000 to 500,000 cd/m².
d. $\alpha$: 30° for 500,000 cd/m² and above.

PART 2: Glare Minimization
At workstations, desks, and other seating areas, the following requirement is met:

a. Luminaires more than 53° above the center of view (degrees above horizontal) have luminances less than 8,000 cd/m².

56 Solar glare control
This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: View Window Shading
At least one of the following is present for all glazing less than 2.1 m [7 ft] above the floor in regularly occupied spaces:

a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare.
b. External shading systems that are set to prevent glare.
c. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more.

PART 2: Daylight Management
At least one of the following is required for all glazing greater than 2.1 m [7 ft] above the floor in regularly occupied spaces:

a. Interior window shading or blinds that are controllable by the occupants or set to automatically prevent glare.
b. External shading systems that are set to prevent glare.
c. Interior light shelves to reflect sunlight toward the ceiling.
d. A film of micro-mirrors on the window that reflects sunlight toward the ceiling.
e. Variable opacity glazing, such as electrochromic glass, which can reduce transmissivity by 90% or more.

58 Color quality
This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Color Rendering Index
To accurately portray colors in the space and enhance occupant comfort, all electric lights (except decorative fixtures, emergency lights and other special-purpose lighting) meet the following conditions:

a. Color Rendering Index Ra (CRI, average of R1 through R8) of 80 or higher.
b. Color Rendering Index R9 of 50 or higher.
59 Surface design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Working and Learning Area Surface Reflectivity

The following Light Reflectance Values (LRV) are met:

a. Ceilings have an average LRV of 0.8 (80%) or more for at least 80% of surface area in regularly occupied spaces.

b. Walls have an average LRV of 0.7 (70%) or more for at least 50% of surface area directly visible from regularly occupied spaces.

c. Furniture systems have an average LRV of 0.5 (50%) or more for 50% of surface area directly visible from regularly occupied spaces.

63 Daylighting fenestration

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 2: Window Transmittance in Working and Learning Areas

The following visible transmittance (VT) conditions are met for all non-decorative glazing:

a. All glazing located higher than 2.1 m [7 ft] from the floor (Daylight Glass) has VT of 60% or more.

b. All glazing located 2.1 m [7 ft] or lower from the floor (Vision Glass) has VT of 50% or more.

PART 3: Uniform Color Transmittance

All windows used for daylighting meet the following requirement:

a. The visible light transmittance of wavelengths between 400 and 650 nm does not vary by more than a factor of 2.

69 Active transportation support

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 2: Post Commute and Workout Facilities

The following are provided onsite or within 200 m [650 ft] of the building’s main entrance:

a. One shower with changing facility for the first 100 regular building occupants and one additional shower for every 150 regular building occupants thereafter.

b. One locker for every 5 regular building occupants, or evidence that the lockers provided exceed demand by at least 20%.

72 Accessible design

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

PART 1: Accessibility and Usability

The project demonstrates compliance with one of the following:

a. Current ADA Standards for Accessible Design or comparable local code or standards.

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Acoustic Planning**

An acoustic plan is developed that identifies the following spaces and potential sources of disruption:

a. Loud and quiet zones.

b. Noisy equipment in the space.

**80 Sound reducing surfaces**

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Ceilings**

The following spaces, if present, have ceilings that meet the specifications described:

a. Open workspaces: minimum NRC of 0.9 for the entire surface area of the ceiling (excluding lights, skylights, diffusers and grilles).

b. Conference and teleconference rooms: minimum NRC of 0.8 on at least 50% of the surface area of the ceiling (excluding lights, skylights, diffusers and grilles).

**PART 2: Walls**

The following spaces, if present, have walls that meet the NRC specifications described:

a. Enclosed offices, conference and teleconference rooms: minimum NRC of 0.8 on at least 25% of the surface area of interior surrounding walls.

b. Open workspaces: minimum NRC of 0.8 on at least 25% of the surface area of the surrounding walls.

c. Partitioned office spaces: partitions reach at least 1.2 m [48 inches] and have a minimum NRC of 0.8.

**81 Sound barriers**

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

**PART 1: Wall Construction Specifications**

The following spaces, if present, have interior partition walls that meet the Noise Isolation Class (NIC) described:

a. Enclosed offices: minimum NIC of 35 when a sound masking system is present, or minimum NIC of 40 when no sound masking system is used.

b. Conference rooms and teleconference rooms: minimum NIC of 53 on walls adjoining private offices, conference rooms or other teleconference rooms.

**PART 2: Doorway Specifications**

Doors connecting to private offices, conference rooms and teleconference rooms are constructed with at least one of the following:

a. Gaskets.

b. Sweeps.

c. Non-hollow core.
89 Adaptable spaces

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

### PART 1: Stimuli Management

Seating and spatial layouts are organized into separate workplace zones and provide differing degrees of sensory engagement. Regularly occupied spaces of 186 m² [2,000 ft²] or larger provide documentation of methods used to establish appropriate zones based on the below guidelines:

- **a.** A programing plan is developed, using data from interviews, surveys, focus groups and observational research, to establish the organization’s culture, work patterns, work processes and space utilization.
- **b.** Annotated floor plans incorporate research data to establish work zones that support a variety of work functions.
- **c.** Designated quiet zones are provided as enclosable or semi-enclosable rooms with no more than 3 seats per room.
- **d.** Designated collaboration zones are provided as enclosable or semi-enclosable rooms with no less than 3 seats and at minimum one visual vertical surface area for communicating ideas or work.

### PART 2: Privacy

Areas greater than 1,860 m² [20,000 ft²] provide a designated quiet space for focus, contemplation and relaxation, which meets the following requirements:

- **a.** Space is at minimum 7 m² [75 ft²] plus 0.1 m² [1 ft²] per regular building occupant, up to a maximum of 74 m² [800 ft²].
- **b.** Ambient lighting provides continuously dimmable light levels at 2,700 K or less.
- **c.** Noise Criteria (NC) from mechanical systems is 30 or lower.
- **d.** A plan is developed that includes a description of how the project incorporates two of the following elements into the space: (i) plant wall and/or floor plantings, (ii) audio device with nature sounds, (iii) variety of seating arrangements.

97 Material transparency

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

### PART 1: Material Information

At least 50% (as measured by cost) of interior finishes and finish materials, furnishings (including workstations) and built-in furniture have some combination of the following material descriptions (in order to contribute, the product must indicate that all ingredients have been evaluated and disclosed down to 1,000 ppm):

- **a.** Declare Label.
- **b.** Health Product Declaration.
- **c.** Any method accepted in USGBC’s LEED v4 MR credit: Building Product Disclosure and Optimization - Material Ingredients, Option 1: material ingredient reporting.

100 Biophilia II - quantitative

This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

### PART 2: Indoor Biophilia

Wall and potted plants are incorporated into the design of interior space according to the following:

- **a.** Potted plants or planted beds cover at least 1% of floor area per floor.
- **b.** A plant wall per floor, covering a wall area equal or greater than 2% of the floor area, or covering the largest of the available walls, whichever is greater.
### PART 3: Water Feature

At least one water feature for every 9,290 m² [100,000 ft²] in projects larger than 9,290 m² [100,000 ft²] which meets the following requirements:

a. At least 1.8 m [5.8 to 6 ft] in height or 4 m² [43 ft²] in area.

b. Ultraviolet sanitation or other technology to address water safety.

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.

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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:

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