

# MEP's Letter of Assurance

## Instructions

## Multifamily Residential

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 MEP 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.

AIR	Check	Initials
<b>03 Ventilation effectiveness</b>	<input type="checkbox"/>	<input type="text"/>

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

### PART 4: Ventilation Rates for Residences

The following requirements are met:

- a. Ventilation rates are designed to comply with all requirements set in ASHRAE 62.2-2013 (or more recent version) for dwelling units.
- b. Ventilation rates are designed to comply with all requirements set in ASHRAE 62.1-2013 for common areas and other spaces apart from dwelling units.

<b>05 Air filtration</b>	<input type="checkbox"/>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

### PART 1: Filter Accommodation

If recirculated air is used, the following requirements are met in ventilation assemblies in the main air ducts for recirculated air:

- a. Rack space is available and rack location identified for future implementation of carbon filters or combination particle/carbon filters.
- b. The mechanical system is sized to accommodate the additional filters.

<b>PART 2: Particle Filtration</b>	<input type="checkbox"/>
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One of the following requirements is met:

- a. MERV 13 (or higher) media filters are used in the ventilation system to filter outdoor air.
- b. Project demonstrates that for 95% of all hours in a calendar year, ambient outdoor PM<sub>10</sub> and PM<sub>2.5</sub> levels measured within 1.6 km [1 mi] of the building are below the limits set in the WELL Air Quality Standards feature.

**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 paint, ductwork, conduits, roofing/flashings, door hardware, vinyl blinds and wall coverings. For door hardware, project teams may document attempt to meet the requirement and demonstrate a petition or a formal request has been filed with manufacturers who were unable to meet their needs.

**PART 5: Mercury Limitation**

Mercury-containing equipment and devices are restricted in accordance with the below guidelines:

- Project does not specify or install new mercury containing thermometers, switches and electrical relays.
- Project does not install any lamps not compliant with the low-mercury limits specified in Appendix C, Table A5. Project develops a plan to upgrade any existing non-compliant lamps to low-mercury or mercury-free lamps.
- Illuminated exit signs only use Light-Emitting Diode (LED) or Light-Emitting Capacitor (LEC) lamps.
- No mercury vapor or probe-start metal halide high intensity discharge lamps are in use.

**15 Increased ventilation**

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

**PART 1: Increased Outdoor Air Supply**

One of the following is required in all regularly occupied spaces:

- Exceed outdoor air supply rates met in Feature 03, Part 1a by 30%.
- Follow CIBSE AM10, Section 4, Design Calculations, to predict that room-by-room airflows will provide effective natural ventilation.

**16 Humidity control**

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

**PART 1: Relative Humidity**

At least one of the following is required:

- A ventilation system with the capability to maintain relative humidity between 30% to 50% at all times by adding or removing moisture from the air.
- Modeled humidity levels in the space are within 30% to 50% for at least 95% of all business hours of the year. Buildings in climates with narrow humidity ranges are encouraged to pursue this option.

**18 Air quality monitoring and feedback**

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

**PART 1: Indoor Air Monitoring**

Monitors measure 2 of the following pollutants in a regularly occupied or common space (minimum one per floor) within the building, at intervals no longer than once an hour (measured at 1.2-1.8 m [4-6 ft] above the floor), and results are annually transmitted to the IWBI:

- a. Particle count (resolution 35,000 counts per m<sup>3</sup> [1,000 counts per ft<sup>3</sup>] or finer) or particle mass (resolution 10 µg/m<sup>3</sup> or finer).
- b. Carbon dioxide (resolution 25 ppm or finer).
- c. Ozone (resolution 10 ppb or finer).

**20 Outdoor air systems**

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

**PART 1: Dedicated Outdoor Air Systems**

Dedicated outdoor air systems are used for ventilation and verified as being adequate through one of the following:

- a. The system complies with local codes or standards regarding dedicated outdoor air systems.
- b. A detailed design review of the proposed system is conducted by an independent, qualified and registered professional mechanical engineer (not employed or compensated by the mechanical engineer on record). The review addresses thermal comfort (temperature, humidity, air velocity, etc.) and ventilation rates, as well as overall serviceability and system reliability. Report must demonstrate satisfactory compliance with ventilation standards used in Feature 03 Ventilation effectiveness.

**21 Displacement ventilation**

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

**PART 1: Displacement Ventilation Design and Application**

Projects implement a displacement ventilation system for heating and/or cooling in which one of the following is met:

- a. Low side wall air distribution with the air supply temperature slightly cooler or warmer than the desired space temperature. The system must use the System Performance Evaluation and ASHRAE Guidelines RP-949 as the basis for design.
- b. Underfloor Air Distribution (UFAD) with the air supply temperature slightly cooler or warmer than the desired space temperature. This system must use ASHRAE's UFAD Guide (Design, Construction and Operations of Underfloor Air Distribution Systems) as the basis of design. Displacement ventilation applied as part of an underfloor air distribution system must be installed at a raised floor height whereby the underfloor area can be cleaned on an annual basis.

**PART 2: System Performance**

The following requirements are met:

- a. A Computational Fluid Dynamics (CFD) analysis is conducted for the displacement ventilation system.
- b. The displacement ventilation system meets ASHRAE 55-2013 (Thermal Environmental Conditions for Human Occupancy) for comfort for at least 75% of all regularly occupied space.

AIR	Check	Initials
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<b>23 Advanced air purification</b>	<input type="checkbox"/>	<input type="checkbox"/>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

<b>PART 1: Carbon Filtration</b>	<input type="checkbox"/>
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To reduce VOCs in the indoor air, buildings which recirculate air use one of the following methods:

- a. Activated carbon filters or combination particulate/carbon filters in the main air ducts to filter recirculated air. Replacement is required as recommended by the manufacturer.
- b. A standalone air purifier with a carbon filter used in all regularly occupied spaces. Purifiers must be sized appropriately to the spaces they are serving. Filter replacement is required as recommended by the manufacturer.

<b>PART 2: Air Sanitization</b>	<input type="checkbox"/>
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Spaces with more than 10 regular occupants, within buildings that recirculate air, use one of the following treatments or technologies to treat the recirculated air, either integrated within the central ventilation system or as a standalone device:

- a. Ultraviolet germicidal irradiation.
- b. Photocatalytic oxidation.

<b>24 Combustion minimization</b>	<input type="checkbox"/>	<input type="checkbox"/>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

<b>PART 2: Low-Emission Combustion Sources</b>	<input type="checkbox"/>
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All combustion equipment used in the project for heating, cooling, water-heating, process heating or power generation (including back-up if used more than 200 hours per year) meets California's South Coast Air Quality Management District rules for pollution:

- a. Internal combustion engines.
- b. Furnaces.
- c. Boilers, steam generators and process heaters.
- d. Water heaters.

WATER	Check	Initials
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<b>36 Water treatment</b>	<input type="checkbox"/>	<input type="checkbox"/>
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This project is designed to meet the parts selected below (reproduced from the WELL Building Standard):

<b>PART 1: Organic Chemical Removal</b>	<input type="checkbox"/>
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All water being delivered to the project area for human consumption is treated with the following:

- a. Activated carbon filter.

<b>PART 2: Sediment Filter</b>	<input type="checkbox"/>
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All water being delivered to the project area for human consumption is treated with the following:

- a. Filter to remove suspended solids tested with standard NSF 42 or EN 13443-2.

## WATER

Check

Initials

### PART 3: Microbial Elimination

All water being delivered to the project area for human consumption is treated with one of the following:

- UVGI water sanitation.
- Filter rated by the NSF to remove or reduce microbial cysts.

## LIGHT

Check

Initials

### 60 Automated shading and dimming controls

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

#### PART 1: Automated Sunlight Control

All windows larger than 0.55 m<sup>2</sup> [6 ft<sup>2</sup>] have the following:

- Shading devices that automatically engage when light sensors indicate that sunlight could contribute to glare at workstations and other seating areas.

#### PART 2: Responsive Light Control

The following requirements are met in all major workspace areas:

- All lighting except decorative fixtures is programmed using occupancy sensors to automatically dim to 20% or less (or switch off) when the zone is unoccupied.
- All lighting except decorative fixtures has the capacity and is programmed to dim continuously in response to daylight.

## COMFORT

Check

Initials

### 75 Internally generated noise

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

#### PART 5: HVAC Sound Ratings

The following requirements are met in all bedrooms, dining rooms, living rooms, and studies for all fans except HVAC air handlers and remote-mounted fans that are located outside habitable spaces with at least 1.2 m [4 ft] of ductwork between the fan and the intake grill:

- Intermittent ventilation fans with a maximum rated airflow at or below 11 m<sup>3</sup>/min [400 cfm] have a maximum sound rating of 1.5 sones.
- Continuous ventilation fans have a maximum sound rating of 0.7 sones.

### 76 Thermal comfort

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

#### PART 1: Ventilated Thermal Environment

All occupiable spaces in mechanically-conditioned projects (including circulation areas) meet the design, operating and performance criteria:

- ASHRAE Standard 55-2013 Section 5.3, Standard Comfort Zone Compliance.

#### PART 2: Natural Thermal Adaptation

All occupiable spaces in naturally-conditioned projects meet the following criteria:

- ASHRAE Standard 55-2013 Section 5.4, Adaptive Comfort Model.

**83 Radiant thermal comfort**

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

**PART 1: Lobbies and Other Common Spaces**

All lobbies and other common spaces meet the requirements set forth in ASHRAE Standard 55-2013 for thermal comfort through the use of one of the following systems:

- a. Hydronic radiant heating and/or cooling systems.
- b. Electric radiant systems.

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: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If the individual using this form is not in the role of MEP, 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: \_\_\_\_\_

\_\_\_\_\_