

Owner'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 Owner 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
24 Combustion minimization		<input type="text"/>

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Appliance and Heater Combustion Ban

☐

The following are forbidden in regularly occupied spaces:

- a. Combustion-based fireplaces, stoves, space-heaters, ranges and ovens.

25 Toxic material reduction

This project satisfies 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:

- a. 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.

AIR	Check	Initials
26 Enhanced material safety		<input type="text"/>

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Precautionary Material Selection

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

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

NOURISHMENT	Check	Initials
42 Food contamination		<input type="text"/>

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Cold Storage

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If raw meat, fish, or poultry is prepared or stored on site, cold storage spaces contain the following:

- At least one removable, cleanable drawer or container located at the bottom of the unit, designated and labeled for storing raw meat, fish and poultry.
- A visual display of holding temperatures to ensure accurate representation of storage temperatures.

50 Food storage

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Storage Capacity

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The space provides cold storage that meets one of the following requirements:

- Total volume of at least 20 L [0.7 ft³] per occupant (no more than 7,000 L [247 ft³] of combined space is required).
- Evidence that the volume provided exceeds occupant demand by at least 20%.

51 Food production

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Gardening Space

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A space of at least 0.1 m² [1 ft²] per occupant (no more than 70 m² [754 ft²] maximum is required) is accessible and located within 0.8 km [0.5 mi] of the project boundary for one or a combination of the following:

- A garden with food-bearing plants.
- A greenhouse with food-bearing plants.
- Edible landscaping (e.g., fruit trees, herbs).

NOURISHMENT	Check	Initials
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PART 2: Planting Support

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Adequate quantities of the following supplies are provided to grow and maintain vegetables, herbs or other edible plants in the Gardening Space provided:

- a. Planting medium.
- b. Watering system.
- c. Lighting (interior spaces only).
- d. Plants.
- e. Gardening tools.

FITNESS	Check	Initials
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67 Exterior active design

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This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Pedestrian Amenities

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Sites in which the building takes up less than 75% of the total lot size provide at least one of the following within highly-trafficked areas, such as building entrances, public transportation stops, walking paths and plazas:

- a. A bench.
- b. A cluster of movable chairs and tables.
- c. A drinking fountain or water refilling station.

PART 2: Pedestrian Promotion

☐

To encourage more pedestrian activity, sites in which the building takes up less than 75% of the total lot size include at least two of the following in the outdoors:

- a. A water fountain or other water feature.
- b. A plaza or open air courtyard.
- c. A garden or other landscaped elements.
- d. Public art.

69 Active transportation support

☐

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Bicycle Storage and Support

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

- a. Basic bicycle maintenance tools, including tire pumps, patch kits and hex keys available for use.
- b. Separate and secure bicycle storage for at least 5% of regular building occupants, as well as short-term bicycle storage for at least 2.5% of all peak visitors.

FITNESS	Check	Initials
70 Fitness equipment		<input type="text"/>

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Cardiorespiratory Exercise Equipment	<input type="checkbox"/>
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The following requirement is met:

- a. Projects provide some combination of cardiorespiratory exercise equipment in an interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use.

PART 2: Muscle-strengthening Exercise Equipment	<input type="checkbox"/>
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The following requirement is met:

- a. Projects provide some combination of muscle-strengthening exercise equipment in an interior fitness space free of charge, in a quantity that would allow use by at least 1% of regular building occupants and accompanied by instructions for safe use.

MIND	Check	Initials
97 Material transparency		<input type="text"/>

This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Material Information	<input type="checkbox"/>
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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	<input type="text"/>
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This project satisfies the parts selected below (reproduced from the WELL Building Standard):

PART 1: Outdoor Biophilia	<input type="checkbox"/>
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At least 25% of the project site area meets the following requirements:

- a. Features either landscaped grounds or rooftop gardens accessible to building occupants.
- b. Consists of, at minimum, 70% plantings including tree canopies (within the 25%).

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 Owner, 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: _____
