

Reference Guide for the **Fitwel** Certification System



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COVER PHOTO CREDIT

Fitwel Champion: Kilroy Realty Corporation

333 Brannan Street, San Francisco, CA, Photo Courtesy of Kilroy Realty Corporation

Fitwel Rating: ★★ 2 Stars

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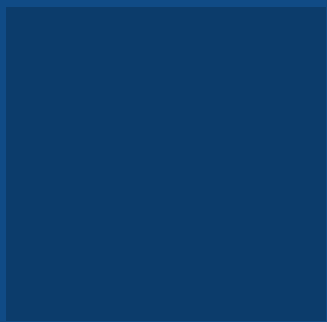
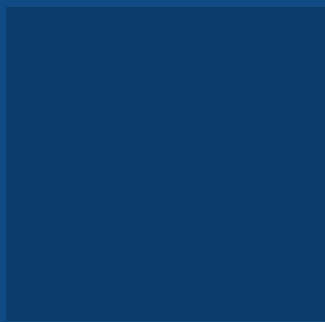
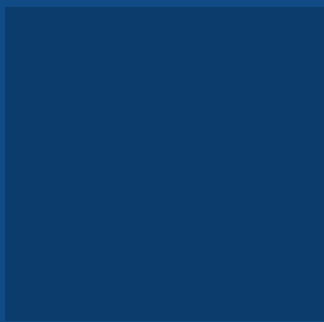
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Introduction



About Fitwel

The Fitwel Certification System

Fitwel is the premier certification system for optimizing buildings to improve health and productivity outcomes through targeted improvements to design and operational strategies.

Designed to support a healthier future where every building is enhanced to support the wellbeing of its occupants and surrounding communities, Fitwel is organized around specific, incremental changes that will foster a healthier workplace, regardless of size, construction year, or location.

The U.S. Centers for Disease Control and Prevention (CDC) and the General Services Administration (GSA) led the development of Fitwel, garnering input from experts in public health and design and reviewing over 3,000 scientific studies. The Center for Active Design (CfAD) is the operator of Fitwel, leading its adoption worldwide, managing certification and engagement, and overseeing future development. The CDC remains a partner of Fitwel to incorporate future research findings as the science behind healthy real estate evolves.

Fitwel first launched for public use in February 2017. To ensure that the Fitwel Strategies keep pace with the latest evidence-based research, and to incorporate feedback from users, regular refinements will be made to clarify and strengthen the standard. In 2018, the standard was updated to respond to the unique characteristics of four distinct project types: single-tenant buildings, multi-tenant base buildings, multi-tenant whole buildings, and commercial interior spaces (i.e., individual tenants). These project types are defined as follows:

MT.B Multi-Tenant Base Building

Impacts building owner/management staff within buildings or campuses whose floors and common areas are occupied by multiple tenants.

MT.W Multi-Tenant Whole Building

Impacts all occupants (building owner/management staff and tenants) within buildings or campuses whose floors and common areas are occupied by multiple tenants.

ST Single-Tenant Building

Impacts all occupants of an entire building or campus whose floors and common areas are occupied by a single tenant.

CI Commercial Interior Space

Impacts occupants within contiguous spaces or groups of contiguous spaces within a building that are occupied or controlled by a single tenant.



Perkins + Will Seattle Offices
Photo Courtesy of Perkins + Will

The Need for Healthier Buildings

Today, chronic diseases such as heart disease, cancer, and diabetes are among the most common, costly, and preventable of all health issues.¹

According to the World Health Organization (WHO), from 2011-2025, cumulative economic losses due to non-communicable diseases (NCDs), under a “business as usual” scenario in low- and middle-income countries, are estimated at US \$7 trillion. WHO estimates the cost of reducing the global NCD burden is US \$11.2 billion a year: an annual investment of US \$1-3 per capita. Increased levels of stress in the U.S. adult population have contributed to poor health.² Employers are well aware of the impact health related costs have on their bottom line. According to the Integrated Benefits Institute, productivity losses related to health cost U.S. employers over \$225 billion annually.³ Research by the CDC and others now demonstrate how workplace policies and design can significantly benefit employee health and productivity.

A significant body of research and historical case studies demonstrate that the design of the built environment can positively impact population health. For example, in the 1800s, when the majority of deaths were caused by infectious diseases such as tuberculosis, cholera, and yellow fever, cities used design to improve health outcomes. After infrastructure changes were made to increase access to fresh water, light, and air, many cities experienced a drastic reduction in infectious diseases.

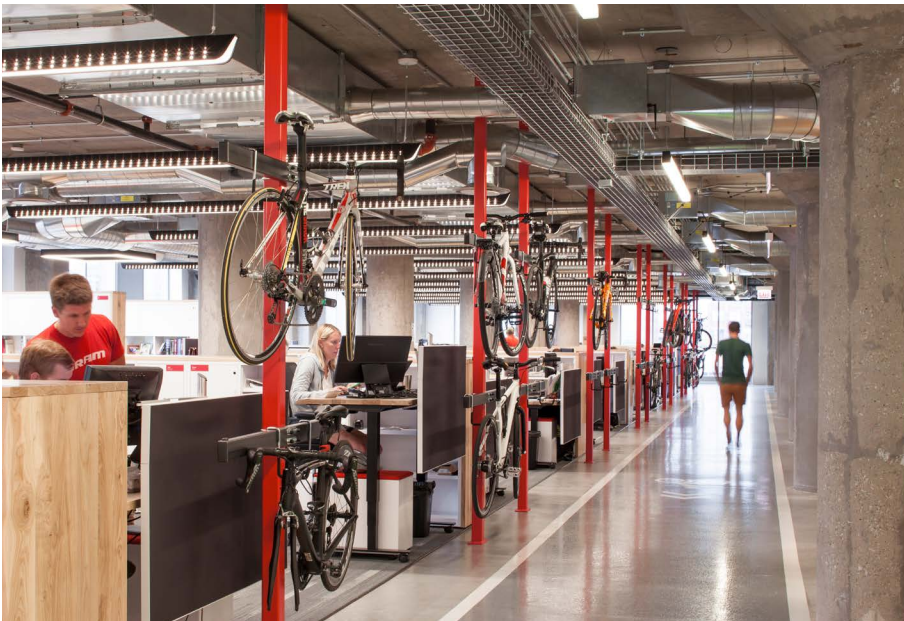
In the 20th and 21st centuries, there has been a significant decline in daily movement, contributing to a drastic rise in chronic diseases such as heart disease, stroke, cancer, type 2 diabetes, and obesity. Policies such as the federal highway financing and mortgage subsidies spurred a rise in car dependent neighborhoods, leading to an overall decline in walking and biking. According to a study published in the Lancet, physical inactivity has now replaced smoking as the leading cause of preventable death in the world.⁴

Design must once again be leveraged as an indispensable tool for the creation and management of healthier spaces. Designers, real estate developers, building owners, and managers must play a key role in reversing these troubling health trends, by prioritizing health in their facility investments.

A Focus on Workspaces

American workers spend over 1,700 hours a year at their jobs; this time spent in their workplaces directly affects their health.⁵

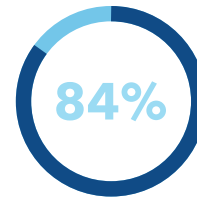
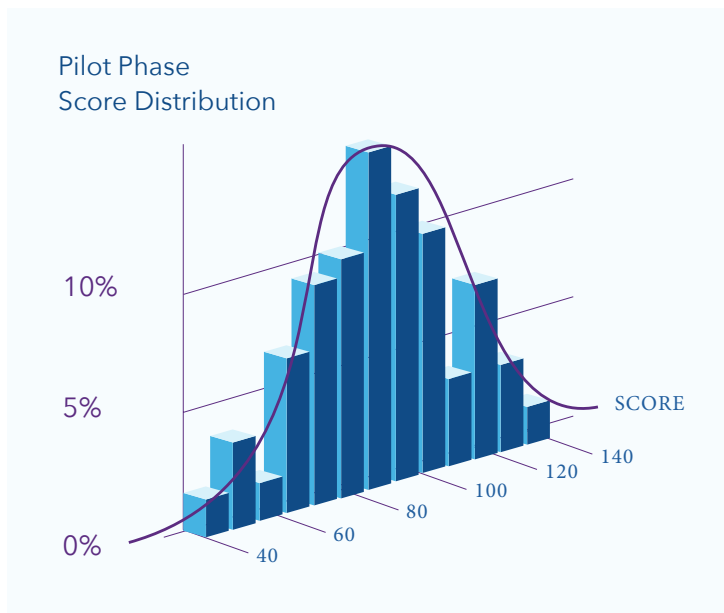
Workplaces present multiple health risks to employees, from increasing exposure to indoor pollutants to discouraging or preventing physical activity during work hours. Beyond the individual health benefits, fostering a healthy work environment can also result in decreased healthcare costs and increased productivity. Annual absenteeism rates in the United States are 3% per private sector employee, costing \$2,074 per employee per year, and costs of productivity losses due to chronic health conditions are estimated to be over \$225 billion annually.⁶ With these figures in mind, employee health is a high priority for any organization. While a growing number of workplace wellness programs have been linked to positive health outcomes,⁷ the myriad of environmental factors influencing healthy behaviors at the workplace have yet to be addressed in a comprehensive manner. The Fitwel Certification System successfully fills a much-needed gap, providing a science-based and user-friendly tool that professionals can use to support workplace health through design and operational strategies.



SRAM Corporation
Photo Credit: Michelle Litvin Studio



GSA Kansas City Offices
Photo Courtesy of GSA



Report Ease of Use
of Web-Based Tool



Understand How Their
Buildings Support Health

A Brief Background

The 60+ strategies contained in Fitwel can be accessed through a user-friendly online portal, where projects can be registered, benchmarked, and submitted for certification.

All Fitwel system components, including the strategies, scoring algorithm, and portal, were originally developed and pilot tested in 2014. A total of 89 buildings were piloted in urban, suburban, and rural locations across the U.S., all of which were under the ownership or management of the U.S. General Services Administration (GSA), U.S. Centers for Disease Control and Prevention (CDC), and the City of New York. Of the 89 buildings, 35 did not receive certification, 26 were 1-star rated, 22 were 2-star, and 6 were 3-star. During the pilot phase, 75 property managers were surveyed on their use of the Fitwel Portal. Results showed that 97% of study participants reported that the Portal was easy to use and 84% reported that they have a better understanding of how their buildings support healthy behaviors.

The science demonstrating the impact that the built environment has on health will continue to grow. With the CDC as ongoing research partners, Fitwel will expand with the current health evidence to provide the design community with an always up-to-date system for measuring the health impacts of the built environment.

How to Use Fitwel

Fitwel Strategies

Fitwel includes 63 evidence-based design and operational strategies that enhance building environments by addressing a broad range of health behaviors and risks. The strategies included in the standard are those with the strongest evidence base and with the highest demonstrated impact on Fitwel's seven health impacts. Fitwel addresses health as an interconnected system, with no single dominant category or area of focus, and as such, all strategies are voluntary, with no individual prerequisites.



Each Fitwel strategy is linked by empirical evidence to at least one of seven Fitwel Health Impact Categories:

- 1 Increases Physical Activity
- 2 Promotes Occupant Safety
- 3 Reduces Morbidity + Absenteeism
- 4 Supports Social Equity for Vulnerable Populations
- 5 Instills Feelings Of Well-Being
- 6 Impacts Community Health
- 7 Provides Healthy Food Options

Fitwel Strategies are categorized into the following 12 sections by scale:

- | | |
|----------------------------|----------------------------------|
| 1 Location | 7 Workspaces |
| 2 Building Access | 8 Shared Spaces |
| 3 Outdoor Spaces | 9 Water Supply |
| 4 Entrances + Ground Floor | 10 Food Services |
| 5 Stairwells | 11 Vending Machines + Snack Bars |
| 6 Indoor Environments | 12 Emergency Procedures |

Fitwel's Weighted Point System

Each strategy within the Fitwel Certification System is associated with unique point allocations, based on the strength of the science and the demonstrated impact on occupant health. Strategies with stronger, multi-faceted impacts receive more points.

The point value assigned to each strategy was determined by a scientific advisory group of leading public health researchers assembled by the CDC. This group of experts determined:

How strongly the strategy is associated with impacts in each of the Health Impact Categories:

3 = Strong Impact

2 = Moderate Impact

1 = Low Impact

0 = No Impact

How strong the evidence is for this association:

3 = Strong Evidence

2 = Emerging Evidence

1 = Best Practice

0 = No Evidence

The resulting matrix was condensed into a single point for each strategy using the following formula, designed to promote evidence-based criteria:

of Points For Each Strategy =

sum of health impact values, adjusted for evidence base

Health Impact Value =

(value for strength of impact) ×

($\frac{1}{3}$ strength of evidence for that impact)

This weighting system allows for strategies that are linked to impacts under multiple categories to receive more points, and recognizes those strategies whose health outcomes are supported by the strongest evidence base. Finally, this robust framework and weighting system enables for change, over time, as the scientific evidence evolves.



Google Chelsea
Photo Credit: Frank Oudeman/OTTO



Oklahoma City Federal Building
Photo Credit: Steve Hall, Hedrich Blessing,
Courtesy of Ross Barney Architects

Scorecard Options

For each strategy there are four options: "Yes", "No", "Not Applicable", and "Alternate Compliance." These options represent the following:

Yes

Strategy is in place.

No

Strategy is not in place.

Not Applicable

Strategy is not in place, but its absence does not negatively impact health outcomes. This option is available for a limited number of strategies, where selecting "NA" does not detract from the project's overall score.

Alternate Compliance

Intent of the strategy has been met by implementing an equivalent method. Full or partial credit will be awarded as outlined by the Fitwel Reference Guide.

Fitwel's Scoring Process

Projects that achieve a Fitwel score of 90 or above are considered "Fitwel-certified" at one of three levels:



One-Star (90–104 points)

Project has achieved a basic level of health promotion.



Two-Stars (105–124 points)

Project has achieved an intermediate level of health promotion.



Three-Stars (125–144 points)

Project has achieved an exceptional level of health promotion.

To register a project and begin the process for achieving Fitwel certification, navigate to the Fitwel Portal at www.app.fitwel.org, create a company account, and enter basic project information. Once a project is registered, advance through the Fitwel process, by choosing the appropriate scorecard and assess how your project measures up against each of the Fitwel Strategies. Once the initial assessment is complete, create and archive historical snapshots of your responses to the Fitwel Strategies by selecting the Benchmark option. With the benchmark score, the system populates the project's areas of opportunity, or a list of strategies not yet implemented in order of greatest impact and points. Project teams are encouraged to use the Areas of Opportunity as a road map for future efforts.

Once the desired Fitwel Strategies are implemented and documentation is collected and uploaded for each applicable strategy, the project can be submitted for certification.

Fitwel addresses health as a holistic system and the benefits of strategies that are in place on any given project are cumulative. As such, there are no prerequisites or mandatory thresholds within different categories, only the 90-point threshold for receiving a Fitwel Star Rating. For example, even a project that scores a theoretical 0 in its benchmark score can benefit from using Fitwel as a tool to improve health outcomes.



Etsy Headquarters
Photo Credit: Garrett Rowland, Courtesy of Gensler



Queens Museum
Photo Credit: Matt Lapiska

Applicability

The Fitwel Certification System is applicable to workplaces of every type and location, including workplaces which are:

- › located in rural, urban, or suburban settings;
- › located inside single- or multi-story buildings;
- › multi-tenant or single-tenant buildings;
- › single buildings, portfolios of buildings, or campuses;
- › existing buildings or spaces, without renovation;
- › existing buildings or spaces, recently renovated;
- › new construction projects.

Fitwel Certification Costs

Fitwel is designed to be both highly effective and cost-effective. The operator of Fitwel, the Center for Active Design, is a 501(c)3 non-profit organization that considers equity a core component of its mission, including a commitment to making health-promoting strategies accessible to the broadest possible cross section of society. Fitwel supports this goal of accessibility by ensuring that the resources required to implement the strategies are cost-effective in the following ways:

- › The documentation and information gathering required to submit for certification are purposefully limited, reducing both internal costs to the project owners.
- › The web-based Fitwel Portal is simple to use and provides immediate feedback, ensuring that Fitwel details are widely available and reducing the time needed to complete a submission.
- › There are no cost-prohibitive prerequisites within the Standard, and the voluntary nature of the strategies ensures that a project can benefit from utilizing Fitwel without incurring capital costs.

Individual projects seeking Fitwel certification pay a registration fee to access the Fitwel Portal, which gives access to the Fitwel Scorecards, benchmarking capability and ability to generate a numerical score, as well as a list of the areas of strength and areas of opportunity. Teams can upload certification documents and after paying the certification fee, formally submit their project for a Fitwel Star rating. Companies applying Fitwel across their portfolios may contact Fitwel for a reduced rate.

Refer to fitwel.org for up-to-date pricing.

Fitwel Users

Fitwel provides various mechanisms for engagement with the Standard: companies or organizations can become Fitwel Champions, while individual practitioners can become Fitwel Ambassadors. Additionally, individual users can simply navigate to the Fitwel Portal to advance through the process to achieve certification.

Champions

Fitwel Champions are organizations or companies who are seeking to prioritize health in the design and operation of buildings within their portfolio. Champions are industry leaders of Fitwel's groundbreaking approach to health and wellness, and commit to apply Fitwel to their real estate portfolios, or a large portion thereof. With evidence-based strategies and an efficient way to measure and track progress, Champions support the philosophy that a healthier workplace environment should be accessible to all.

Champion organizations receive:

- › A reduced certification rate
- › On-call assistance from Fitwel's team of dedicated account managers
- › A targeted training for Champion company staff
- › Exclusive updates and access to Fitwel materials, including new scorecards
- › One complimentary Ambassador course for each project committed to Fitwel
- › Opportunity to join a Fitwel Advisory Council

Fitwel Ambassadors

Ambassadors are professionally recognized individuals who are leading the healthy building movement through the application of Fitwel. The Fitwel Ambassador program arms its participants with the tools necessary to certify buildings using Fitwel. Ambassadors are well versed in the evidence-based connection between building design, operations, and health, and have a clear understanding of how to integrate Fitwel strategies within buildings and workplaces. Ambassadors can navigate the Fitwel Portal to help clients register, track progress, and attain Fitwel certification.

To be recognized as a Fitwel Ambassador, participants must pass an exam based on their knowledge of both the development of Fitwel and the submission and certification process.

The Ambassador exam consists of 50 questions, which are based on the three main concepts noted below.

- 1 The importance and impact of designing to promote health
- 2 The rationale and implementation requirements of Fitwel strategies
- 3 The Fitwel submission and certification process

A minimum passing score of 80% is required to be recognized as a Fitwel Ambassador. Once a passing score is received, Ambassadors will receive the following:

- › A Fitwel Ambassador certificate, recognizing completion and professional designation
- › Introductory slides that cover the development of and methodology behind Fitwel
- › Access to the Fitwel Reference Guide
- › Continuing Education credit when requested and applicable
- › Recognition on Fitwel.org

General Users

General users are individuals or companies interested in applying Fitwel to one or multiple projects, and creating healthier buildings and spaces for their communities. These users can register a project(s) at app.fitwel.org, and achieve Fitwel certification.

The Fitwel Portal

The Dashboard

The Fitwel Portal is used to complete the Fitwel benchmarking and certification process for portfolios or individual projects. The dashboard within the Fitwel Portal provides an at-a-glance view of all projects registered within a portfolio and overall allows users control and management of their projects. Specific features include:

Simple organizational structure.

- › The dashboard is structured so that all registered buildings are organized into larger portfolios. Portfolios can be set up to align with the structure of the company. For example, some companies choose to create portfolios according to region, building type, or phase of construction.

Collaboration functionality.

- › Team leaders can invite others to collaborate on completing the Fitwel Scorecard for individual projects or entire portfolios.

Registration of new projects.

- › New projects can be purchased, registered, and added to portfolios at any point on the dashboard.

Portfolio Wide Application.

- › Companies that have established and applied policies throughout their portfolio, can upload and apply the associated documentation for the related Fitwel strategy to each impacted project with the portfolio. The documentation will then be pre-approved for each impacted project. To take advantage of this feature, users should upload the documentation prior to adding projects to the portfolio.

Project Benchmarking.

- › The Benchmark feature is designed to assist projects measure and monitor Fitwel progress over time, by archiving a synopsis of the project's performance at a specific moment in time. Benchmarking a project does not require users to submit verification documentation. Instead, users can simply select the "Benchmark" option on the Scorecard page after responding to each of the Fitwel Strategies to receive a numerical score.

Project Certification.

- › Once the Fitwel Scorecard is completed and the associated certification documentation is uploaded, projects can be submitted for review and certification.

Certification Process

The Fitwel Certification process takes several weeks from the project submission date to completion. Once a project is submitted for review, the Fitwel Certification Team begins its review process and edits to submissions are no longer available. We guarantee that all Champions and Ambassadors advance through the certification process in 12 weeks, with all other submitted projects undergoing the same process in 16 weeks.

The Fitwel certification process is as follows:

- Step 1** Project documentation is reviewed using a double-blind process, where two independent reviewers assess the project and confirm a numerical score.
- Step 2** Once the initial review is complete, the project team will receive, via the Fitwel Portal, details on any additional documentation or clarification needed. This part of the process offers an opportunity for dialogue between project teams and the Fitwel Certification Team. Project teams are permitted one response to the Fitwel Certification Team, within a period of four weeks.
- Step 3** The Fitwel Certification Team completes a final review of any additional documentation or clarification that has been provided by the project team. This part of the process culminates in a final numerical score and associated star-rating, the final Fitwel Scorecard, and a Fitwel certificate for the project.

Recertification Process

Fitwel Certification is valid for three years. A project can maintain its Fitwel status without lapse by initiating a recertification on the Fitwel Portal at any point within three years from the date on which the project was awarded its initial certification. After applying for recertification, a project will have one year to complete the recertification process. Projects submitted for recertification will be reviewed under the version of the Fitwel Scorecard that is in place on the date that the project initiates its recertification.

Campus Application

Fitwel offers the ability for projects to achieve certification for a campus setting. Projects seeking certification of a campus should register and certify each building within the campus separately on the Fitwel Portal. Once each building is certified, the campus can be awarded an overall score and star rating based on the average score of all the buildings within the campus.

Step-By-Step Guide to the Fitwel Portal

Step 1 Sign In

Once login information is received from the Fitwel team, users should navigate to app.fitwel.org to register an account and access the Fitwel Strategies.

Step 2 Pay Project Fees and Register Building

Once an account is created, users are taken to the Fitwel Portal Dashboard, where they may pay project fees, register projects, and organize projects into portfolios.

Step 3 Invite Team Collaborators

Team leaders can invite other members to collaborate on a given project. Once invited, collaborating team members should navigate to app.fitwel.org to register and participate in the Fitwel benchmarking and certification process.

Step 4 Implement Strategies, Gather Documentation and Complete Scorecard

As strategies are implemented, users should complete the Fitwel Scorecard by responding to each question with "Yes", "No", "Alternative Compliance", or "Not Applicable" (where available). When "Yes", "Alternative Compliance", or "Not Applicable" are selected, the documents listed in 'Required Documentation' must be gathered and uploaded in order to submit for Fitwel Certification.

Step 5 Benchmark

Once all the strategies on the Fitwel Scorecard are answered, users will have the option to benchmark their project by selecting the 'Benchmark' button. Unlike the 'Submit' button, benchmarking does not require documentation to be uploaded to the portal.

Step 6 Review Scorecard Summary

Project teams should respond to each Fitwel Strategy and upload the required documentation on the Scorecard page. Participants may navigate to the Scorecard Summary page to review the score, and learn about the projects' areas of strength and opportunity.

Step 7 Submit Building For Certification

Once the Scorecard has been completed and all required documentation is uploaded to the portal, users should click the 'Submit' button, which appears on the Scorecard Summary page. Once a project is submitted, a notification is sent to the Fitwel Certification Team to begin the certification process.

Step 8 Certification Awarded

After the Certification process is complete, a certificate is issued for the workplace stating the number of points earned and Fitwel Star Rating achieved.

Citations

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Scorecard



How to Use the Scorecard

The Scorecard section of the Reference Guide details the Fitwel strategies, along with the science, impact, and documentation needed for certification for each of the 63 workplace strategies. Where the certification documentation varies depending on building type, readers will see the following tags to outline any differences:

MT.B**Multi-Tenant Base Building****ST****Single-Tenant Building****MT.W****Multi-Tenant Whole Building****CI****Commercial Interior Space**

The Fitwel Reference Guide includes the following components for each of the 63 Strategies:

1 Rationale

Outlines the scientific intent and health impact behind each strategy. When providing documentation, users should refer to the rationale to confirm that the documentation provided meets the intent of the strategy.

2 Sample Evidence

Lists selected empirical evidence that supports the strategy rationale and intent.

3 Health Impact Categories

Outlines those Fitwel Health Impact categories addressed by each strategy.

4 Definitions

Defines specific terms that are necessary to understand the strategy.

5 Certification Documentation Required

Lists the specific set of documentation required for submittal to Fitwel to demonstrate compliance with the strategy requirements.

6 Campuses

Provides additional details and identifies any additional documentation necessary to submit for certification of a campus.

7 Guidance

Additional information that is useful when implementing the strategies and gathering the required documentation. This section clarifies common user questions.

Guidance on Certification Documentation

The documentation required to show compliance with the strategy, must be submitted in the one or more of the formats listed below. Additional details are provided on the information that the Fitwel reviewers will assess for each project submitted for certification. All documentation listed within each strategy is required to receive credit, unless otherwise specified. Fitwel requires that all strategy requirements are met and applied within the project by the time of certification.

1 Floor Plans

When providing floor plans, users must highlight and/or annotate the relevant areas for each strategy based on the strategy requirements. Project names and floor numbers must be clearly indicated on all floor plans, including a legend, where needed to identify strategy components. If a “base” floor plan is included as an underlay for multiple strategies, please label the plan as such.

2 Photographs

When providing photographs, users must ensure that the images are legible, and provide details on the location from which the photographs were taken, and the relevance of the image to the strategy. This may be done by marking the images or including a brief written description.

3 Diagrams

When providing diagrams, users must ensure that the diagrams are clear, and include a description explaining the relevance of the diagram to the strategy.

4 Official Statements, Schedules, and/or Declarations.

All official declarations of compliance, schedules, and/or letters must be written on company letterhead, dated, and include relevant signatures. Statements and declaration letters are only accepted in the following specific cases:

- When specified by the strategy as a documentation requirement.
- As supporting documentation to demonstrate compliance with all required aspects of a strategy.
- When requested by the Fitwel Certification Team.

1 Location

Total Points Available: 17.33

“The longer people spend commuting in cars, the worse their psychological well-being, and correspondingly, people feel better when they have a longer walk to work.”

– Martin et. al., 2014



1.1 Walk Score® of 50 or above

Points Available: 3.33

1.2 Walk Score® of 70 or above

Points Available: 5.00

1.3 Walk Score® of 90 or above

Points Available: 5.00

Rationale

Buildings and campuses in more walkable locations have been shown to foster improved health by increasing opportunities for regular physical activity, social interaction, and access to amenities.

Sample Evidence

Giles-Corti, B., et al. (2013). "The influence of urban design on neighbourhood walking following residential relocation: longitudinal results from the RESIDE study." *Social Science & Medicine* 77: 20-30.

Christian, H., et al. (2017). "A longitudinal analysis of the influence of the neighborhood environment on recreational walking within the neighborhood: Results from RESIDE." *Environmental Health Perspectives* 125(7): 077009.

Carr, L. J., et al. (2011). "Validation of Walk Score for estimating access to walkable amenities." *British Journal of Sports Medicine* 45(14): 1144-1148.

Duncan, D. T., et al. (2011). "Validation of walk score for estimating neighborhood walkability: an analysis of four US metropolitan areas." *International Journal of Environmental Research and Public Health* 8(11): 4160-4179.

Sarkar, C., et al. (2018). "Neighbourhood walkability and incidence of hypertension: Findings from the study of 429,334 UK Biobank participants." *International Journal of Hygiene and Environmental Health* 221(3): 458-468.

Mazumdar, S., et al. (2017). "The built environment and social capital: A systematic review." *Environment and Behavior* 50(2): 119-158.

Health Impact Categories



Definitions

Walk Score®: A publicly accessible walkability index for all addresses in the United States, Canada, and Australia that is accessed at Walkscore.com. Walk Score® measures the walkability of any address by analyzing walking routes to nearby amenities and awarding points based on the distance to amenities in each category. Amenities within a 5-minute walk (.25 miles) are given maximum points. A decay function is used to give points to more distant amenities, with no points given after a 30-minute walk. Walk Score® also measures pedestrian friendliness

Definitions (cont.)

by analyzing population density and road metrics, such as block length and intersection density.

Certification Documentation Required**Strategy 1.1 Walk Score® of 50 or above**

MT.B

MT.W

ST

CI

Provide a copy of the project's Walk Score.

OR

MT.B

MT.W

ST

CI

Provide an annotated map(s) and photograph(s) showing that each one of the amenities listed below is located within ½ mile or 800 meters of the main building entrance:

- food outlet (including café, quick serve restaurant, deli/deli counter, food court, or similar type of food service)
- access to financial services (bank/cash machine/ATM)
- access to a gym, recreation or leisure facility for fitness or sport, or similar fitness facility that can be used before, after, or during work hours

Strategy 1.2 Walk Score® of 70 or above

Provide a copy of the project's Walk Score.

OR

Provide an annotated map(s) and photograph(s) showing that each one of the amenities listed below is located within ½ mile or 800 meters of the main building entrance:

- food outlet (including café, quick serve restaurant, deli/deli counter, food court, or similar type of food service)
- access to financial services (bank/cash machine/ATM)
- access to a gym, recreation or leisure facility for fitness or sport, or similar fitness facility that can be used before, after, or during work hours

AND

Provide an annotated map(s) and photograph(s) showing that at least TWO of the amenities listed below are located within ½ mile or 800 meters:

Certification Documentation Required (cont.)

- access to an outdoor open space (public or private, suitably sized and accessible to regular occupants)
- publicly available postal facility
- community facility
- over the counter services associated with a pharmacy
- public sector doctor's surgery, general medical center, urgent care, or similar
- child care facility or school
- sidewalks with street furniture
- shopping malls
- street retail

Strategy 1.3 Walk Score® of 90 or above

- Provide a copy of the project's Walk Score.

OR

- Provide an annotated map(s) and photograph(s) showing that each one of the amenities listed below is located within 1/3 mile or 500 meters of the main building entrance:
- food outlet (including café, quick serve restaurant, deli/deli counter, food court, or similar type of food service)
 - access to financial services (bank/cash machine/ATM)
 - access to a gym, recreation or leisure facility for fitness or sport, or similar fitness facility that can be used before, after, or during work hours

AND

- Provide an annotated map(s) and photograph(s) showing that at least TWO of the amenities listed below are located within 1/3 mile or 500 meters:
- access to an outdoor open space (public or private, suitably sized and accessible to regular occupants)
 - publicly available postal facility
 - community facility
 - over the counter services associated with a pharmacy
 - general medical center, urgent care, or similar
 - child care facility or school
 - sidewalks with street furniture
 - shopping malls

Certification Documentation Required (cont.)

- street retail
-

For Campuses

- Walk Score must be calculated using the address of each building applying for certification.

Guidance

To generate a Walk Score, navigate to www.walkscore.com, input the project address under “Live Where You Love,” and click the search button. Confirm that the Walk Score generated meets the strategy requirement.

1.4

Public transit stop located within ½ mile or 800 meters of the main building entrance

Points Available: 4.00

Rationale

Public transit use is associated with an increase in physical activity, stress reduction, injury prevention, improved air quality, community health, equity for those who cannot drive or afford private vehicle use, and enhanced access to amenities.

Sample Evidence

Lachapelle, U., et al. (2011). "Commuting by public transit and physical activity: Where you live, where you work, and how you get there." *Journal of Physical Activity and Health* 8(1): S72.

Besser, L. M. and Dannenberg, A.L. (2005). "Walking to public transit: steps to help meet physical activity recommendations." *American Journal of Preventive Medicine* 29(4): 273-280.

Saelens, B. E., et al. (2014). "Relation between higher physical activity and public transit use." *American Journal of Public Health* 104(5): 854-859.

Health Impact Categories



Definitions

Public Transit: Shared passenger transportation services, such as buses, trams, light rail, trains, subways, and ferries that run at scheduled times and are available for use by the general public without private arrangement. Taxis, carpools, and private buses do not qualify as public transit.

Main Building Entrance: The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages.

Certification Documentation Required (cont.)



No certification documentation is needed for this strategy.

**Certification
Documentation
Required**

For Campuses

Distances must be calculated using the address of each building applying for certification.

Guidance

No additional guidance.

2 Building Access

Total Points Available: 6.65

“Walking to and from public transportation can help physically inactive populations, especially low-income and minority groups, attain the recommended level of daily physical activity.”

– Besser & Dannenberg 2005



2.1

Provide a direct, accessible pedestrian route between the main building entrance and public transit

Points Available: 1.33

Rationale

A direct, accessible pedestrian route from transit to the building entrance increases safety for transit users and improves the convenience and appeal of using transit. Increased transit use contributes to an increase in daily physical activity.

Sample Evidence

MacDonald, J.M., et al. (2010). "The effect of light rail transit on body mass index and physical activity." *American Journal of Preventive Medicine* Aug;39(2):105-12.

Sugiyama, T., et al. (2012). "Destination and route attributes associated with adults' walking: a review." *Medicine & Science in Sports & Exercise* 44(7): 1275-1286.

Health Impact Categories



Definitions

Accessible Pedestrian Route: A direct route to transit that is free of obstacles and has a walking surface with a running slope no steeper than 1:20.

Public Transit: Shared passenger transportation services, such as buses, trams, light rail, trains, subways, and ferries that run at scheduled times and are available for use by the general public without private arrangement. Taxis, carpools, and private buses do not qualify as public transit.

Main Building Entrance: The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. In multi-tenant buildings, main entrances open directly into the building's lobby or principal interior ground level circulation space. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages.

Certification Documentation Required



- Provide an annotated plan(s) and clear, annotated photograph(s) demonstrating

Certification Documentation Required (cont.)

that the direct route to transit is free of obstacles and the walking surface has a running slope no steeper than 1:20.

AND

- Provide a plan(s) or annotated photograph(s) detailing direct route to transit.

OR

MT.B

MT.W

ST

CI

- Provide documentation showing receipt of BREEAM credit TRA 04 - Pedestrian and cyclist safety for the provision of safe and secure pedestrian and cycle access routes.

For Campuses

No additional documentation required.

Guidance

Sample obstacles in the route to transit include trees, planting pots, bike racks, steps, or other elements that may hinder the route for those using a wheelchair.

2.2

Conduct an annual occupant commuter survey

Points Available: 0.33

Rationale

Conducting an annual occupant commuter survey can help support carpool/vanpool programs, determine bicycle storage demand, and assess potential bicycle use increase if bicycle facilities are improved. Employees benefit from having multiple transportation options that increase their physical activity.

Conducting a survey of commute preferences helps capture information on the options that would be most utilized. Data from this survey can be used to improve workplace supports and to monitor impacts of incentive programs designed to encourage healthy commutes.

Sample Evidence

Kaczynski A.T., et al. (2010). "Association of workplace supports with active commuting." *Preventing Chronic Disease* 7(6): A127.

Health Impact Categories



Definitions

Occupant Commuter Survey: An annual survey of regular occupants on their transportation patterns.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B MT.W ST CI

- Provide an official occupant commuter survey (signed, dated, and on official letterhead) including the following:
 - a summary of findings including calculations showing a response rate of at least 30% of regular occupants
 - the number of alternative commute trips
 - the number of conventional commute trips

OR

MT.B MT.W ST CI

- Provide documentation showing receipt of one of the following:
 - LEED v4 O+M: Existing Buildings LT Credit: Alternative Transportation Option 1 with a survey response rate of at least 30%
 - LEED 2009 O+M Existing Buildings SSc4 credit for Alternative Commuting Transportation Option 3 with a survey response rate of at least 30%

For Campuses

No additional documentation required.

Guidance

The occupant survey should address the transportation patterns of regular occupants. Sample survey questions can be found in the Fitwel commuter survey template, <https://fitwel.org/fitwel-sample-surveys>. Additional sample survey questions and are provided by the USGBC as part of the LEED EBOM rating system reference guide: <http://www.usgbc.org/sites/default/files/SSc4%20approach%201.pdf>

Alternative commuting trips include walking and telecommuting, carpooling, and using public transportation such as buses, railways, subway or metro systems, shuttles, and trolleys.

The response rate is calculated as the Number of Survey Respondents/Number of Regular Occupants.

2.3

Provide secure and covered bicycle parking within 100 feet or 30 meters of a building entrance for a minimum of 5% of regular occupants or exceed demand as dictated by occupant survey by 1%

Points Available: 1.33

Rationale

Providing secure, covered bicycle parking increases the appeal of cycling to work, helping to increase levels of physical activity.

Sample Evidence

Hamre, A., & Buehler, R. (2014). "Commuter mode choice and free car parking, public transportation benefits, showers/lockers, and bike parking at work: Evidence from the Washington, DC Region." *Journal of Public Transportation* 17(2): 67-91.

Kaczynski, A. T., et al. (2010). "Association of Workplace Supports with Active Commuting." *Preventing Chronic Disease* 7(6): A127.

Pucher, J., et al. (2010). "Infrastructure, programs, and policies to increase bicycling: an international review." *Preventive Medicine* 50 Suppl 1: S106-125.

Health Impact Categories



Definitions

Secure and Covered Bicycle Parking: Bicycle racks that are managed and maintained by the workplace, securely mounted, located in secure areas, and are visibly covered and protected from weather such as rain and snow.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas only.

Certification Documentation Required



- Provide a calculation showing the amount of bicycle parking required. If the bicycle parking serves all building occupants, the calculation should demonstrate that bicycle parking is provided for 5% of building occupants. If the bicycle parking serves only regular occupants, the calculation should demonstrate that bicycle parking is provided for a minimum of 5% of regular occupants or exceeds demand as dictated by occupant survey by 1%.

AND

- Provide a clear, annotated photograph(s) and/or plan(s) showing:
 - the total calculated number of secure and covered bicycle parking.
 - that the distance between the bicycle parking and the main entrance does not exceed 100 feet or 30 meters, when parking is located outside.

For Campuses

- When the bicycle parking spaces serve multiple buildings:
 - provide a calculation demonstrating that bicycle parking is provided for a minimum of 5% of all campus occupants, or exceeds demand of all campus occupants, as determined by the commuter survey, by 1%.
 - demonstrate that the distance between the bicycle parking and the main entrance of each building applying for certification does not exceed 100 feet or 30 meters, when parking is located outside.

Guidance

If projects do not qualify for Strategy 2.2, the occupant commuter survey cannot be used to comply with Strategy 2.3. However, when using the results of the occupant commuter survey to demonstrate demand, show the resulting percentage of bicycle commuters, which can be calculated using the following formula: (total number of respondents who report biking to work/total number of respondents) X 100.

Guidance Cont.

It is important to clearly indicate whether the bicycle parking is accessible to all building occupants or the regular occupants of the project only, and calculate the required bicycle parking spaces accordingly.

Covered bicycle parking spaces must be sheltered from the elements such as rain and snow. Shelter may be provided through an overhead cover, or by locating the bike parking indoors, such as in a parking garage.

To ensure bicycle parking spaces are securely stored and/or locked, bicycle racks may be bolted to the walls or floor, or located in lockable bicycle rooms/storage spaces in buildings.

2.4

Provide showers with lockers for regular occupants

Points Available: 1.33

Rationale

Providing showers increases the appeal of walking or biking to work as it provides the opportunity for commuters to walk or bike in a broader range of weather conditions.

Sample Evidence

Crespo, N. C., et al. (2011). "Worksite physical activity policies and environments in relation to employee physical activity." *American Journal of Health Promotion* 25(4): 264-271.

Dodson, E. A., et al. (2016). "Does availability of worksite supports for physical activity differ by industry and occupation?" *American Journal of Health Promotion*, 32(3): 517-526.

Buehler, R. (2012). "Determinants of bicycle commuting in the Washington, DC region: The role of bicycle parking, cyclist showers, and free car parking at work." *Transportation Research Part D Transport and Environment* 17(7): 525-531.

Health Impact Categories



Definitions

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas only, including on-site building staff.
- For application within entire multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas only.

Certification Documentation Required



- Provide a calculation indicating the amount of showers and lockers required. If the showers and lockers are accessible by all building occupants, the calculation should indicate the total number of building occupants and the required number of showers and lockers. If the showers and lockers are only accessible by regular occupants, the calculation should indicate the total number of regular occupants and the required number of showers and lockers.

Showers with lockers must be provided in the following amounts:

- 1 shower and locker for projects with 1-100 occupants
- 2 showers and lockers for projects with 101 - 300 occupants
- 3 showers and lockers for projects with 301 - 500 occupants
- 4 showers and lockers for projects with 501 -1000 occupants
- 1 shower and locker for every additional 500 occupants for projects over 1000 occupants

AND

- Provide a clear, annotated photograph(s) and/or plan(s) indicating the number and locations of showers and lockers.

AND

- Provide an official document(s) (signed, dated, and on official letterhead) showing evidence that showers and lockers are available free of charge for all regular occupants.
-

For Campuses

- Provide an annotated map(s) showing that the showers and lockers are located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

The documentation must show that projects meet the required numbers of both showers and lockers. Demonstrating compliance with one and not the other does not qualify for credit.

It is important to clearly indicate whether the showers and lockers are accessible to all building occupants or the regular occupants of the project only, and calculate the required numbers accordingly.

2.5

If parking is provided, charge fair market value for parking utilization

Points Available: 2.00

Rationale

Providing free or discounted parking artificially lowers the cost of driving compared to other modes of transportation that employees could use to get to work. Charging the fair market value passes the cost on to employees who want to drive, and may encourage some employees to use other, more active, transportation options. Parking fees can be used to subsidize free transit passes for employees.

Sample Evidence

Hess, D.B. (2001). "The effects of free parking on commuter mode choice: Evidence from travel diary data." *Transportation Research Record: Journal of Transportation Research Board* 1753: 35-42 .

Hamre, A., & Buehler, R. (2014). "Commuter mode choice and free car parking, public transportation benefits, showers/lockers, and bike parking at work: Evidence from the Washington, DC Region." *Journal of Public Transportation* 17(2): 4.

Christiansen, P., et al. (2017). "Parking facilities and the built environment: Impacts on travel behaviour." *Transportation Research Part A: Policy and Practice*, 95: 198-206.

Health Impact Categories



Definitions

Fair Market Value: An unsubsidized fee consistent with average prices in the immediate vicinity.

Certification Documentation Required



- Provide a document(s) detailing the pricing scheme, clearly demonstrating that the fair market rate is being charged for all single-occupancy vehicle parking on the building site or campus.

Certification Documentation Required

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include any parking on-site.

MT.B

MT.W

ST

CI

- Provide a site plan(s) and clear photograph(s) that includes the entire site and clearly demonstrates that no parking is provided.
-

For Campuses

No additional documentation required.

Guidance

Free parking does not qualify for credit. Projects with parking garages that are not accessible to regular occupants may qualify for credit.

The established pricing scheme must demonstrate that the current rate charged on site is the same as or above the average price of other nearby parking options.

2.6

If parking is provided, assign a minimum of 5% priority parking spaces or exceed demand by at least 1% as dictated by the occupant commuter survey for carpools and vanpools, whichever is greater

Points Available: 0.33

Rationale

Assigning priority parking spaces to carpools and vanpools is a free amenity that motivates more employees to use these commuting options, which can reduce solo driving, greenhouse gas emissions and lower employee commute stress.

Sample Evidence

Su, Q., & Zhou, L. (2012). "Parking management, financial subsidies to alternatives to drive alone and commute mode choices in Seattle." *Regional Science and Urban Economics* 42(1-2): 88-97.

Deakin, E., et al. "Markets for dynamic ridesharing? Case of Berkeley, California." *Transportation Research Record: Journal of the Transportation Research Board* 2187: 131-137.

Health Impact Categories



Definitions

Priority Parking Spaces: Parking spaces that are closest to the main building entrance reserved exclusively for carpools or vanpools.

Occupant Commuter Survey: An annual survey of employees on their transportation patterns.

Certification Documentation Required



- Provide clear, annotated photograph(s) and/or plan(s) with a calculation, demonstrating that 5% of the total parking spaces are designated through signage as priority parking spaces for carpooling and vanpooling, or that priority parking spaces exceed demand by at least 1% as dictated by the employee commuter survey, whichever is greater.

Certification Documentation Required (cont.)

Or Not Applicable (Points Available: 0.33)

Select "Not Applicable" if the building does not include any parking on-site.

MT.B**MT.W****ST****CI**

- Provide a site plan(s) and/or clear photograph(s) that includes the entire site and clearly demonstrates that no parking is provided.

For Campuses

- When using the results of the occupant commuter survey to determine demand, provide an official occupant commuter survey for the entire site, which meets the requirements of Strategy 2.2.

Guidance

If projects do not qualify for Strategy 2.2, the occupant commuter survey cannot be used to comply with Strategy 2.3. However, when using the results of the occupant commuter survey to demonstrate demand, show the resulting percentage of bicycle commuters, which can be calculated using the following formula: (total number of respondents who report biking to work/total number of respondents) X 100.

Projects with parking garages that are not accessible to regular occupants may select Not Applicable.

3 Outdoor Spaces

Total Points Available: 14.32

“Research suggests access to nature in the workplace is related to lower levels of perceived job stress and higher levels of job satisfaction.”

– Largo-Wright E. et al. 2011



3.1

Provide an outdoor space amenity accessible from a building entrance to all regular occupants

Points Available: 1.00

Rationale

Including outdoor space amenities such as benches, tables, paths, or small landscaped gardens may improve health by increasing levels of physical activity, exposing occupants to daylight, and reducing overall stress. Providing at least partial shading offers an opportunity to enjoy the benefits of being outdoors, while allowing the user of the outdoor space amenity to adjust their environment to partially or totally exclude the sun's rays, offering a high degree of control and flexibility for the use of outdoor areas.

Sample Evidence

Largo-Wight, E., et al. (2011). "Healthy workplaces: The effects of nature contact at work on employee stress and health." Public Health Report May-Jun;126 Supplement 1:124-30.

Abdulkarim, D., & Nasar, J. L. (2013). "Do seats, food vendors, and sculptures improve plaza visitability?" Environment and Behavior 46(7): 805-825.

Health Impact Categories



Definitions

Outdoor Space Amenity: A space exterior to the building that is visible from a building entrance and equipped with paths or outdoor furniture such as benches, tables, and chairs that encourage use of the outdoors by building occupants.

Accessible: Free and unfettered access available to all regular occupants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.

Definitions (cont.)

- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide clear, annotated photograph(s), plan(s), and/or diagram(s) demonstrating that the outdoor space amenity:
 - is clearly visible and accessible from a building entrance.
 - includes furniture or paths.
 - features partial shading. At least 50% of the available seating or pathways must be shown to be covered in shading, by trees, adjacent structures or other means during months where the average state, city, or province temperature exceeds 75° F or 24° C.

OR



- Provide documentation showing receipt of BREEAM credit HEA 07 - Dedicated outdoor space with seating sheltered from wind and/or rain.

Or Alternative Compliance (Points Available: 1.33)

Select "Alternative Compliance" if the building or workplace is located within a 1/2 mile or an 800 meter walking route of an applicable outdoor space amenity.



Provide all the following for projects that select "Alternative Compliance":

- Clear, annotated photograph(s), plan(s), and/or diagrams showing that the outdoor space includes furniture or paths, and at least 50% of the available seating or pathways are shaded by trees, adjacent structures, or other means.

AND

- Annotated map(s) showing that the public outdoor space amenity is within a 1/2 mile or an 800 meter walking route of the main building entrance.

For Campuses

Provide an annotated map(s) showing that the on-site outdoor space amenity is within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

Shading can be provided by mature trees, hedgerows, or devices such as overhangs, vertical fins, canopies, pergolas, horizontal blinds, or adjustable louvers.

3.2

Provide a walking trail of at least ¼ mile or 400 meters on the building site/campus accessible to all regular occupants

Points Available: 1.33

Rationale

Providing a walking trail helps increase physical activity for employees on breaks or during "walking meetings." Walking trails also provide increased access to the outdoor environment.

Sample Evidence

Zoellner, J., et al. (2012). "Environmental perceptions and objective walking trail audits inform a community-based participatory research walking intervention." *International Journal of Behavioral Nutrition and Physical Activity* 9: 6.

Kaczynski, A. T., et al. (2008). "Association of park size, distance, and features with physical activity in neighborhood parks." *American Journal of Public Health* 98(8): 1451-1456.

Yang, L., et al. (2015). "Choice of commuting mode among employees: Do home neighborhood environment, worksite neighborhood environment, and worksite policy and supports matter?" *Journal Transport & Health* 2(2): 212-218.

Health Impact Categories



Definitions

Walking Trail: A path, separated from motor vehicle right-of-way, where individuals can walk and enjoy nature.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



Provide clear, annotated photograph(s), plan(s), and/or diagram(s) demonstrating that the walking trail within the building site/campus is clearly visible and accessible from a building entrance and is at least 1/4 mile or 400 meters long.

Or Alternative Compliance (Points Available: 1.33)

Select "Alternative Compliance" if the building is located within a 1/2 mile or an 800 meter walking route from a public open space with a qualifying walking trail that is at least 1/4 mile or 400 meters in length.

Provide all the following for projects that select "Alternative Compliance":



- Clear photograph(s) of the public open space with a walking trail.

AND

- Annotated map(s) showing that the public open space is located within a 1/2 mile or an 800 meter walking route of the of the main building entrance and that the qualifying walking trail is at least 1/4 mile or 400 meters in length.

For Campuses

- Provide an annotated map(s) showing that the qualifying on-site walking trail is located within a 1/2 mile or an 800 meter walking route of the main building entrance.

Guidance

Distances can be provided using Google Maps or other web-based applications.

When selecting "Alternative Compliance," multiple farmers markets can be used to qualify for the strategy. When using multiple farmers markets, clearly show that their combined schedules add up to 6 months of the year and they are each operational at least one day per week (Monday - Friday).

3.3

Provide permanent fitness equipment in outdoor spaces accessible to all regular occupants

Points Available: 1.00

Rationale

Providing outdoor fitness equipment can increase levels of physical activity.

Sample Evidence

Lee, J., et al. (2018). "Understanding outdoor gyms in public open spaces: A systematic review and integrative synthesis of qualitative and quantitative evidence." *International Journal of Environmental Research and Public Health* 15(4).

Cohen, D. A., et al. (2012). "Impact and cost-effectiveness of family Fitness Zones: a natural experiment in urban public parks." *Health Place* 18(1): 39-45.

Health Impact Categories



Definitions

Fitness Equipment: An apparatus or device used for physical activity to enhance strength or conditioning effects of exercise.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B MT.W ST CI

- Provide clear photograph(s) and/or site plan(s) showing qualifying outdoor fitness equipment.

Or Alternative Compliance (Points Available: 1.00)

Select "Alternative Compliance" if the building is located within a 1/2 mile or an 800 meter walking route of a public open space with qualifying outdoor fitness equipment.

Provide all the following for projects that select "Alternative Compliance":

MT.B MT.W ST CI

- Clear photograph(s) of the public open space showing outdoor fitness equipment.

AND

- Annotated map(s) showing that the public open space is located within a 1/2 mile or an 800 meter walking route of the main building entrance.

For Campuses

- Provide an annotated map(s) showing that the on-site outdoor fitness equipment is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

Fitness equipment may include stationary bicycles, air walkers, sit-up boards, parallel bars, basketball courts, baseball courts, football courts, soccer fields, and other spaces specifically designed for sport and exercise. Children's playgrounds or other outdoor spaces that are not specifically designed for exercise do not qualify for this strategy.

3.4

Provide a restorative garden amenity accessible to all regular occupants

Points Available: 1.67

Rationale

Providing a therapeutic landscape amenity, such as a restorative garden, improves employee mental health, reduces stress levels, and improves productivity.

Sample Evidence

Bowler, D. E., et al. (2010). "A systematic review of evidence for the added benefits to health of exposure to natural environments." *BMC Public Health* 10: 456.

Largo-Wight, E. (2011). "Cultivating healthy places and communities: evidenced-based nature contact recommendations." *International Journal of Environmental Health Research* 21(1): 41-61.

Lottrup, L., et al. (2013). "Workplace greenery and perceived level of stress: Benefits of access to a green outdoor environment at the workplace." *Landscape and Urban Planning* 110: 5-11.

Health Impact Categories



Definitions

Restorative Garden: A landscape setting or area that is designed specifically to support stress relief to individuals by providing a sense of connectedness with nature. The setting or area should not be located on or adjacent to heavy motor vehicle traffic and should not have direct street views.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.

Definitions (cont.)

- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B MT.W ST CI

- Provide a clear, annotated photograph(s) and/or site plan(s) showing the qualifying restorative garden.

Or Alternative Compliance (Points Available: 1.67)

Select "Alternative Compliance" if the building is located within a 1/2 mile or an 800 meter walking route of a public open space with a qualifying restorative garden.

Provide all the following for projects that select "Alternative Compliance":

MT.B MT.W ST CI

- Clear, annotated photograph(s) and/or site plan(s) of the qualifying restorative garden.

AND

- Annotated map(s) showing that the public open space is located within a 1/2 mile or an 800 meter walking route of the main building entrance.

For Campuses

- Provide an annotated map(s) showing that the qualifying on-site restorative garden amenity is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

A qualifying restorative garden may include the following:

- is not located on or adjacent to heavy motor vehicle traffic
- is shielded from direct street view
- includes natural elements such as greenery, trees, bodies of water or other such elements and provides a sense of connectedness to nature
- includes seating

3.5

Offer on-site weekly sale of produce or establish a farmers market in a location accessible to all regular occupants

Points Available: 1.67

Rationale

Providing convenient access to healthy food contributes to improved diets for employees.

Sample Evidence

Crompt, D., et al. (2012). "Kaiser Permanente's Farmers' Market Program: Description, impact, and lessons learned." *Journal of Agriculture, Food Systems, and Community Development* 2(2): 29-36.

Freedman, D. A., et al. (2013). "A farmers' market at a federally qualified health center improves fruit and vegetable intake among low-income diabetics." *Preventive Medicine* 56(5): 288-292.

Health Impact Categories



Definitions

Farmers Market: A market at which farmers sell fruits and vegetables directly to consumers.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B MT.W ST CI

- Provide a clear, annotated photograph(s) and/or official document(s) (signed, dated, and on official letterhead) detailing the location and schedule of a weekly local produce sale, weekly distribution of a Community Supported Agriculture (CSA), or farmers market that operates at least 6 months a year and at least once per week between Monday and Friday.

Or Alternative Compliance (Points Available: 1.67)

Select "Alternative Compliance" if the building is located within a 1/2 mile or an 800 meter walking route of a public open space with a qualifying weekly farmers market.

Provide the following for projects that select "Alternative Compliance":

MT.B MT.W ST CI

- Annotated map showing a qualifying farmers market located within a 1/2 mile or an 800 meter walking route of the main building entrance.

AND

- Copy of the official farmers market schedule(s) (signed, dated, and on official letterhead).

For Campuses

- Provide an annotated map(s) showing that the qualifying on-site farmers market is located within a 1/2 mile or an 800 meter walking route of the main building entrance.

Guidance

Distances can be provided using Google Maps or other web-based applications. When selecting "Alternative Compliance," multiple farmers markets can be used to qualify for the strategy. When using multiple farmers markets, clearly show that their combined schedules add up to 6 months of the year and they are each operational at least one day per week (Monday -Friday).

3.6

Support an on-site fruit and vegetable garden, that is at least 1 square foot or .09 square meters per regular occupant, accessible to all regular occupants, and maintained weekly

Points Available: 1.00

Rationale

Providing on-site gardening opportunities contributes to increased physical activity levels and social capital benefits from working in the gardens. In addition, convenient access to healthy food helps to improve diets for employees.

Sample Evidence

Clatworthy, J., et al. (2013). "Gardening as a mental health intervention: a review." *Mental Health Review Journal* 18(4): 214-225.

Litt, J. S., et al. (2011). "The influence of social involvement, neighborhood aesthetics, and community garden participation on fruit and vegetable consumption." *American Journal of Public Health* 101(8): 1466-1473.

Zick, C.D., et al. (2013). "Harvesting more than vegetables: the potential weight control benefits of community gardening." *American Journal of Public Health* Jun; 103(6): 1110-5.

Health Impact Categories



Definitions

Fruit and Vegetable Garden: An indoor or outdoor plot where fruits and vegetables are cultivated on-site.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide a clear, annotated photograph(s) and/or site plan(s) showing a vegetable/fruit garden that is at least 1 square foot or .09 square meters per regular building occupant, with a minimum requirement of 32 square feet or 3 square meters and a maximum requirement of 2,500 square feet or 232 square meters.

AND

- Provide a maintenance plan with a minimum of weekly maintenance during local growing season.
-

For Campuses

- Provide the following:
 - the total number of occupants on site with access to an on-site fruit and vegetable garden(s) within a 1/2 mile or 800 meter walking route of the main building entrance
 - an annotated map(s) showing that the on-site fruit and vegetable garden(s) is located within a 1/2 mile or 800 meter walking route of the main building entrance

Guidance

The size of the garden must account for all occupants that have access, including additional campus or building occupants that are not considered regular occupants.

3.7

Establish and adopt an Integrated Pest Management (IPM) plan

Points Available: 2.66

Rationale

An Integrated Pest Management (IPM) plan supports healthy indoor air quality. A pest-free building provides a more pleasant working environment that contributes to employee mental well-being.

Sample Evidence

Kass, D., et al. (2009). "Effectiveness of an integrated pest management intervention in controlling cockroaches, mice, and allergens in New York City public housing." *Environmental Health Perspectives* 117(8): 1219-1225.

Greene, A., & Breisch, N. L. (2002). "Measuring integrated pest management programs for public buildings." *Journal of Economic Entomology* 95(1): 1-13.

Health Impact Categories



Definitions

Integrated Pest Management Plan: An environmentally friendly, coordinated approach to controlling pests that focuses on pest prevention and uses pesticides only as needed. IPM is not a single pest control method but rather involves integrating multiple control methods based on site information obtained through:

- inspection
- monitoring
- reports

Certification Documentation Required



- Provide an official copy (signed, dated, and on official letterhead) of IPM plan or contract for the entire building detailing procedures requiring nonchemical approaches to the items listed below:
- improved sanitation (e.g., removing food from desks, cleaning)
 - inspection and monitoring of pest population sites managing waste (e.g., keeping refuse in tight containers, locating waste containers away from building if possible)

Certification Documentation Required (cont.)

- maintaining structures (e.g., fixing leaking pipes promptly, sealing cracks)
- adding physical barriers to pest entry and movement (e.g., screens for chimneys, doors, and windows; air curtains)
- modifying habitats (e.g., removing clutter, relocating outside light fixtures away from doors)
- using traps (e.g., light traps, snap traps, and glue boards)
- using pesticides judiciously

AND

MT.B **MT.W**

- For tenants, demonstrate that either 1) an Integrated Pest Management Plan (IPM) is included in relevant leases or 2) that an IPM is included in a tenant manual.

OR

MT.B **MT.W** **ST** **CI**

- Provide documentation showing receipt of one of the following:
 - LEED v4 O+M EQ Credit: Integrated Pest Management
 - LEED O&M Starter Kit Innovation in Design BD&C EQ Credit: Integrated Pest Management

For Campuses

- Provide an official copy (signed, dated, and on official letterhead) of a qualifying IPM plan or contract for the site.

Guidance

Ensure that the dates provided on the Integrated Pest Management (IPM) plan demonstrate that it is current and valid.

When providing a portfolio wide policy, include a statement confirming that the IPM is implemented in the building applying for certification.

For projects applying the Multi-Tenant Base Building and Whole Building scorecards, if the IPM is not included in all leases, show that it is included in the tenant manual.

When documenting that the IPM plan is included in leases, provide a sample lease

Guidance (cont.)

agreement. When documenting that the IPM plan is included in tenant manual, provide the relevant section of the manual.

According to the EPA IPM Guidelines, each IPM program should be designed based on the pest prevention goals and eradication needs of the situation. IPM programs should use the following four-tiered implementation approach: identify pests and monitor progress, set action thresholds, prevent, and control. For more information, visit: <https://www.epa.gov/managing-pests-schools/introduction-integrated-pest-management>

3.8

Provide context-appropriate lighting at all pathways and parking areas

Points Available: 2.66

Rationale

Context-appropriate lighting increases visibility, reduces opportunity for crime, and contributes to increased perceptions of safety. It is one of the most valuable strategies used in implementing CPTED: Crime Prevention through Environmental Design.

Sample Evidence

Boyce, P. R., et al. (2000). "Perceptions of safety at night in different lighting conditions." *International Journal of Lighting Research and Technology* 32(2): 79-91.

Painter, K. (1996). "The influence of street lighting improvements on crime, fear and pedestrian street use, after dark." *Landscape and Urban Planning* 35(2-3): 193-201.

Peña-García, A., et al. (2015). "Impact of public lighting on pedestrians' perception of safety and well-being." *Safety Science* 78: 142-148.

Health Impact Categories



Definitions

Context-Appropriate Lighting: Lighting that is designed to meet the specific lighting needs of the place and the users, increase visibility, and reduce the opportunity for crime.

Certification Documentation Required



- Provide an annotated exterior lighting plan(s), diagram(s), and/or clear, nighttime photograph(s) detailing light placements and spacing and clearly demonstrating visible, continuous illumination along all the following areas:
 - pathway(s)
 - parking area(s)

Certification Documentation Required (cont.)

Or Not Applicable (Points Available: 2.66)

Select "Not Applicable" if the building does not include any pathways or parking areas.

MT.B

MT.W

ST

CI

- Provide an annotated site plan(s) showing that the building does not include outdoor areas, pathways, and/or parking areas.

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior scorecard must demonstrate that the building meets the strategy requirement.

Daytime images provided without lighting plans cannot be used to comply with Strategy 3.8.

Zero-lot buildings that do not include outdoor spaces qualify for selecting Not Applicable.

According to the International Crime Prevention through Environmental Design Association, luminaires that have little or no uplight should be selected to minimize light pollution impacts. Avoid security lighting that creates blinding glare and/or deep shadows. Place lighting along pedestrian-use areas at heights designed to illuminate people's faces, and avoid creating blind spots. For more information, refer to standards and guidelines published by the International Crime Prevention through Environmental Design Association (<http://www.cpted.net/>) or the Illuminating Engineering Society (<https://www.ies.org/product/lighting-for-exterior-environments/>).

3.9

Adopt a tobacco-free policy for all outdoor spaces

Points Available: 1.33

Rationale

A tobacco-free policy for outdoor spaces contributes to reductions in tobacco use among employees and reduces exposure to secondhand smoke.

Sample Evidence

International Agency for Research on Cancer (2009). "Evaluating the Effectiveness of Smoke-free Policies." IARC Handbooks of Cancer Prevention, World Health Organization. 13.

Klein, E. G., et al. (2014). "Tobacco control policies in outdoor areas of high volume American transit systems." Journal of Community Health 39(4): 660-667.

Kaufman, P., et al. (2011). "Not just 'a few wisps': real-time measurement of tobacco smoke at entrances to office buildings." Tobacco Control 20(3): 212-218.

Health Impact Categories



Definitions

Tobacco-Free: Areas where the use of any tobacco products is strictly prohibited. Site should not include designated smoking areas.

Certification Documentation Required



- Provide an official document(s) or policy (signed, dated, and on official letterhead) detailing that all outdoor spaces (including parking areas) are tobacco-free.

Or Not Applicable

Select "Not Applicable" if the building does not include outdoor spaces, pathways, and/or parking areas.



- Provide a site plan(s) showing that the building does not include any outdoor spaces and/or parking areas.

Certification Documentation Required (cont.)

For Campuses

No additional documentation required.

Guidance

Ensure that the dates provided on the tobacco-free policy demonstrate that it is current and valid.

Tobacco products include but are not limited to:

- cigarettes, cigars (commercially or self-rolled)
- pipes, hookahs, water pipes
- electronic cigarettes
- smokeless tobacco (e.g., snuff, snus, chew)

Tobacco use includes smoking, chewing, dipping, or any other use of the tobacco products listed above.

There must not be any designated smoking areas within the site boundaries, even if they are 25 feet of any building entrance, window, or vent duct. Policies that include references to designated smoking areas do not comply.

Projects applying the Commercial Interior scorecard must demonstrate that the building implements a tobacco-free policy is implemented within the building's outdoor areas.

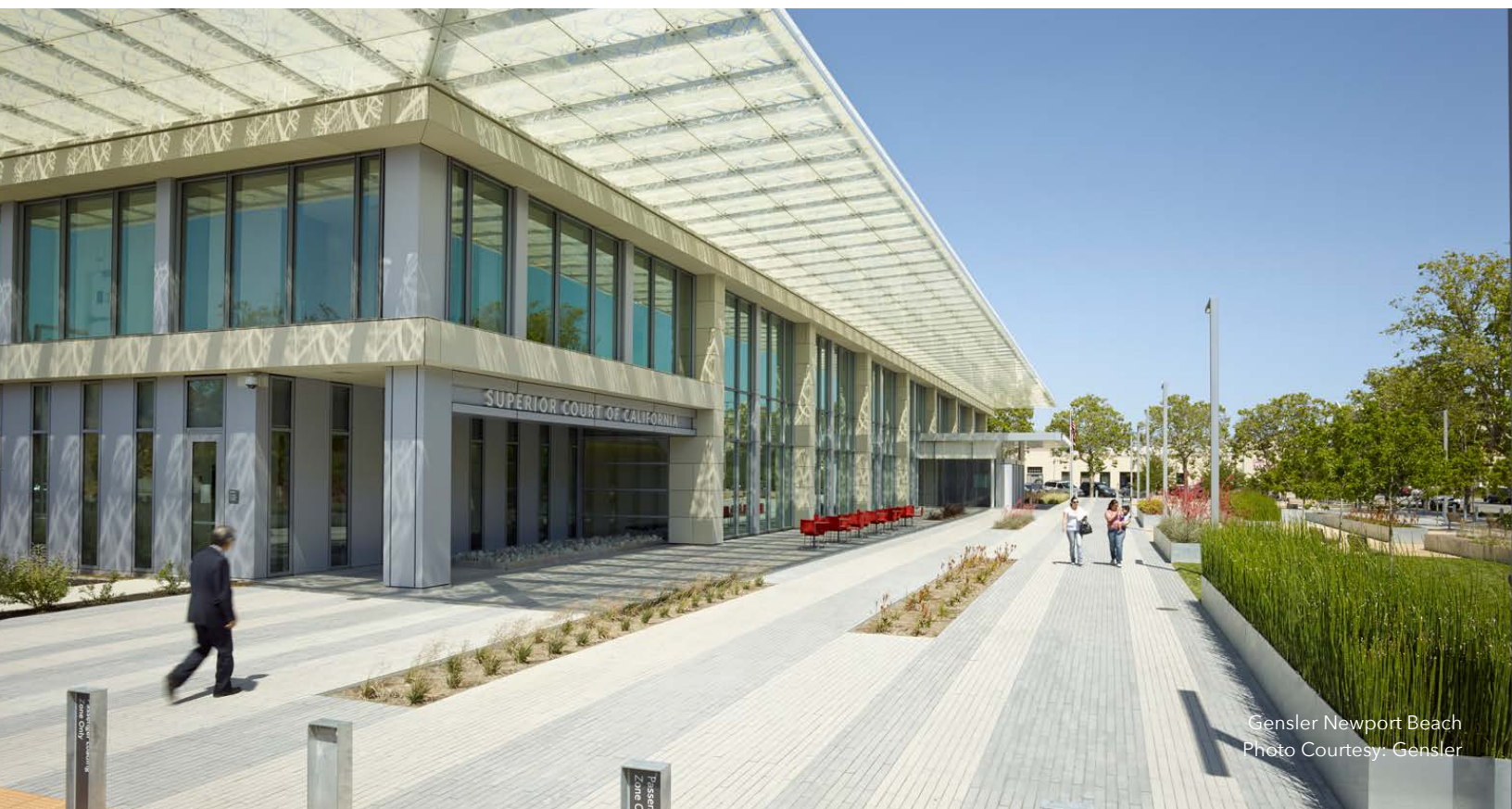
When selecting "Not Applicable," clearly demonstrate that the building does not contain any outdoor spaces, outdoor parking areas, pathways, or any other external space under building control where regular occupants could smoke.

4 Entrances and Ground Floor

Total Points Available: 9.99

“Recent findings on diversity of use include reports that neighborhoods characterized as high in diversity of use are associated with more walking and greater social capital or cohesion among neighbors than neighborhoods low in diversity of use.”

- Spokane et al. 2007



4.1

Provide permanent signage at all building and/or campus entrances publicizing a tobacco-free building and site

Points Available: 0.67

Rationale

Signage that publicizes a building site as tobacco-free increases awareness for visitors and helps increase compliance to policy.

Sample Evidence

Cohen, J. E., et al. (2011). "Changes in retail tobacco promotions in a cohort of stores before, during, and after a tobacco product display ban." *American Journal of Public Health* 101(10): 1879-1881.

Gan, Q., et al. (2008). "Effectiveness of a smoke-free policy in lowering secondhand smoke concentrations in offices in China." *Journal of Occupational and Environmental Medicine* 50(5): 570-575.

Health Impact Categories



Definitions

Permanent Signage: Durable signs that are consistently displayed and never removed. A permanent sign that is freestanding and attached to the ground by footing or resting on a foundation or permanently attached to a wall.

Tobacco-Free: Areas where the use of any tobacco products is strictly prohibited. Site should not include designated smoking areas.

Certification Documentation Required



- Provide a clear photograph(s) and site plan(s) showing the location and design of permanent tobacco-free signage at all building, parking lots, and/or campus entrances.

For Campuses

No additional documentation required.

Guidance

Examples of permanent tobacco-free signs include, but are not limited to freestanding signs attached to the ground by a footing or resting on a foundation, plaques attached to a wall, or stickers affixed to glass.

Signage that indicates smoking is allowed within a certain distance of the building entrances, windows, or vent ducts, that is within the building site does not qualify for this strategy.

Projects applying the Commercial Interior Scorecard must demonstrate that the building includes tobacco-free signs at all building entrances.

4.2

Provide at least one additional building entrance, other than the main building entrance, oriented towards an outdoor pedestrian route

Points Available: 1.33

Rationale

Orienting a building entrance towards pedestrian traffic is a core component of creating a walkable environment.

Sample Evidence

U.S. Department of Health and Human Services. (2015). "Step it up! The Surgeon General's Call to Action to promote walking and walkable Communities." Washington, D.C.: U.S. Department of Health and Human Services, Office of the Surgeon General.

Malambo, P., et al. (2016). "Built environment, selected risk factors and major cardiovascular disease outcomes: A systematic review." PLoS One 11(11): e0166846.

Health Impact Categories



Definitions

Main Building Entrance: The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages.

Pedestrian Route: A walking footpath designed for pedestrian use. Footpaths should not lead to a parking garage or surface parking lot.

Certification Documentation Required



- Provide clear photograph(s) and/or site plan(s) showing at least one building entrance, other than the main entrance, is oriented towards an outdoor pedestrian route.

**Certification
Documentation
Required**

For Campuses

No additional documentation required.

Guidance

Buildings with one entrance do not qualify for this strategy. Entrances through a parking garage or surface parking lot do not qualify for this strategy.

Pedestrian routes include but are not limited to sidewalks, footpaths, plazas, squares, parks, courtyards.

Projects applying the Commercial Interior Scorecard must demonstrate that the building meets the strategy requirement.

4.3

Locate the main entrance oriented towards an outdoor pedestrian route

Points Available: 1.33

Rationale

Orienting a building entrance towards pedestrian traffic is a core component of creating a walkable environment.

Sample Evidence

U.S. Department of Health and Human Services. (2015). "Step it up! The Surgeon General's Call to Action to promote walking and walkable Communities." Washington, D.C.: U.S. Department of Health and Human Services, Office of the Surgeon General.

Malambo, P., et al. (2016). "Built environment, selected risk factors and major cardiovascular disease outcomes: A systematic review." PLoS One 11(11): e0166846.

Health Impact Categories



Definitions

Pedestrian Route: A walking footpath designed for pedestrian use. Footpaths should not lead to a parking garage or surface parking lot.

Main Building Entrance: The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages.

Certification Documentation Required



- Provide a clear photograph(s) and/or site plan(s) showing the building's main entrance egresses towards an outdoor pedestrian route.

For Campuses

No additional documentation required.

Guidance

Pedestrian routes include but are not limited to sidewalks, footpaths, plazas, squares, parks, courtyards.

Projects applying the Commercial Interior Scorecard must demonstrate that the building meets the strategy requirement.

4.4

Provide context-appropriate lighting at all building entrances

Points Available: 2.33

Rationale

Context-appropriate lighting increases visibility, reduces opportunity for crime, and contributes to increased perceptions of safety. It is one of the most valuable strategies used in implementing CPTED: Crime Prevention through Environmental Design.

Sample Evidence

Peña-García, A., et al. (2015). "Impact of public lighting on pedestrians' perception of safety and well-being." *Safety Science* 78: 142-148.

Boyce, P. R., et al. (2000). "Perceptions of safety at night in different lighting conditions." *International Journal of Lighting Research and Technology* 32(2): 79-91.

Painter, K. (1996). "The influence of street lighting improvements on crime, fear and pedestrian street use, after dark." *Landscape and Urban Planning* 35(2-3): 193-201.

Health Impact Categories



Definitions

Context-Appropriate Lighting: Lighting that is designed to meet the specific lighting needs of the place and the users, increase visibility, and reduce the opportunity for crime.

Certification Documentation Required



- Provide an annotated exterior lighting plan(s), diagram(s), and/or clear, nighttime photograph(s) detailing light placements and spacing, and clearly demonstrating visible, continuous illumination at all building entrances.

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior scorecard must demonstrate that the building meets the strategy requirement.

Daytime images provided without lighting plans cannot be used to comply. Lighting at building entrances must be directed to the outside clearly lighting the area around the building entrances; indoor lighting does not qualify for this strategy.

According to the International Crime Prevention through Environmental Design Association, luminaires that have little or no uplight must be selected to minimize light pollution impacts. Avoid security lighting that creates blinding glare and/or deep shadows. Place lighting along pedestrian-use areas at heights designed to illuminate people's faces, and avoid creating blind spots. For more information, refer to standards and guidelines published by the International Crime Prevention through Environmental Design Association (<http://www.cpted.net/>) or the Illuminating Engineering Society (<https://www.ies.org/product/lighting-for-exterior-environments/>).

4.5

Provide at least one publicly accessible use on the ground floor

Points Available: 2.33

Rationale

Buildings that include a service that is publicly accessible such as a library, retail store, restaurant, or a coffee shop increase community amenities and neighborhood walkability.

Sample Evidence

Oreskovic, N. M., et al. (2014). "Attributes of form in the built environment that influence perceived walkability." *Journal of Architectural and Planning Research* 31(3): 218-232.

Bauman, A. E., & Bull, F. C. (2007). *Environmental correlates of physical activity and walking in adults and children: a review of reviews*. London: National Institute of Health and Clinical Excellence.

Health Impact Categories



Definitions

Publicly Accessible Use: Accommodations or commercial facilities such as a library, retail store, or restaurant that are open and welcoming to the general public, generate pedestrian traffic, and have space to accommodate social interaction.

Certification Documentation Required



- Provide a clear photograph(s) and/or plan(s) showing a minimum of one public use space on the ground floor.

AND

- Provide an official statement (signed, dated, and on official letterhead) confirming that the identified areas are open to the public.

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior Scorecard must demonstrate that the building meets the strategy requirement.

The public use space must be accessible to public passerbys and guests. Buildings or campuses that do not allow for public access do not qualify for this strategy.

4.6

Provide a permanent dedicated display in a location accessible to all regular occupants advertising amenities within a 1/2 mile or 800 meter walking distance of the building

Points Available: 1.00

Rationale

Displaying amenities located within walking distance of the building increases physical activity among occupants and visitors.

Sample Evidence

Vandenberg A. E., et al. (2016). "Walking and walkability: Is wayfinding a missing link? Implications for public health practice." *Journal of Physical Activity and Health* 13(2): 189-197.

Meis, J., & Kashima, Y. (2017). "Signage as a tool for behavioral change: Direct and indirect routes to understanding the meaning of a sign." *PLoS One* 12(8): e0182975.

Health Impact Categories



Definitions

Accessible: Free and unfettered access available to all tenants.

Amenities: Amenities such as parks, gyms, local restaurants, community spaces, walking trails, fitness classes, lectures, and other activities, places, or programs that could motivate building occupants to step away from their desk and walk to another building or campus.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide clear photograph(s) showing the permanent display of amenities in a location accessible to all regular occupants.

OR



- Provide documentation showing receipt of BREEAM credit TRA 08 - Local Amenities for making information about local amenities available to regular occupants.
-

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior Scorecard must demonstrate that the building includes a permanent display.

The display must be located in the building or workplace entrance where it is visible to both regular occupants and guests. If the display provided is digital, demonstrate how users can see or navigate to the display of nearby amenities from the first/homepage screen.

4.7

Employ entryway systems that are maintained weekly at building entrances

Points Available: 1.00

Rationale

Entryway systems reduce the amount of dirt and particulates that enter the building decreasing the amount of pollutants and potential illness-causing agents.

Sample Evidence

Roberts J.W., et al. (2004). "A pilot study of the measurement and control of deep dust, surface dust, and lead in 10 old carpets using the 3-spot test while vacuuming." Archives of Environmental Contamination and Toxicology 48(1): 16-23.

Roberts J.W., et al. (2009). "Monitoring and reducing exposure of infants to pollutants in house dust." Reviews of Environmental Contamination and Toxicology 201: 1-39.

Health Impact Categories



Definitions

Entryway Systems: Grills, grates, slotted systems, or mats located at doors to reduce the amount of dirt, dust, pollen, and other particles entering the building.

Certification Documentation Required



- Provide clear photograph(s) and/or plan(s) detailing entryway system, which may include grilles, grates, slotted systems, or mats, and demonstrating that the entryway system is located at each entrance, at least as wide as the entrance, and at least 5 feet deep (1.5 meters) in the direction of travel.

AND

- Provide an official statement (signed, dated, and on official letterhead) confirming that if mat systems are used, they are cleaned and maintained weekly.

OR



Certification Documentation Required (cont.)

- Provide documentation showing receipt of one of the below:
 - LEED v4 BD&C EQ Credit: Enhanced Indoor Air Quality Strategies - Option 1 (A) Entryway Systems
 - LEED v4 IDC EQ Credit: Enhanced Indoor Air Quality Strategies - Option 1 (A) Entryway Systems
 - LEED v4 O&M EQ Credit: Enhanced Indoor Air Quality Strategies - Option 1 Entryway Systems
 - LEED 2009 NC EQc5 Indoor Chemical and Pollutant Source Control
 - LEED 2009 CI EQc5 Indoor Chemical and Pollutant Source Control
 - LEED 2009 EBOM EQ Credit 3.5: Green Cleaning - Indoor Chemical and Pollutant Source Control with documentation that the mat systems are cleaned and maintained weekly.
-

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior Scorecard must demonstrate that the building includes entryway systems at all building entrances that open to the outside.

5 Stairwells

Total Points Available: 15.99

"If buildings are constructed with centrally located, accessible, and aesthetically pleasing staircases, a greater percentage of people will choose to take the stairs."⁵

- Bassett et al. (2013).



5.1

Provide at least one stairwell accessible to regular occupants that connects relevant building floors

Points Available: 4.33

Rationale

Accessible stairwells provide an opportunity for building occupants to increase regular physical activity.

Sample Evidence

Grimstvedt, M. E., et al. (2010). "Using signage to promote stair use on a university campus in hidden and visible stairwells." *Journal of Physical Activity & Health* 7(2): 232-238.

van Nieuw-Amerongen, M. E., et al. (2011). "The use of prompts, increased accessibility, visibility, and aesthetics of the stairwell to promote stair use in a university building." *Environment and Behavior* 43(1): 131-139.

Health Impact Categories



Definitions

Accessible: Free and unfettered access available to all regular occupants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B

- Provide a plan(s) and/or section(s) detailing the stairwell that is accessible:
- to all occupied floors and building entrances between the ground and/or entrance floors and the first six regularly occupied floors.
 - between regularly occupied and adjacent floors controlled by a single tenant.

Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit, and that key cards or other security devices may be employed.

ST

- Provide a plan(s) and /or section(s) detailing the stairwell that is accessible to all regularly occupied floors, including the ground and/or entrance floor. Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit, and that key cards or other security devices may be employed.

CI

- Provide a plan(s) and/or section(s) detailing the stairwell that is accessible :
- between the workplace and the ground and/or entrance floors.
 - between any regularly occupied and adjacent floors occupied by the same workplace tenant.

Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit, and that key cards or other security devices may be employed.

AND

MT.B

MT.W

ST

CI

Provide an official document (signed, dated, and on official letterhead) stating that the stairwell is accessible to all regular occupants.

Or Alternative Compliance (Points Available: 2.17)

Select "Alternative Compliance" if the building does not provide access to the stairwell from the ground floor, but does provide regular occupants with access to all other common use and tenant-occupied floors from the stairwell.

Certification Documentation Required (cont.)

MT.B MT.W ST CI

- Provide a plan(s) and/or section(s) detailing the stairwell that is accessible to all common use and tenant-occupied floors. Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit, and that key cards or other security devices may be employed.

AND

- Provide an official document (signed, dated, and on official letterhead) stating that the stairwell is accessible to all regular building occupants.

Or Alternative Compliance (Points Available: 2.17)

Select "Alternative Compliance" if the building provides regular occupants with access to an internal walking circuit or path that is clear of obstacles and is at least 1/4 mile or 400 meters. Note that the walking circuit or path can span across multiple floors when stairs are used as part of the path.

MT.B MT.W ST CI

- Provide all of the following for projects that select "Alternative Compliance":
 - floor plan(s) detailing the location and distance of the walking circuit or path
 - official document (signed, dated, and on official letterhead) demonstrating that the walking circuit or path is accessible by all regular occupants.
 - clear, annotated photograph(s) showing sections of the walking circuit or path.

For Campuses

- No additional documentation required.

Guidance

Projects applying the Multi-Tenant Base Building scorecard, do not need to demonstrate that the stairwell is accessible to occupants of tenant spaces.

5.2

Locate an accessible stairwell equally or more visible than any elevators and/or escalators from the main building entrance

Points Available: 4.33

Rationale

Locating a stairwell in a visible area encourages regular occupants to take the stairs, which contributes to an increase in daily physical activity.

Sample Evidence

Bassett, D. R., et al. (2013). "Architectural design and physical activity: an observational study of staircase and elevator use in different buildings." *Journal of Physical Activity & Health* 10(4): 556-562.

Nicoll, G. & Zimring, C. (2009). "Effect of innovative building design on physical activity." *Journal of Public Health Policy* 30 (Suppl 1): S111-23.

Health Impact Categories



Definitions

Accessible: Free and unfettered access available to all regular occupants.

Main Building Entrance: The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages that open onto the most heavily trafficked street.

Certification Documentation Required



- Provide a clear photograph(s) and/or plan(s) showing that the stairwell is equally or more visible than an elevator/escalator from building entrance. The stairwell used to comply with this strategy must also meet the criteria of 5.1.

**Certification
Documentation
Required (cont.)****For Campuses**

No additional documentation required.

Guidance

Projects that select Alternative Compliance for Strategy 5.1 do not qualify for this strategy.

5.3

Implement active design strategies in stairwell design

Points Available: 3.00

Rationale

Promoting stairwell use through implementing best practices in stairwell design can increase occupants' physical activity.

Sample Evidence

Boutelle, K. N., et al. (2001). "Using signs, artwork, and music to promote stair use in a public building." *American Journal of Public Health* 91(12): 2004-2006.

van Nieuw-Amerongen, M. E., et al. (2011). "The use of prompts, increased accessibility, visibility, and aesthetics of the stairwell to promote stair use in a university building." *Environment and Behavior* 43(1): 131-139.

Health Impact Categories



Definitions

Active Design Strategies in Stairwell Design: Strategies shown to increase stair use, such as posting motivational signs, installing a music system or creative lighting, moderating stairwell temperature, featuring engaging artwork and bright colors, and locating a window or skylight in the stairwell for increased daylight.

Certification Documentation Required



- Provide a clear photograph(s), stair section(s), and/or elevation(s) showing compliance with a minimum of two of the active design strategies in stairwell design. Active design strategies in stairwell design include, but are not limited to:
- posting motivational signs
 - installing a music system or creative lighting
 - moderating stairwell temperature
 - adding rubber treading to stairs
 - painting walls a bright color
 - hanging framed artwork

**Certification
Documentation
Required Cont.**

Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit. The stairwell used to comply with this strategy, must also meet the criteria of 5.1.

For Campuses

No additional documentation required.

Guidance

Projects that provide access to an internal walking circuit or path for Strategy 5.1 do not qualify for this strategy.

5.4

Place permanent point-of-decision signs promoting stair use at elevator call areas

Points Available: 1.67

Rationale

Point-of-decision signs that promote stair use encourage occupants to take the stairs, which contributes to increases in daily physical activity.

Sample Evidence

Soler, R. E., et al. (2010). "Point-of-decision prompts to increase stair use. A systematic review update." *American Journal of Preventive Medicine* 38(2 Suppl): S292-300.

Bauman, A., et al. (2017). "Is there sufficient evidence regarding signage-based stair use interventions? A sequential meta-analysis." *BMJ Open* 7(11): e012459.

Health Impact Categories



Definitions

Point-of-Decision Signs: Motivational messages placed outside or near stairwells, or at elevator call areas and near escalators, to encourage individuals to increase stair use. These signs may include information on the health benefits of stair use.

Certification Documentation Required



- Provide a clear photograph(s) of the permanent point-of-decision stair sign(s). The stairwell used to comply with this strategy must also meet the criteria of 5.1.

AND

- Provide a clear photograph(s) and/or plan(s) showing placement of stair sign(s) prompt at elevator call areas on each floor.

Or Alternative Compliance (Points Available: 0.84)

Select "Alternative Compliance" if the project provides regular occupants with access to an office walking circuit or path that meets the requirements of Strategy 5.1 and is marked with signage stating the health benefits of walking.

Certification Documentation Required (cont.)



- Provide all of the following for projects that select "Alternative Compliance":
 - clear, annotated floor plan indicating where each of the signs is posted.
 - clear, annotated photograph(s) showing each of the signs posted.

AND

- The walking circuit or path used to comply with this strategy must also meet the criteria of 5.1.

For Campuses

No additional documentation required.

Guidance

Projects applying the Commercial Interior Scorecard must demonstrate that point-of-decision signs are provided at elevator call areas on each regularly occupied floor, including the ground floor.

5.5

Make the accessible stairwell clearly visible with code-compliant glass

Points Available: 2.66

Rationale

Improving stairwell visibility encourages regular occupants to take the stairs, which contributes to an increase in daily physical activity.

Sample Evidence

van Nieuw-Amerongen, M. E., et al. (2011). "The use of prompts, increased accessibility, visibility, and aesthetics of the stairwell to promote stair use in a university building." *Environment and Behavior* 43(1): 131-139.

Grimstvedt et al. (2010). "Using signage to promote stair use on a university campus in hidden and visible stairwells." *Journal of Physical Activity & Health* 7(2): 232-238.

Health Impact Categories



Definitions

Accessible: Free and unfettered access available to all regular occupants.

Certification Documentation Required



Provide clear photograph(s) and/or plan(s) showing enclosed stairwell(s) is visible through code-compliant glass or provide photograph(s) and/or plan(s) with door schedule to indicate the use of code-compliant glass. Note that a combination of egress and/or unenclosed stairs may be used to comply with this credit. The stairwell used to comply with this strategy must also meet the criteria of 5.1.

For Campuses

No additional documentation required.

Guidance

Projects that provide access to an internal walking circuit or path for Strategy 5.1 do not qualify for this strategy.

6 Indoor Environments

Total Points Available: 14.65

"A smoke free workplace policy:

- Reduces smoking prevalence by 3.8% among employees who smoke
- Reduces daily smoking by 3.1 cigarettes (per smoker) among employees who continue to smoke."

- Fichtenberg & Glantz 2002



6.1

Adopt and implement a tobacco-free building policy

Points Available: 3.00

Rationale

Adopting a tobacco-free policy indoors contributes to reduced tobacco use among employees for whom it becomes more difficult to find a place to smoke. It also helps reduce exposure to second-hand smoke, an essential component in prevention of disease for regular occupants and the surrounding community.

Sample Evidence

Gan, Q., et al. (2008). "Effectiveness of a smoke-free policy in lowering secondhand smoke concentrations in offices in China." *Journal of Occupational and Environmental Medicine* 50(5): 570-575.

MacNaughton P et al. (2016). "The impact of a smoke-free policy on environmental tobacco smoke exposure in public housing developments." *Science of the Total Environment* 557: 676-680.

Doll R. (1998). "Uncovering the effects of smoking: historical perspective." *Statistical Methods in Medical Research* 7: 87-117.

Health Impact Categories



Definitions

Tobacco-Free: Areas where the use of any tobacco products is strictly prohibited. Site should not include designated smoking areas.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas only, including on-site building staff.
- For application within entire multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas only.

Certification Documentation Required



- Provide an official copy (signed, dated, and on official letterhead) of the tobacco-free policy, indicating the building site address.
-

For Campuses

No additional documentation required.

Guidance

Ensure that the dates provided on the tobacco-free policy demonstrate that it is current and valid within the building applying for certification.

Tobacco products include but are not limited to:

- cigarettes, cigars (commercially or self-rolled)
- pipes, hookahs, water pipes
- electronic cigarettes
- smokeless tobacco (e.g., snuff, snus, chew)

Tobacco use includes smoking, chewing, dipping, or any other use of the tobacco products listed above.

Designated smoking areas within the site boundaries, including those that are 25 feet from any building entrance, window, or vent duct, are not a permitted pathway for compliance. Additionally, policies may not include references to designated smoking areas.

Projects applying the Commercial Interior Scorecard must demonstrate that a tobacco-free policy is implemented within all of the building's indoor areas.

6.2

Certify that all asbestos has been properly abated throughout the building

Points Available: 4.66

Rationale

Asbestos-free or abated interiors prevent dangerous exposure to asbestos and are a key component in improving air quality.

Sample Evidence

Skammeritz, E., et al. (2011). "Asbestos exposure and survival in malignant mesothelioma: a description of 122 consecutive cases at an occupational clinic." *International Journal of Occupational and Environmental Medicine* 2(4): 224-236.

Kamp D.W. and Weitzman S.A. (1999). "The molecular basis of asbestos induced lung injury." *Thorax* 54: 638-652.

Becklacke M.R. (1976). "Asbestos-related diseases of the lung and other organs: their epidemiology and implications for clinical practice." *American Review of Respiratory Disease* 114(1): 187-227.

Health Impact Categories



Definitions

Properly Abated: Any and all procedures physically taken to control fiber release from asbestos-containing materials. This includes removal, encapsulation, enclosure, cleanup, and repair.

Certification Documentation Required



- Provide a jurisdiction-specific compliance document, proof of asbestos abatement by a certified professional, or the relevant legal policy regarding asbestos at time of building construction.

Or Not Applicable (Points Available: 4.66)

Select "Not Applicable" if the building was erected after the use of asbestos in construction was regulated and/or banned in the country or region where the building is located.

Certification Documentation Required (cont.)



- Provide all of the following for projects that select "Alternative Compliance":
 - official documentation (signed, dated, and on official letterhead) stating the completion date of the building
 - official document stating the date when inspection and abatement of asbestos was required, or its use was banned in construction in the country/region where the building is located (e.g. in the United States the use of asbestos in construction was regulated for all buildings constructed after 1986)

Buildings erected after 1986 in the U.S. may select Not Applicable and provide an official document stating the completion date of the building.

For Campuses

No additional documentation required.

Guidance

Recommendations of asbestos retaining or removal may not be used to comply with this strategy.

6.3

Adopt and implement an Indoor Air Quality (IAQ) Policy

Points Available: 4.66

Rationale

A comprehensive Indoor Air Quality Policy identifies areas for improvement in air quality and provides benchmarks to ensure that quality remains high over time.

Sample Evidence

Carrer, P., et al. (2015). "What does the scientific literature tell us about the ventilation-health relationship in public and residential buildings?" *Building and Environment* 94: 273-286.

Sundell, J., et al. (2011). "Ventilation rates and health: multidisciplinary review of the scientific literature." *Indoor Air* 21(3): 191-204.

US General Services Administration. (2018). "Facilities standards for the public buildings service." Washington, D.C.: US GSA.

Health Impact Categories



Definitions

Indoor Air Quality (IAQ) Policy: Requires that all products incorporated into the building or workplace, including finishes and furniture, minimize off-gassing or noxious odors, facilitating assessment and treatment of indoor air quality issues. In addition, policies must address how a building manages the sources of pollutants, dilutes pollutants, and removes pollutants through ventilation, as well as how filtration is used to clean the air.

Certification Documentation Required



- Provide an official copy of IAQ policy (signed, dated, and on official letterhead) that meets all of the criteria listed below:
 - Products and materials used inside the building to minimize off-gassing and noxious odors in the following categories:
 - 1) insulation, thermal, and acoustic
 - 2) flooring systems

Certification Documentation Required (cont.)

- 3) ceiling systems
 - 4) interior wall assemblies or interior surfaces of exterior walls
 - 5) paints, coating, adhesives, and sealants wet-applied on site
 - 6) furniture
- For Fitwel credit, products and materials must either:
 - be certified to GREENGUARD Gold certification;
 - be tested and deemed compliant with the California Department of Public Health Standard Method V1.1-2010 or V1.2-2017;
 - be tested and deemed compliant with the AgBB Testing and Evaluation Scheme (2010);
 - meet the Green Star - Interiors v1.2 credit 12 for Indoor Pollutants to show compliance with low-emitting materials; or
 - comply with the ISO 16000-3: 2010, ISO 16000-6: 2011, ISO 16000-9: 2006, ISO 16000-11:2006 standards tested in parallel with AgBB
 - New furniture must be in compliance with ANSI/BIFMA M7.1-2011.
 - Provide details on how the building will manage the sources of pollutants, dilute pollutants, and remove through ventilation, and use filtration to clean the air.
 - Provide details of a regular ventilation and filtration maintenance plan.
 - Provide details on how the building will manage the most common ways to improve the indoor air in an office, such as:
 - avoiding blockage of ventilation supply or exhaust or other grilles.
 - building- or campus-wide tobacco-free policy.
 - proper maintenance of interior plants (watering, pruning, etc.).
 - regular disposal of garbage and other waste.
 - hygienic storage of foods, including refrigeration where necessary.
 - rules prohibiting products or other sources of harmful or bothersome odors and contaminants.
 - indoor air quality notification system to alert building management of potential issues.
 - hygienic storage of foods, including refrigeration where necessary
 - rules prohibiting products or other sources of harmful or bothersome odors and contaminants.

Certification Documentation Required (cont.)

MT.B

MT.W

AND

- For tenant spaces, demonstrate that an IAQ policy, which meets the requirements listed above, is included in 1) relevant leases or 2) a tenant manual.

MT.B

MT.W

ST

CI

OR

- Provide documentation showing receipt of one of the following:
- LEED v4 BD&C EQ Credit: Low-Emitting Materials
 - LEED 2009 NC EQc 4.1-4.4
 - LEED v4 O&M MR Credit: Purchasing - Facility Maintenance and Renovation
 - LEED v4 IDC EQ Credit: Low-Emitting Materials (for CI only)
 - LEED 2009 CI EQc 4.1-4.5 (for CI only)
 - BREEAM credit Hea 02 - Indoor Air Quality demonstrating compliance with credits for 1) IAQ plan, 2) VOC emission levels for products and 3) VOC emission levels for post construction
 - RESET Air certification

Note: For all LEED credits, provide documentation demonstrating compliance with all available LEED product categories (minimum of 5 where applicable per the LEED version) and low VOC and emissions criteria.

For Campuses

No additional documentation required.

Guidance

The IAQ policy should, at a minimum, address how the workplace will manage the most common ways to improve the indoor air in a building. EPA recommendations include: not blocking air vents or grilles, avoiding bringing products into the building that could release harmful or bothersome odors or contaminants, and establishing a system to notify building or facility manager if an occupant suspects an indoor air quality problem.

Ensure that the dates provided on the Indoor Air Quality (IAQ) policy demonstrate that it is current and valid within the building applying for certification.

Guidance Cont.

For projects applying the Multi-Tenant Whole Building Scorecard, if the IAQ policy is not included in *all* leases, show that it is included in the tenant manual.

6.4

Adopt and implement a Green Purchasing Policy

Points Available: 0.33

Rationale

A Green Purchasing Policy can be utilized to ensure that all or most materials brought into the building will conform to standards that preserve high indoor air quality.

Sample Evidence

Kaiser, B., et al. (2001). "Solutions to health care waste: Life-cycle thinking and "green" purchasing." *Environmental Health Perspectives* 109(3): 205-7.

National Association of State Procurement Officials. *NASPO Green Purchasing Guide*. Retrieved from www.naspo.org/green

Health Impact Categories



Definitions

Green Purchasing Policy: A purchasing framework that provides guidance in the selection of products or services with reduced environmental impacts.

Certification Documentation Required



- Provide an official copy of the green purchasing plan (signed, dated, and on official letterhead) for the workplace or building which details a purchasing framework and implementation plan for the selection of products and services with reduced environmental impacts. Products must follow one of the following guidelines:
 - deemed compliant with the EPA's Comprehensive Procurement Guideline (CPG) Program, and are listed under the CPG Product Supplier Directory.
 - deemed compliant with the EPA's Safer Choice Label
 - are ECOLOGO Certified
 - are certified by the Global Ecolabelling Network (GEN)

AND



- For tenant spaces, demonstrate that a Green Purchasing Policy, which meets one of the guidelines listed above, is included in 1) relevant leases or 2) a tenant manual.

Certification Documentation Required (cont.)

OR

MT.B

MT.W

ST

CI

- Provide an official copy of the Green Purchasing Policy (signed, dated, and on official letterhead) for the workplace or building, which meets the ISO 20400:2017 Sustainable Procurement-Guidance.

AND

MT.B

MT.W

- For tenant spaces, demonstrate that a Green Purchasing Policy, which meets one of the guidelines listed above, is included in 1) relevant leases or 2) a tenant manual.

OR

MT.B

MT.W

ST

CI

- Provide documentation showing receipt of one of the following:
 - LEED v4 O&M EQ Prerequisite: Ongoing Purchasing and Waste Policy
 - LEED v4 O&M EQ Credit: Ongoing Purchasing
 - LEED O&M Starter Kit Innovation in Design BD&C - EQ Credit: Ongoing Purchasing and Waste Policy.
 - BREEAM credit MAT 09 - Sustainable procurement policy for implementing an environmental/sustainable procurement policy.

For Campuses

No additional documentation required.

Guidance

Sustainable products may contain a combination of the following characteristics:

- includes recycled materials
- production process conserves natural resources
- prevents pollution
- contains fewer toxic substances than alternate products
- encourages environmentally positive practices
- uses energy alternatives to fossil fuel

Guidance Cont.

For more information on creating a Green Purchasing Policy, visit www.naspo.org/green/index.html.

Ensure that the dates provided on the Green Purchasing Policy demonstrate that it is current and valid within the building applying for certification.

For projects applying the Multi-Tenant Whole Building Scorecard, if the Green Purchasing Policy is not included in all leases, show that it is included in the tenant manual.

6.5

Provide separate ventilation in all areas with chemical use or storage

Points Available: 2.00

Rationale

Areas where chemicals are used or stored should be ventilated separately so that building occupants are not exposed to them.

Sample Evidence

Sundell, J., et al. (2011). "Ventilation rates and health: multidisciplinary review of the scientific literature." *Indoor Air* 21: 191-204.

Bourbeau, J., et al. (1996). "Prevalence of the sick building syndrome symptoms in office workers before and after being exposed to a building with an improved ventilation system." *Occupational and Environmental Medicine* 53(3): 204-210.

Health Impact Categories



Definitions

Areas with Chemical Use or Storage: Areas such as garages, janitors' closets, laundry areas, science laboratories, art rooms, workshops, salons, and high volume copy rooms must have separate systems to prevent circulation of chemical pollutants in building indoor air.

Certification Documentation Required



- Provide a clear photograph(s), floor plan(s) and/or diagram(s) showing the following on all floors within the project boundary:
 - the location of areas such as garages, janitors' closets, laundry areas, science laboratories, art rooms, workshops, salons, high volume copy rooms where the output exceeds 40,000 pages or 20,000 pages double sided per month, and other areas where chemicals may be used or stored
 - Separate ventilation for all areas with chemical use or storage within the workplace and/or under building owner control.

AND

- For cleaning products that are not stored separately, provide official

Certification Documentation Required (cont.)

documentation (signed, dated, and on official letterhead) demonstrating that the products comply with one of the following standards:

- Green Seal GS-37
- California Code of Regulations
- ECOLOGO Certification

AND

MT.W

- Provide an HVAC as built plan(s) for the building showing the possibility for tenant space(s) to provide separate ventilation within their space(s).
 - separate ventilation for all areas with chemical use or storage in owner controlled areas.
 - possibility for tenant space(s) to provide separate ventilation within their space(s).

AND

- For tenant spaces, demonstrate that a requirement to ventilate areas with chemical use or storage separately is included in 1) relevant leases or 2) a tenant manual.

OR

MT.B

MT.W

ST

CI

- Provide documentation showing receipt of one of the following:
 - LEED v4 BD&C EQ Credit: Enhanced Indoor Air Quality Strategies - Option 1 (B) Interior Cross-Contamination Prevention
 - LEED 2009 NC EQc5 Indoor Chemical and Pollutant Source Control
 - LEED v4 IDC EQ Credit: Enhanced Indoor Air Quality Strategies - Option 1 (B) Interior Cross-Contamination Prevention. (For CI only)
 - LEED 2009 CI EQc5 Indoor Chemical and Pollutant Source Control. (for CI only)

For Campuses

No additional documentation required.

Guidance

For projects applying the Multi-Tenant Whole Building Scorecard, if the ventilation requirements are not included in all leases, show that it is included in the tenant manual.

7 Workplaces

Total Points Available: 7.99

“Implementation of active workstations has major positive influences on health-related aspects, such as energy expenditure, fat percentage, waist circumference, HDL, etc., and thus could possibly contribute to improving people’s health and physical activity levels and to decreasing their time spent sitting.”

- Torbeyns et al. 2014



7.1

Provide natural daylight in a majority of the workplace

Points Available: 2.66

Rationale

Access to daylight improves mental and physical health, as well as performance in the workplace.

Sample Evidence

Edwards, L. & Torcellini, P. (2002). "A literature review of the effects of natural light on building occupants." National Renewable Energy Laboratory.

Elzeyadi, I. (2011). "Daylighting-bias and biophilia: quantifying the impact of daylighting on occupants health." Greenbuild, 1-9.

Health Impact Categories



Definitions

Natural Daylight: Light from outdoors that reaches workplaces, including indoor employee workspaces, common areas, and regularly occupied areas.

Certification Documentation Required



- Provide an annotated plan(s) and/or diagram(s) showing the total area that receives daylight on all relevant building floors.

AND

- Provide a calculation(s) indicating that a minimum of 51% of regular occupant workspaces, common areas, and other regularly occupied areas receive daylight.

AND

- Provide a clear photograph(s) of each relevant floor showing the floor layout relative to the windows.



- For owner controlled spaces, provide all the following:
 - annotated plan(s) and/or diagram(s) showing the total area that receives daylight on all relevant building floors
 - calculation(s) indicating that a minimum of 51% of regular occupant

Certification Documentation Required (cont.)

workspaces, common areas, and other regularly occupied areas receive daylight

- clear photograph(s) of each relevant floor showing the floor layout relative to the windows

AND

- For tenant spaces, provide an official document (signed, dated, and on company letterhead) declaring that 51% of the total number of tenant floors provide natural daylight in a majority of the workplace.

OR

MT.B

MT.W

ST

CI

- Provide documentation showing receipt of one of the following:
 - LEED v4 BD&C EQ Credit: Daylight
 - LEED 2009 NC EQc 8.1 Daylight & Views - Daylight.
 - LEED v4 IDC EQ Credit: Daylight (for CI only)
 - LEED 2009 CI EQc 8.1 Daylight & Views - Daylight (for CI only)

For Campuses

No additional documentation required.

Guidance

The area of daylit workspaces is defined in plan as the area within two feet from the right and left sides of the exterior windows, with a depth into the space determined by a factor relative to the window head height. At the south and north facades the depth of the daylit area is 1.5x the window head height, and at the east and west facades this factor is 1x the window head height.

The calculation for daylit areas should include the following information:

- the total area of the regular occupant workspaces, common areas, and other regularly occupied areas on each relevant floor
- the window head height at all windows in all relevant areas
- the calculated daylit area

Spaces that are not regularly occupied such as storage areas, hallways, elevator banks, restrooms, and print/copy rooms may be excluded from the total area

Guidance
Cont.

calculation. While spaces where regular occupants can gather to work, eat, take breaks or meet, such as meeting rooms, lactation rooms, and quiet rooms, should be included in the calculation.

Permanent furniture partitions or other permanent obstructions above 42" are considered to block daylight. Areas behind such obstructions are not included in the daylit area for purposes of Fitwel credit calculations.

If there are multiple floors with different floor plans, repeat these steps for each floor to demonstrate compliance.

7.2

Provide views of nature from a majority of workspaces

Points Available: 3.33

Rationale

Access to views of nature decreases stress, while improving mental and physical health, as well as performance in the workplace.

Sample Evidence

Gillis, K., & Gatersleben, B. (2015). "A Review of psychological literature on the health and wellbeing benefits of biophilic design." *Buildings* 5(3): 948-963.

Largo-Wight, E. (2011). "Cultivating healthy places and communities: evidenced-based nature contact recommendations." *International Journal of Environmental Health Research* 21(1): 41-61.

Velarde, M. D., et al. (2007). "Health effects of viewing landscapes-Landscape types in environmental psychology." *Urban Forestry & Urban Greening* 6(4): 199-212.

Health Impact Categories



Definitions

Views of Nature: Natural elements that are visible to regular occupants, including greenery, trees, water or other such elements

Certification Documentation Required



- Provide an annotated plan(s) and/or diagram(s) showing the total number of regular occupant workstations that demonstrate direct lines of sight to outside nature on all relevant floors.

AND

- Provide a calculation(s) indicating that a minimum of 51% of regular occupant workstations demonstrate direct lines of sight to outside nature.

AND

- Provide a clear photograph(s) of each floor showing the floor layout and access to views.

Certification Documentation Required (cont.)

MT.W

- For owner controlled areas provide the following:
 - annotated plan(s) and/or diagram(s) showing the total number of regular occupant workstations that demonstrate direct lines of sight to outside nature on all relevant floors
 - calculation(s) indicating that a minimum of 51% of regular occupant workstations demonstrates direct lines of sight to outside nature.
 - clear photograph(s) of each floor showing the floor layout and access to views.

AND

- For tenant spaces, provide an official document (signed, dated, and on company letterhead) declaring that 51% of the tenant floors provide views of nature from a majority of workstations.

Or Alternative Compliance (Points Available: 3.33)

Select "Alternative Compliance" if the building doesn't have sufficient access to views of nature, but provides greenery in windows that allows a minimum of 51% of total workspaces to have direct lines of sight to greenery within the window frame.

Provide all of the following for projects that select "Alternative Compliance":

MT.B

ST

CI

- A calculation including the total area that demonstrates views to windows with greenery for a minimum of 51% of the total workspace area.

AND

- A clear photograph(s) of each floor showing the finished floor layout and access to windows with greenery.

MT.B

- For owner controlled spaces, provide the following:
 - calculation(s) indicating that a minimum of 51% of regular occupant workstations demonstrates direct lines of sight to indoor greenery
 - clear photograph(s) of each floor showing the finished floor layout and access to windows with greenery

AND

Certification Documentation Required (cont.)

- For tenant spaces, provide an official document (signed, dated, and on company letterhead) declaring that 51% of the tenant floors provide direct lines of sight to indoor greenery.
-

For Campuses

No additional documentation required.

Guidance

Ensure that the following information is included in the calculation:

- total number of employees and building staff workstations within the project boundary
- the window head height at all windows in relevant areas
- the calculated number of workstations with access to views to nature.

7.3

Provide operable shading in regularly occupied workplaces

Points Available: 0.33

Rationale

The ability for occupants to control their own workplace increases their comfort and ability to work.

Sample Evidence

Galasiu, A. D. & Veitch, J. A. (2006). "Occupant preferences and satisfaction with the luminous environment and control systems in daylit offices: a literature review." *Energy and Buildings* 38(7): 728-742.

Lamb S., Kwok K.C. (2015). "A longitudinal investigation of work environment stressors on the performance and wellbeing of office workers." *Applied Ergonomics* (52): 104-111.

Health Impact Categories



Definitions

Operable Shading: Manual blinds, curtains, or other devices on a window that allow regular occupants to control the amount of sunlight reaching their workspace.

Certification Documentation Required



- Provide clear, annotated photograph(s) and/or official document(s) (signed, dated, and on official letterhead) detailing operable shading specifications for all windows on all building or workplace floors.

For Campuses

No additional documentation required.

Guidance

No additional guidance.

7.4

Provide access to sufficient active workstations

Points Available: 1.67

Rationale

Active workstations may decrease sedentary time and increase physical activity, contributing to improved health and weight control.

Sample Evidence

Cao, C., et al. (2016). "Effect of active workstation on energy expenditure and job performance: A systematic review and meta-analysis." *Journal of Physical and Activity and Health* 13(5): 562-571.

Agarwal, S., et al. (2017). "Sit-stand workstations and impact on low back discomfort: a systematic review and meta-analysis." *Ergonomics* 61(4): 538-552.

Garland, E., et al. (2018). "Stand Up to Work: assessing the health impact of adjustable workstations." *International Journal of Workplace Health Management* 11(2): 85-95.

Health Impact Categories



Definitions

Active Workstations: Furniture designed to promote physical activity, including convertible sit-stand desks, workstations with treadmills or bicycles attached, under-desk elliptical machines, portable desk pedals, and stepper machines. Such furniture should be accessible to all regular occupants and may be located in a combination of workplaces and common spaces.

Certification Documentation Required



- Provide a clear photograph(s) and/or plan(s) showing a minimum of one active workstations for every two regular occupants regularly seated throughout the workday.

AND

- Provide an official document (signed, dated, and on company letterhead) declaring that all regular occupants have access to the active workstations.

Certification Documentation Required (cont.)

MT.W

- Provide a clear photograph(s) and/or plan(s) showing:
 - a minimum of one active workstations for every two occupants that are regularly seated throughout the workday in owner controlled spaces.
 - access to a minimum of one active workstation for every tenant in the building.

AND

- Provide an official document (signed, dated, and on company letterhead) declaring that all occupants in owner controlled areas have access to the active workstations.

Or Alternative Compliance (Points Available: 0.84)

Select "Alternative Compliance" if the project does not provide active workstations within the spaces listed above, but does provide all regular occupants with access to active workstations.

MT.B

MT.W

ST

CI

- Provide an official document (signed, dated, and on company letterhead) declaring that all regular occupants have access to the active workstations.

AND

- Provide an official document (signed, dated, and on company letterhead) declaring that all regular occupants have been given educational material specifying the workplace health benefits of active workstations.

AND

- Provide a copy of the educational material that was distributed.

For Campuses

No additional documentation required.

Guidance

No additional guidance.

8 Shared Spaces

Total Points Available: 17.98

“Employers who can provide a more supportive workplace environment for physical activity would benefit, as it can increase employees’ physical activity levels and ultimately improve their productivity and overall health.”

- Watts & Mâsse 2013



8.1

Adopt regular cleaning schedule for bathrooms

Points Available: 1.67

Rationale

Regularly cleaned bathrooms contribute to employee well-being and reduce transmission of bacterial infections, potentially reducing employee absenteeism.

Sample Evidence

Franke, D. L., et al. (1997). "Cleaning for improved indoor air quality: An initial assessment of effectiveness." *Indoor Air* 7(1): 41-54.

Health Impact Categories



Definitions

Regular cleaning schedule: A policy that includes daily cleaning for bathrooms and weekly cleaning for refrigerators and freezers.

Certification Documentation Required



- Provide clear photograph(s) and/or official document(s) (signed, dated, and on official letterhead) detailing the daily bathroom cleaning schedule and/or policy for all restrooms within the workplace and/or under building owner control.

AND



- For tenant spaces, demonstrate that either 1) bathroom cleaning is the responsibility of the tenant and required in relevant leases or 2) that bathroom cleaning is included in a tenant manual.

For Campuses

No additional documentation required.

Guidance

For projects applying the Multi-Tenant Base Building and Whole Building Scorecards, if the bathroom cleaning schedule is not included in all leases, show that it is included in the tenant manual.

8.2

Provide permanent educational signs promoting hand-washing in bathrooms

Points Available: 0.33

Rationale

Hand-washing prevents the transmission of diarrheal and respiratory infections, potentially reducing employee absenteeism.

Sample Evidence

Judah, G., et al. (2009). "Experimental pretesting of handwashing interventions in a natural setting." *American Journal of Public Health* 99(Suppl 2): S405-11.

Naikoba, S., & Hayward, A. (2001). "The effectiveness of interventions aimed at increasing handwashing in healthcare workers - a systematic review." *Journal of Hospital Infection* 47(3): 173-180.

Health Impact Categories



Definitions

Signs Promoting Hand-washing: Permanent signage specifying the health benefits of hand-washing for public display.

Certification Documentation Required



- Provide clear photograph(s) of permanent educational signs posted in all bathrooms within the workplace and/or under building owner control.

AND

- Provide an official statement (signed, dated, and on official letterhead) declaring that educational signs are provided in all bathrooms within the workplace and/or under building owner control.

AND



- Provide an official document (signed, dated, and on company letterhead) declaring that all building staff and tenants have been given educational material

Certification Documentation Required (cont.)

specifying the workplace health benefits of the placement of permanent educational signs promoting hand-washing in bathrooms.

AND

- Provide a copy of the educational material that was distributed.
-

For Campuses

No additional documentation required.

Guidance

Signs that do not include educational content about the benefits of hand-washing do not qualify for this strategy.

Examples of permanent hand-washing signs include, but are not limited to, plaques attached to a wall or stickers affixed to a wall or mirror.

8.3

Provide common break areas accessible to all regular occupants that can accommodate lunch-time activity

Points Available: 2.66

Rationale

The ability to take a break (eat lunch) away from workstations improves employee well-being, increases the likelihood of eating healthier foods, and increases productivity.

Sample Evidence

Nejati, A., et al. (2016). "The implications of high-quality staff break areas for nurses' health, performance, job satisfaction and retention." *Journal of Nursing Management* 24(4): 512-523.

Saito, H., et al. (2015). "The staff break room as an oasis: Emotional labour, restorative environments and employee wellbeing in the hospitality industry." *CAUTHE 2015: Rising Tides and Sea Changes* 694.

Health Impact Categories



Definitions

Break Areas: A room or space that comfortably accommodates regular occupants and is furnished appropriately to accommodate lunchtime activity with a refrigerator, microwave, and sink.

Accessible: Free and unfettered access available to all tenants.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B **MT.W** **ST** **CI**

- Provide an annotated floor plan(s) and/or clear photograph(s) showing all break area(s) within the workplace and/or under building owner control with all the following:
- seating
 - refrigerator
 - microwave
 - sink

AND

- Provide a list detailing the location and capacity of all break areas within project boundary.

AND

MT.W

- Provide an annotated floor plan(s) and/or clear photograph(s) showing that a minimum of 51% of tenant spaces include break area(s) that meet the requirements listed above.

AND

- Provide an annotated floor plan(s) and/or clear photograph(s) showing that a common seating area with tables is provided in the building and is accessible to all regular occupants.

OR

MT.B **MT.W** **ST** **CI**

Provide documentation showing receipt of BREEAM credit HEA 07 - Indoor and/or outdoor space for dedicated lounge/dining areas.

For Campuses

Provide an official letter (signed, dated, and on official letterhead) confirming that the break area(s) is located within the building applying for certification.

Guidance Cont.

No additional guidance.

8.4

Adopt regular cleaning schedule for the interiors of refrigerators and freezers in break areas

Points Available: 0.33

Rationale

Regular cleaning of refrigerators in break areas can decrease exposure to pathogens and decrease employee absenteeism.

Sample Evidence

Josephson, K. L., et al. (1997). "Characterization and quantification of bacterial pathogens and indicator organisms in household kitchens with and without the use of a disinfectant cleaner." *Journal of Applied Microbiology* 83(6): 737-750.

Rusin, P., et al. (1998). "Reduction of faecal coliform, coliform and heterotrophic plate count bacteria in the household kitchen and bathroom by disinfection with hypochlorite cleaners." *Journal of Applied Microbiology* 85(5):819-828.

Health Impact Categories



Definitions

Regular Cleaning Schedule: A policy that includes daily cleaning for bathrooms and weekly cleaning for refrigerators and freezers.

Certification Documentation Required



Provide clear photograph(s) and/or official document(s) (signed, dated, and on official letterhead) detailing the regular weekly refrigerator and freezer cleaning schedule in all break areas within the workplace and/or under building owner control.

AND



For tenant spaces, demonstrate that the cleaning schedule for the interiors of refrigerators and freezers in break areas is either 1) the responsibility of the tenant and required in relevant leases or 2) included in a tenant manual.

**Certification
Documentation
Required (cont.)****For Campuses**

No additional documentation required.

Guidance

For projects applying the Multi-Tenant Whole Building Scorecard, if the cleaning schedule is not included in all leases, show that it is included in the tenant manual.

8.5

Provide a dedicated quiet room accessible to all regular occupants that can be used in private

Points Available: 0.67

Rationale

A workplace quiet room can help reduce stress and increase general employee well-being.

Sample Evidence

Kim, J., and de Dear, R. (2013). "Workspace satisfaction: The privacy-communication trade-off in open-plan offices." *Journal of Environmental Psychology* 36: 18-26.

Rolfo, L., et al. (2018). "Perceptions of performance and satisfaction after relocation to an activity-based office." *Ergonomics* 61(5): 644-657.

Health Impact Categories



Definitions

Quiet Room: A dedicated, comfortable, and quiet space that is shielded from public view and reserved for private use by regular occupants for activities such as meditation, prayer, and mental recharge.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide clear photograph(s) showing the dedicated quiet room(s) and detailing how the room(s) can be used in private by all regular occupants for meditation, prayer, and mental recharge, is lockable or includes room in-use signs, and is shielded from public view to ensure privacy.

For Campuses

Provide an official letter (signed, dated, and on official letterhead) confirming that the quiet room(s) is located within the building applying for certification.

Guidance

For projects applying the Multi-Tenant Whole Building Scorecard, quiet rooms located in tenant areas that are not accessible to all regular occupants do not qualify for this strategy.

8.6

Provide a sufficient number of dedicated lactation rooms or stations accessible to all regular occupants

Points Available: 5.66

Rationale

A dedicated lactation room or station can increase productivity, and decrease health claims and absenteeism to care for sick children.

Sample Evidence

Tsai, S.-Y. (2013). "Impact of a breastfeeding-friendly workplace on an employed mother's intention to continue breastfeeding after returning to work." *Breastfeeding Medicine* 8(2): 210-216.

Mills, S. P. (2009). "Workplace Lactation Programs." *Workplace Health & Safety* 57(6): 227-231.

US Department of Health and Human Services. (2011). *The Surgeon General's call to action to support breastfeeding*. Rockville, MD: Office of the Surgeon General (US).

Health Impact Categories



Definitions

Lactation Rooms: A private and dedicated space other than a bathroom, which may be used by regular occupants to express breast milk. The room must be shielded from view and include locking capability, a table, seating, an electrical outlet, a refrigerator, and a sink.

Lactation Stations: A private and fully enclosed area or pod, other than a bathroom, which may be used by regular occupants to express breast milk. The space must have seating, a table, and an electrical outlet where regular occupants can plug in a breast pump.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

- Provide an official document (signed, dated, and on official letterhead) demonstrating that there is one dedicated lactation room or station for every 200 regular occupants, up to a maximum of four and a minimum of one lactation room or station.

AND

- Provide a floor plan(s) and clear photograph(s) showing:
 - location of the lactation room(s) or lactation station(s)
 - seating area
 - table
 - electrical outlet
 - refrigerator (if a lactation station, the refrigerator can be located outside of the lactation station, but must be on the same floor as the station and accessible to all regular occupants).
 - sink (if a lactation station, the sink can be located outside of the lactation station, but must be on the same floor as the station and accessible to all regular occupants).

AND

MT.W

- Occupants of tenant spaces that meet the above requirement can be deducted from the total number of regular occupants.

Or Alternative Compliance (Points Available: 5.66)

Select "Alternative Compliance" if there is a government and/or company-wide policy in place guaranteeing new mothers one year or more of paid maternity leave.



- Provide an official document (signed, dated, and on official letterhead) demonstrating that a government or company-wide policy is in place

Certification Documentation Required (cont.)

guaranteeing new mothers one year or more of paid maternity leave.

AND

- Provide an official document (signed, dated, and on official letterhead) demonstrating that there is at least one lactation room or station within the project boundary accessible to all regular occupants.

AND

- Provide a floor plan(s) and clear photograph(s) showing:
 - location of the lactation room(s) or lactation station(s)
 - seating area
 - table
 - electrical outlet
 - refrigerator (if a lactation station, the refrigerator can be located outside of the lactation station, but must be on the same floor as the station and accessible to all regular occupants).
 - sink (if a lactation station, the sink can be located outside of the lactation station, but must be on the same floor as the station and accessible to all regular occupants).

For Campuses

Provide an official letter (signed, dated, and on official letterhead) confirming that the lactation room(s) is located within the building applying for certification.

Guidance

Dedicated lactation rooms cannot be used for other functions.

8.7

Provide a multi-purpose room that can be scheduled for wellness activities or on-site exercise by all regular occupants

Points Available: 2.33

Rationale

A multi-purpose room for wellness activities can increase employee well-being and decrease absenteeism due to sickness or the need to leave the workplace for wellness activities.

Sample Evidence

Watts, A. W. & Masse, L. C. (2012). "Is access to workplace amenities associated with leisure-time physical activity among Canadian adults?" *Canadian Journal of Public Health* 104(1): e87-91.

Schwetschenau, H. M., et al. (2008). "Barriers to physical activity in an onsite corporate fitness center." *Journal of Occupational Health Psychology* Oct;13(4): 371-80.

Lucove, J.C., et al. (2007). "Workers' perceptions about worksite policies and environments and their association with leisure-time physical activity." *American Journal of Health Promotion* Jan-Feb;21(3):196-200.

Dodson, E.A., et al. (2008). "Worksite policies and environments supporting physical activity in midwestern communities." *American Journal of Health Promotion* Sep-Oct;23(1): 51-55.

Health Impact Categories



Definitions

Multipurpose Room: A dedicated space that regular occupants can reserve for a range of activities designed to promote health.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.

Definitions (cont.)

- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide floor plan(s) and/or clear photograph(s) showing the multi-purpose room.

AND

- Provide an official document (signed, dated, and on official letterhead) demonstrating how the room can be scheduled for wellness or on-site exercise by all regular occupants.
-

For Campuses

If the multi-purpose room(s) is located in a nearby building on-site, provide an annotated map(s) demonstrating that the building with a multi-purpose room is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

Conference rooms and other rooms that include movable furniture and can be booked for wellness activities qualify for Strategy 8.7. Spaces that do not contain visual and physical barriers, such as doors and partitions, do not qualify as multi-purpose rooms.

8.8

Provide a dedicated exercise room accessible free of charge to all regular occupants

Points Available: 2.00

Rationale

A dedicated exercise room increases employee well-being and decreases absenteeism due to sickness or the need to leave the workplace for exercise.

Sample Evidence

Watts, A.W. & Masse, L.C. (2013). "Is access to workplace amenities associated with leisure-time physical activity among Canadian adults?" *Canadian Journal of Public Health*, Nov 8;104(1): e87-91.

Schwetschenau, H. M., et al. (2008). "Barriers to physical activity in an onsite corporate fitness center." *Journal of Occupational Health Psychology* Oct;13(4): 371-380.

Lucove, J.C., et al. (2007). "Workers' perceptions about worksite policies and environments and their association with leisure-time physical activity." *American Journal of Health Promotion* Jan-Feb;21(3): 196-200.

Dodson, E.A., et al. (2008). "Worksite policies and environments supporting physical activity in midwestern communities." *American Journal of Health Promotion* Sep-Oct;23(1): 51-55.

Health Impact Categories



Definitions

Exercise Room: A dedicated space, which is free of charge to all regular occupants, includes cardio and strength training equipment, and has nearby access to lockers and showers.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

Definitions (cont.)

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide a floor plan(s) or clear photograph(s) showing a free exercise room(s) with:
 - fitness equipment (cardio and strength training equipment)
 - access to locker rooms
 - access to showers

AND

- Provide an official document (dated, signed, and on official letterhead) declaring that all regular occupants have access to the exercise room free of charge.
-

For Campuses

If the dedicated exercise room(s) is located in a nearby building on-site, provide an annotated map(s) demonstrating that the building with an exercise room is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

No additional guidance.

8.9

Provide a dedicated, staffed fitness facility with subsidized or below market rate membership fees for all regular occupants

Points Available: 2.33

Rationale

A dedicated fitness facility can increase employee well-being and decrease absenteeism due to sickness or the need to leave the workplace for exercise. Inclusion of on-site staff facilitates increased employee use.

Sample Evidence

Dodson, E.A., et al. (2008). "Worksite policies and environments supporting physical activity in midwestern communities." *American Journal of Health Promotion* Sep- Oct;23(1): 51-55.

Lucove, J.C., et al. (2007). "Workers' perceptions about worksite policies and environments and their association with leisure-time physical activity." *American Journal of Health Promotion* Jan-Feb;21(3): 196-200.

Watts, A.W. & Masse, L.C. (2013). "Is access to workplace amenities associated with leisure-time physical activity among Canadian adults?" *Canadian Journal of Public Health* Nov 8;104(1): e87-91.

Schwetschenau, H. M., et al. (2008). "Barriers to physical activity in an onsite corporate fitness center." *Journal of Occupational Health Psychology* Oct;13(4): 371-80.

Health Impact Categories



Definitions

Fitness Facility: A dedicated gym space that is staffed for assistance with classes and training opportunities and that includes cardio and strength training equipment, lockers, and showers.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.

Definitions (cont.)

- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required



- Provide a floor plan(s) and/or clear photograph(s) showing a fitness facility with:
 - fitness equipment (cardio and strength training equipment)
 - access to locker rooms
 - access to showers

AND

- Provide a map showing a qualifying fitness facility located within 1/2 mile or 800 meter walking route of the main building entrance.

AND

- Provide an official document(s) (signed, dated, and on official letterhead) detailing the regular staff schedule.

AND

- Provide an official document (signed, dated, and on official letterhead) declaring that all regular occupants have access to the fitness facility for a rate that is subsidized or below market rate.

For Campuses

No additional documentation required.

Guidance

Projects that provide gym membership reimbursements do not qualify for this strategy.

9 Water Supply

Total Points Available: 4.33

“One approach for promoting water intake is to make free potable drinking water widely accessible in public facilities.”

- Park et al. 2012



9.1

Provide at least one ADA compliant water supply on relevant floors

Points Available: 3.00

Rationale

Readily accessible drinking water improves regular hydration and may decrease consumption of sugar-sweetened beverages, potentially leading to decreased rates of overweight and obesity and related health problems.

Sample Evidence

An, R. & McCaffrey, J. (2016). "Plain water consumption in relation to energy intake and diet quality among US adults, 2005-2012." *Journal of Human Nutrition and Dietetics* 29(5): 624-632.

Jasper, C., et al. (2012). "Water and sanitation in schools: a systematic review of the health and educational outcomes." *International Journal of Environmental Research and Public Health* 9(8): 2772-2787.

Muckelbauer, R., et al. (2013). "Association between water consumption and body weight outcomes: A systematic review." *American Journal of Clinical Nutrition* 98(2): 282-299.

Pan, A., et al. (2013). "Changes in water and beverage intake and long-term weight changes: Results from three prospective cohort studies." *International Journal of Obesity* Oct;37(10):1378-1385.

Health Impact Categories



Definitions

ADA Compliant Water Supply: Water fountains, water coolers, kitchen sinks, or filtration systems, which are compliant with the American Disabilities Act. For more information on the detailed requirements, visit www.ada-compliance.com.

Certification Documentation Required



- Provide a clear photograph(s) and/or diagram(s) of the water supplies demonstrating compliance with one of the following:
 - current Americans with Disabilities Act (ADA) requirements, where applicable to circulation, heights and clearances for drinking fountains,

Certification Documentation Required (cont.)

water supplies and/or sink

- ISO 21542: 2011 requirements for Building construction, Accessibility and Usability of the Built Environment, where applicable to circulation, heights and clearances for drinking fountains, water supplies and/or sinks.

AND

MT.B

MT.W

- Provide a floor plan(s) and/or diagram(s) showing the location of water supplies on each floor occupied by regular occupants and those occupied by a single tenant.

AND

ST

CI

- Provide a floor plan(s) and/or diagram(s) showing the location of water supplies on each floor occupied by regular occupants.

For Campuses

No additional documentation required.

Guidance

No additional guidance.

9.2

Provide water bottle refilling ability at a minimum of one water supply on every floor and at all water supplies within the workplace

Points Available: 1.33

Rationale

The ability for employees to refill water bottles with potable water can lead to improved hydration and decreases in consumption of sugar-sweetened beverages, potentially leading to decreased employee obesity and related health problems.

Sample Evidence

An, R. & McCaffrey, J. (2016). "Plain water consumption in relation to energy intake and diet quality among US adults, 2005-2012." *Journal of Human Nutrition and Dietetics* 29(5): 624-632.

Jasper, C., et al. (2012). "Water and sanitation in schools: a systematic review of the health and educational outcomes." *International Journal of Environmental Research and Public Health* 9(8): 2772-2787.

Muckelbauer, R., et al. (2013). "Association between water consumption and body weight outcomes: A systematic review." *American Journal of Clinical Nutrition* 98(2): 282-299.

Pan, A., et al. (2013). "Changes in water and beverage intake and long-term weight changes: Results from three prospective cohort studies." *International Journal of Obesity* Oct;37(10):1378-1385.

Health Impact Categories



Definitions

Water Bottle Refilling Ability: A water supply created with a unique faucet or dispenser designed specifically for filling water jugs, glasses, water bottles, or other similar item.

Certification Documentation Required



- Provide a clear photograph(s) and/or specification showing at least one water bottle refilling ability on every floor within the workplace or under building owner control.

**Certification
Documentation
Required (cont.)**

For Campuses

No additional documentation required.

Guidance

No additional guidance.

10 Food Services

Total Points Available: 18.00

“Rearranging food order from healthiest to least healthy can nudge unknowing or even resistant diners toward a healthier meal, helping make them slim by design.”

- Wansink, B, Hanks, A. (2013).



10.1

Require a healthy food and beverage standard at least as rigorous as the Fitwel Food Services Standard in leasing agreements with food service providers

Points Available: 5.00

Rationale

A diet focusing on nutrient-dense foods and beverages while maintaining a healthy weight through calorie balance and regular physical activity has been shown to protect against the development of many chronic diseases, including heart disease, some cancers, stroke, and diabetes, and contribute to a reduction in overweight and obesity rates.

Sample Evidence

Niebylski, M. L., et al. (2014). "Healthy food procurement policies and their impact." *International Journal of Environmental Research and Public Health* 11(3): 2608-2627.

Story, M., et al. (2008). "Creating healthy food and eating environments: policy and environmental approaches." *Annual Review of Public Health* 29: 253-272.

Kimmons, J., et al. (2012). "Developing and implementing health and sustainability guidelines for institutional food service." *Advances in Nutrition* 3(3): 337-342.

Health Impact Categories



Definitions

Fitwel Food Services Standard: A healthy food and beverage standard, based on the Food Service Guidelines for Federal Facilities, which provides standards for food, nutrition, facility efficiency, environmental support, and food safety in food service concession and vending operations, including cafeterias, cafés, snack bars, grills, concession stands, sundry shops, micro markets, and vending machines.

Certification Documentation Required



- Provide a copy of food service agreements for all on-site cafeterias that serve regular occupants only, detailing how food service providers implement the Fitwel Food Services Standard in the following categories, found under Appendix page 177:

- Food and Beverage Nutrition
- Sustainable Practices
- Food Safety

OR

MT.B

MT.W

ST

CI

- Provide official documentation describing how all on-site restaurants, cafés, or prepared food retail areas that are open to the public, provide healthy choices for all regular occupants that are at least as rigorous as the minimum requirements in the Food and Beverage Nutrition, Sustainable Practices, and Food Safety categories.

Or Alternative Compliance (Points Available: 2.50)

Select "Alternative Compliance" if the building does not include an on-site cafeteria that serves regular occupants only, but has a meetings and events catering policy that applies to all regular occupants that is at least as rigorous as the Fitwel Meetings and Events Catering Standard, found under Appendix page 182.

Provide all the following for projects that select "Alternative Compliance":

MT.B

MT.W

ST

CI

- An official document (signed, dated, and on official letterhead) declaring that cafeterias or prepared food retail areas that serve regular occupants only are not provided within the workplace and/or under building owner control.

AND

- An official copy (signed, dated, and on official letterhead) of the catering guidelines or policy used for all on-site meetings and events within the workplace and/or under building owner control.

AND

MT.W

- For tenant spaces, demonstrate that the catering guidelines are either 1) the responsibility of the tenant and required in relevant leases or 2) included in a tenant manual.

Certification Documentation Required (cont.)

For Campuses

If the cafeteria, restaurants, cafés, or prepared food retail is located in a nearby building on-site, provide an annotated map(s) demonstrating that the building with the food service provider is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

The Food Service Guidelines for Federal Facilities may be referred to at: https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf.

10.2

Incentivize healthy food selection with choice architecture practices

Points Available: 5.00

Rationale

Choice architecture practices related to healthy food selection can increase the consumption of healthy food and beverages and decrease consumption of competing food and beverages, leading to improved employee well-being and decreased obesity and related diseases.

Sample Evidence

Skov, L. R., et al. (2013). "Choice architecture as a means to change eating behaviour in self-service settings: a systematic review." *Obesity Reviews* Mar; 14(3): 187-196.

Hollands, G. J., et al. (2013). "Altering choice architecture to change population health behaviour: a large-scale conceptual and empirical scoping review of interventions within micro-environments." Cambridge: University of Cambridge.

Cohen, J. F., et al. (2015). "Effects of choice architecture and chef-enhanced meals on the selection and consumption of healthier school foods: a randomized clinical trial." *JAMA Pediatrics* 169(5): 431-437.

Health Impact Categories



Definitions

Choice Architecture: A strategy that is designed to influence consumer choice, by promoting healthy food options. Sample strategies include providing on-site nutritional information, offering healthy food options in central areas of the workplace, locating healthy products at checkout, or featuring healthy defaults, such as a side salad as opposed to chips.

Certification Documentation Required



- Provide a clear photograph(s) and/or document(s) detailing choice architecture practices employed in all cafeterias that serve regular occupants only or in all on-site restaurants, cafés or prepared food retail areas, to promote healthy food. At least two of the following are required:
 - providing point-of-choice nutritional labeling

Certification Documentation Required (cont.)

- using displays and packaging design that highlight healthy food and beverages options
- controlling food and drink portion sizing
- increasing healthier food options
- prioritizing the display of healthy food options
- altering proximity of food options by changing food area layout
- featuring healthy food options as defaults

Or Alternative Compliance (Points Available: 2.50)

Select "Alternative Compliance" if the building does not include an on-site cafeteria that serves regular occupants only, but does feature signage promoting healthier options in on-site break areas or kitchens.

Provide all of the following for projects that select "Alternative Compliance":

MT.B

MT.W

ST

CI

- Official document (signed, dated, and on official letterhead) declaring that cafeterias or prepared food retail areas that serve regular occupants only are not provided within the workplace and/or under building owner control.

AND

- Clear photograph(s) of the break area signage promoting healthy options within the workplace and/or under building owner control.

AND

- Clear plan(s) showing placement of health-promoting signage in break areas and kitchens within the workplace and/or under building owner control.

AND

MT.W

- For tenant spaces, provide an official document (signed, dated, and on company letterhead) declaring that all tenants have been given educational material specifying the workplace health benefits of incentivize healthy food selection with choice architecture practices.

AND

Provide a copy of the educational material that was distributed.

**Certification
Documentation
Required (cont.)**

For Campuses

If the cafeteria, restaurants, cafés, or prepared food retail is located in a nearby building on-site, provide an annotated map(s) demonstrating that the building with the food service provider is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

No additional guidance.

10.3

Encourage healthy food choices through pricing incentives

Points Available: 4.00

Rationale

Pricing incentives can increase the consumption of healthy food and beverages, and decrease consumption of competing food and beverages, leading to improved employee well-being, as well as decreased obesity and related diseases.

Sample Evidence

Jeffery, R. W., et al. (1994). "An environmental intervention to increase fruit and salad purchases in a cafeteria." *Preventive Medicine* 23(6): 788-792.

Wall J., et al. (2006). "Effectiveness of monetary incentives in modifying dietary behavior: A review of randomized, controlled trials." *Nutrition Reviews* 64(12): 518-531.

Health Impact Categories



Definitions

Pricing Incentives: A beneficial fee structure for consumers that is designed to encourage healthy eating. Sample fee structures include offering healthy value meals, healthy meal rewards plans, or charging a reduced rate for healthier food options, such as fruit and vegetables.

Certification Documentation Required



- Provide a document(s) detailing a pricing scheme that encourages the purchase of healthy food and beverages in all cafeterias that serve regular occupants only or in all on-site restaurants, cafés, or prepared food retail areas.

AND

- Provide a document(s) detailing how the pricing scheme encourages the purchase of healthy food and beverage options.

Certification Documentation Required (cont.)

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include an on-site cafeteria that serves regular occupants only.

MT.B

MT.W

ST

CI

- Provide an official document (signed, dated, and on official letterhead) declaring that cafeterias or prepared food retail areas that serve regular occupants only are not provided within the project boundary.

For Campuses

If the cafeteria, restaurants, cafés or prepared food retail is located in a nearby building on-site, provide an annotated map(s) demonstrating that the building with the food service provider is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

Pricing incentive schemes may include the following:

- offering healthy food and beverage options at a lower price
- highlighting healthy food options by providing free samples
- featuring discounts on healthy meals and menu items
- offering rotating pricing specials on healthy food items

For projects applying the Multi-Tenant Whole Building Scorecard, if the owner controlled areas do not include a cafeteria that serves regular occupants only, but one or more tenants include cafeterias that serve their occupants, select Not Applicable and demonstrate how the tenant cafeterias meet the strategy requirements.

10.4

Provide access to free water in cafeteria and prepared food retail areas

Points Available: 4.00

Rationale

Readily accessible drinking water in cafeterias and prepared food retail areas can improve regular hydration and decrease consumption of sugar-sweetened beverages, potentially leading to decreased employee obesity and related health problems.

Sample Evidence

An, R. & McCaffrey, J. (2016). "Plain water consumption in relation to energy intake and diet quality among US adults, 2005-2012." *Journal of Human Nutrition and Dietetics* 29(5): 624-632.

Jasper, C., et al. (2012). "Water and sanitation in schools: a systematic review of the health and educational outcomes." *International Journal of Environmental Research and Public Health* 9(8): 2772-2787.

Muckelbauer, R., et al. (2013). "Association between water consumption and body weight outcomes: A systematic review." *American Journal of Clinical Nutrition* 98(2): 282-299.

Pan, A., et al. (2013). "Changes in water and beverage intake and long-term weight changes: Results from three prospective cohort studies." *International Journal of Obesity* Oct;37(10): 1378-1385.

Health Impact Categories



Definitions

Access to Free Water: Tap, filtered, or bottled water is free and easily available to all regular occupants in all areas where food is offered.

Prepared Food Retail: Unpackaged food that is prepared and served on site.

Certification Documentation Required



- Provide clear photograph(s) showing access to free water station/supply in cafeteria(s) and prepared food retail areas.

Certification Documentation Required (cont.)

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include on-site cafeteria(s) that serves regular occupants only.

MT.B**MT.W****ST****CI**

- Provide an official document (signed, dated, and on official letterhead) declaring that cafeterias or prepared food retail areas that serve regular occupants only are not provided on-site, including within owner controlled and/or tenant areas.

For Campuses

If the on-site cafeteria, restaurants, cafés, or prepared food retail is located in a nearby building, provide an annotated map(s) demonstrating that the building with the food service provider is located within a 1/2 mile or 800 meter walking route of the main building entrance.

Guidance

For projects applying the Multi-Tenant Whole Building Scorecard, if the owner controlled areas do not include a cafeteria that serves regular occupants only, but one or more tenants include cafeterias that serve their occupants, select Not Applicable and demonstrate how the tenant cafeterias meet the strategy requirements.

11 Vending Machines and Snack Bars

Total Points Available: 7.67

“Our estimates of the price elasticity of soft drinks suggest that a 10% tax on soft drinks could lead to an 8% to 10% reduction in purchases of these beverages.”

- Andreyeva et al. 2010



11.1

Require a healthy food and beverage standard at least as rigorous as the applicable Fitwel Food Services Standard in all vending machines and snack bars.

Points Available: 2.00

Rationale

Adopting healthy food and beverage standards can increase employee access to healthy food and beverages, and decrease access to competing food and beverages, leading to increased employee well-being, as well as decreased obesity and related diseases.

Sample Evidence

Niebylski, M. L., et al. (2014). "Healthy food procurement policies and their impact." *International Journal of Environmental Research and Public Health* 11(3): 2608-2627.

Story, M., et al. (2008). "Creating healthy food and eating environments: policy and environmental approaches." *Annual Review of Public Health* 29: 253-272.

Gorton, D., et al. (2010). "Healthier vending machines in workplaces: both possible and effective." *New Zealand Medical Journal* 123: 43-52.

Health Impact Categories



Definitions

Food Food Standard: A healthy food and beverage standard, based on the Food Service Guidelines for Federal Facilities, which provides standards for food, nutrition, facility efficiency, environmental support, and food safety in food service concession and vending operations, including cafeterias, cafés, snack bars, grills, concession stands, sundry shops, micro markets, and vending machines.

Vending machines and snack bars: A machine, pantry, kiosk, or other similar amenity, where regular occupants can obtain small articles of food or beverages.

Certification Documentation Required



- Provide an official copy of the vending machine or snack bar agreement, detailing how the service provider implements a healthy food and beverage standard that is at least as rigorous as the Fitwel Food and Beverage Nutrition Requirements,

Certification Documentation Required (cont.)

found under Appendix page 177, at all vending machines accessible to regular occupants.

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include vending machines and/or snack bars.

MT.B**MT.W****ST****CI**

- Provide an official document (signed, dated, and on official letterhead) declaring that vending machines and snack bars are not provided on-site, or are not accessible to regular occupants.
-

For Campuses

- Provide an official document (signed, dated, and on official letterhead) declaring that the food and beverage standards are required at all vending machines and snack bars on-site.

Guidance

Provide an official document (signed, dated, and on official letterhead) declaring that the food and beverage standards are implemented at all vending machines and snack bar areas on-site that are accessible to regular occupants.

11.2

Incentivize healthy food selection with choice architecture practices

Points Available: 2.00

Rationale

Choice architecture practices related to healthy food selection can increase the consumption of healthy food and beverages and decrease consumption of competing food and beverages, leading to improved employee well-being, as well as decreased obesity and related diseases.

Sample Evidence

Johnson, E. J., et al. (2012). "Beyond nudges: Tools of a choice architecture." *Marketing Letters* 23(2): 487-504.

Kocken, P. L., et al. (2012). "Promoting the purchase of low-calorie foods from school vending machines: a cluster-randomized controlled study." *Journal of School Health* 82(3): 115-122.

Health Impact Categories



Definitions

Choice Architecture: A strategy that is designed to influence consumer choice, by promoting healthy food options. Sample strategies include providing on-site nutritional information, offering healthy food options in central areas of the workplace, locating healthy products at checkout, or featuring healthy defaults, such as a side salad as opposed to chips.

Certification Documentation Required



- Provide a clear photograph(s) and/or document(s) detailing choice architecture practices employed at all vending machines and snack bars accessible to regular occupants, as applicable. At least one of the following is required:
 - providing point-of-choice nutritional labeling
 - using displays and packaging design that highlight healthy food and beverages options
 - controlling food and drink portion sizing

Certification Documentation Required (cont.)

- increasing healthier food options
- prioritizing the display of healthy food options
- altering proximity of food options by changing food area layout
- featuring healthy food options as defaults

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include vending machines and/or snack bars.

MT.B

MT.W

ST

CI

- Provide an official document (signed, dated, and on official letterhead) declaring that vending machines and snack bars are not provided on-site, and/or are not accessible to regular occupants.

For Campuses

No additional documentation required.

Guidance

Projects applying the Multi-Tenant Whole Building Scorecard must also demonstrate that vending machines and snack bar areas located within tenant spaces meet the strategy requirements.

When selecting Not Applicable, projects applying the Commercial Interior Scorecard must demonstrate that their regular occupants do not have access to any other vending machines and snack bar areas within the building.

The Food Service Guidelines for Federal Facilities may be referred to at: https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf.

11.3

Encourage healthy food choices through pricing incentives

Points Available: 2.00

Rationale

Pricing incentives can increase the consumption of healthy food and beverages, and decrease consumption of competing food and beverages, leading to improved employee well-being and decreased obesity and related diseases.

Sample Evidence

French, S. A., et al. (2001). "Pricing and promotion effects on low-fat vending snack purchases: the CHIPS Study." *American Journal of Public Health* 19(1): 112-117.

Kocken, P. L., et al. (2012). "Promoting the purchase of low-calorie foods from school vending machines: a cluster-randomized controlled study." *Journal of School Health* 82(3): 115-122.

Health Impact Categories



Definitions

Pricing Incentives: A beneficial fee structure for consumers that is designed to encourage healthy eating. Sample fee structures include offering healthy value meals, healthy meal rewards plans, or charging a reduced rate for healthier food options, such as fruit and vegetables.

Certification Documentation Required



- Provide a document(s) detailing how the implemented pricing scheme encourages the purchase of healthier food and beverages at all vending machines and snack bars accessible to regular occupants, as applicable.

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include vending machines and/or snack bars.

Certification Documentation Required (cont.)



- Provide an official document (signed, dated, and on official letterhead) declaring that vending machines and snack bars are not provided on-site, or are not accessible to regular occupants.

For Campuses

No additional documentation required.

Guidance

Pricing incentive schemes may include:

- offering healthy food and beverage options at a lower price
- highlighting healthy food options by providing free samples
- featuring discounts on healthy meals and menu items
- offering rotating pricing specials on healthy food items

Projects applying the Multi-Tenant Whole Building Scorecard must also demonstrate that vending machines and snack bar areas located within tenant spaces meet the strategy requirements.

When selecting Not Applicable, projects applying the Commercial Interior Scorecard must demonstrate that their regular occupants do not have access to any other vending machines and snack bar areas within the building.

11.4

Provide access to free water near vending machines and snack bars

Points Available: 1.67

Rationale

Readily accessible drinking water visible from vending machines and snack bars can improve regular hydration and decrease consumption of sugar-sweetened beverages, potentially leading to decreased employee obesity and related health problems.

Sample Evidence

An, R. and McCaffrey, J. (2016). "Plain water consumption in relation to energy intake and diet quality among US adults, 2005-2012." *Journal of Human Nutrition and Dietetics* Oct; 29(5): 624-32.

Jasper, C., et al. (2012). "Water and sanitation in schools: a systematic review of the health and educational outcomes." *International Journal of Environmental Research and Public Health* 9(8): 2772-2787.

Muckelbauer, R., et al. (2013). "Association between water consumption and body weight outcomes: A systematic review." *American Journal of Clinical Nutrition* 98(2): 282-299.

Pan, A., et al. (2013). "Changes in water and beverage intake and long-term weight changes: Results from three prospective cohort studies." *International Journal of Obesity* Oct;37(10): 1378-1385.

Health Impact Categories



Definitions

Access to Free Water: Tap, filtered, or bottled water is free and easily available to all regular occupants in all areas where food is offered.

Vending Machines and Snack Bars: A machine, pantry, kiosk, or other similar amenity, where regular occupants can obtain small articles of food or beverages.

Certification Documentation Required



Provide a clear photograph(s) and/or floor plan(s) showing:

Certification Documentation Required (cont.)

- the free water station(s)/supply(s).
- that the location(s) of the water station(s)/supply(s) is visible or within a max of 20 feet or 6 meters from each vending machine and snack bar area on-site that is accessible to regular occupants.

Or Not Applicable (Points Available: 2.00)

Select "Not Applicable" if the building does not include vending machines and/or snack bars.

MT.B

MT.W

ST

CI

- Provide an official document (signed, dated, and on official letterhead) declaring that vending machines and snack bars are not provided on-site, or are not accessible to regular occupants.

For Campuses

No additional documentation required.

Guidance

Projects applying the Multi-Tenant Whole Building Scorecard must also demonstrate that vending machines and snack bar areas located within tenant spaces meet the strategy requirements.

When selecting Not Applicable, projects applying the Commercial Interior Scorecard must demonstrate that their regular occupants do not have access to any other vending machines and snack bar areas within the building.

12 Emergency Procedures

Total Points Available: 8.66

“Early defibrillation has been shown to improve patient outcomes and automated external defibrillators (AEDs) have been shown to increase survival rates.”

- Agerskov & Nielson & Hansen 2015



12.1

Create and maintain a database of building emergency equipment and supplies

Points Available: 0.67

Rationale

A database of building emergency equipment and supplies can improve coordination and timeliness of emergency response, increasing employee safety during emergency situations.

Sample Evidence

Occupational Safety and Health Administration. (2001). How to Plan for Workplace Emergencies and Evacuations. Retrieved www.osha.gov

Health Impact Categories



Definitions

Emergency Equipment and Supplies: Items that prepare regular occupants for a range of emergency situations. Sample items include first aid kits, flashlights, food, and water. For the full list of recommended supplies, reference the FEMA Emergency Supply List (https://www.fema.gov/media-library-data/1390846764394-dc08e309debe561d866b05ac84daf1ee/checklist_2014.pdf).

Certification Documentation Required



- Provide an official list (signed, dated, and on official letterhead) of the building's emergency equipment and supplies. For credit, building should include at least 10 of the 12 items off of the FEMA list included below:
 - water (amounts for portable kits will vary. If it is feasible, store one gallon of water per person per day, for drinking and sanitation)
 - at least a three-day supply of non-perishable food
 - battery-powered radio and extra batteries
 - flashlight and extra batteries
 - first aid kit
 - whistle to signal for help

Certification Documentation Required (cont.)

- dust or filter masks
- moist towelettes for sanitation
- wrench or pliers to turn off utilities
- can opener for food
- plastic sheeting and duct tape to “seal the room”
- garbage bags and plastic ties for personal sanitation

For Campuses

Provide a an official letter (signed, dated, and on official letterhead) confirming that the building emergency equipment is located within the building applying for certification.

Guidance

No additional guidance.

12.2

Install an Automated External Defibrillator (AED) on each floor and adopt a regular testing schedule

Points Available: 2.66

Rationale

Readily accessible and tested AED can increase response time for negative cardiac events, improving survivability and well-being among employees.

Sample Evidence

Caffrey, S.L., et al. (2002). "Public use of automated external defibrillators." *New England Journal of Medicine* 347(16): 1242-1247.

Kette, F., et al. (2014). "The Importance of Automated External Defibrillation Implementation Programs." In *Resuscitation* (pp. 67-80). Springer, Milano.

Health Impact Categories



Definitions

Automated External Defibrillator (AED): A device used to administer an electric shock through the chest wall to the heart.

Certification Documentation Required



- Provide a clear, annotated photograph(s) and/or diagram(s) detailing the locations of all the Automatic External Defibrillators (AEDs) provided on each floor within the project boundary.

AND

- Provide an official document(s) (signed, dated, and on official letterhead) detailing the regular testing schedule as recommended by manufacturer for all the Automatic External Defibrillators (AEDs) provided.

For Campuses

No additional documentation required.

Guidance

No additional guidance.

12.3

Ensure that there is one certified first responder (CFR) per 100 regular occupants present during work hours

Points Available: 1.00

Rationale

Maintaining a current schedule for a certified first responder to be present in the building during work hours can decrease emergency response time during negative health events, potentially leading to improved health outcomes and decreased employee absenteeism.

Sample Evidence

Occupational Safety & Health Administration (OSHA). (2006). Best practices guide: Fundamentals of a workplace first-aid program. Retrieved from www.osha.gov

Health Impact Categories



Definitions

Certified First Responder: Any individual who completed a course and received certification in providing support in medical emergencies. Sample support may include first aid or cardiopulmonary resuscitation (CPR). Individuals may become a certified first responder by completing the First Aid or CPR courses offered by the Red Cross, American Heart Association, or international equivalent.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas *only*, including on-site building staff.
- For application within *entire* multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.
- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas *only*.

Certification Documentation Required

MT.B

MT.W

ST

CI

- Provide an official document(s) (signed, dated, and on official letterhead)
 - detailing a current schedule (within the last month) of CFRs showing that there is one CFR per 100 regular occupants present within the project boundary on-site during work hours, at all times that workers are present.

AND

MT.W

- Provide an official document(s) (signed, dated, and on official letterhead) demonstrating that the CFR schedule is shared with all tenants.

For Campuses

No additional documentation required.

Guidance

No additional guidance.

12.4

Provide an emergency address notification system

Points Available: 4.33

Rationale

An emergency address notification system decreases the time it takes employees to respond to emergencies, contributing to improved safety and well-being.

Sample Evidence

Occupational Safety and Health Administration. (2001). How to plan for workplace emergencies and evacuations. Retrieved www.osha.gov

Health Impact Categories



Definitions

Emergency address notification system: A method of facilitating the one-way dissemination or broadcasting of messages to a group of people, alerting them to a pending or existing emergency. Samples of emergency notification methods include building alarms, text notifications, and organization intranet.

Certification Documentation Required



- Provide an official document(s) (signed, dated, and on official letterhead) and/or signed specification detailing the automated address notification system within the project boundary, and the way it responds to common emergencies in your community.

For Campuses

No additional documentation required.

Guidance

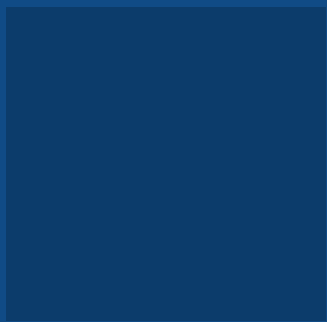
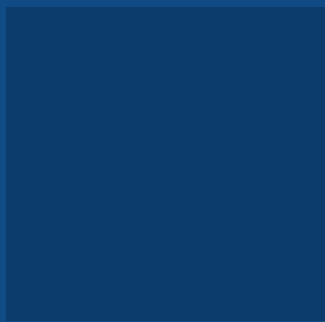
No additional guidance.

Title Page References

- Section 1** Martin, A., et al. (2014). "Does active commuting improve psychological wellbeing? Longitudinal evidence from eighteen waves of the British Household Panel Survey." *Preventive Medicine* 69: 296-303.
- Section 2** Besser, L. M., & Dannenberg, A. L. (2005). "Walking to public transit: steps to help meet physical activity recommendations." *American Journal of Preventive Medicine* 29(4): 273-280.
- Section 3** Maller, C., et al. (2006). "Healthy nature healthy people: 'contact with nature' as an upstream health promotion intervention for populations." *Health Promotion International* 21(1): 45-54.
- Section 4** Spokane, A. R., et al. (2007). "Identifying streetscape features significant to well-being." *Architectural Science Review* 50(3): 234-245.
- Section 5** Bassett, D. R., et al. (2013). "Architectural design and physical activity: an observational study of staircase and elevator use in different buildings." *Journal of Physical Activity and Health* 10(4): 556-562.
- Section 6** Fichtenberg, C. M., & Glantz, S. A. (2002). "Effect of smoke-free workplaces on smoking behaviour: systematic review." *BMJ* 325(7357): 188.
- Section 7** Torbeyns, T., et al. (2014). "Active workstations to fight sedentary behaviour." *Sports Medicine* 44(9): 1261-1273.
- Section 8** Watts, A. W., & Mâsse, L. C. (2013). "Is access to workplace amenities associated with leisure-time physical activity among Canadian adults". *Canadian Journal of Public Health* 104(1): e87-91.
- Section 9** Park, S., et al. (2012). "Factors associated with low water intake among US high school students—National Youth Physical Activity and Nutrition Study, 2010." *Journal of the Academy of Nutrition and Dietetics* 112(9): 1421-1427.

- Section 10** Wansink, B., & Hanks, A. S. (2013). "Slim by design: serving healthy foods first in buffet lines improves overall meal selection." *PloS one* 8(10): e77055.
- Section 11** Andreyeva, T., et al. (2010). "The impact of food prices on consumption: a systematic review of research on the price elasticity of demand for food." *American Journal of Public Health* 100(2): 216-222.
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Appendix



Food & Beverage Nutrition Standards

Food and beverage nutrition standards* must meet all of the following guidelines:

Food and Nutrition Requirements for Prepared Foods

A. Fruits and Vegetables:

- At least 3 fruit options daily, with no added sugars. Fruit can be fresh, canned, frozen, or dried.
- At least 3 non-fried vegetable options daily. Vegetables can be fresh, frozen, or canned, and served cooked or raw.
- Offer seasonal fruit and vegetables.

B. Grains:

- Offer half of total grains as “whole grain-rich” products, daily.
- Offer a “whole grain-rich” product as the first (i.e., default) choice.

C. Dairy:

- Offer a variety of dairy products (or dairy alternatives) daily, such as milk, yogurt, cheese, and fortified soy beverages.
- When yogurt is available, offer at least one plain yogurt.
- Offer low-fat dairy products, where possible.

D. Protein Foods:

- Offer a variety of non-fried protein foods, such as seafood, lean meats and poultry, eggs, legumes (beans and peas), nuts, seeds, and soy products, daily.
- Offer protein foods from plants, such as legumes (beans and peas), nuts, seeds, and soy products, at least three times per week.
- Offer seafood at least two times a week.

E. Desserts:

- When desserts are available, offer 25% of desserts containing ≤ 200 calories, as served.

F. Sodium:

- At least 50% of meals offered must contain ≤ 800 mg sodium.
- At least 50% of entrees offered must contain ≤ 600 mg sodium.
- At least 50% of side items must contain ≤ 230 mg sodium.

G. Trans Fats:

- Ensure that all foods do not include partially hydrogenated oils.
- Calorie and Nutrition Labeling:
 - Provide calorie and nutrition information of standard menu items (a standard menu item is a restaurant-type food that is routinely included on a menu or menu board or routinely offered as a self-service food or food on display).

H. Other Considerations:

- Limit deep-fried entrée options to no more than one choice per day.

Food and Nutrition Requirements for Packaged Snacks:

- All packaged snacks contain < 200 mg sodium per package.
- All packaged snacks have 0 grams of trans fat.
- At least 75% of packaged snacks meet the following food and nutrient standards:
- Food Standards:
 - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - Be a whole grain-rich product, or
 - Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable.
- Nutrient Standards:
 - Calorie limit: ≤ 200 calories
 - Saturated fat limit: $< 10\%$ of calories
 - Exemptions: Reduced-fat cheese and part skim mozzarella; nuts, seeds and nut/seed butters; and dried fruit with nuts /seeds with no added nutritive sweeteners or fats.
 - Sugar limit: $\leq 35\%$ of weight from total sugars in foods.
 - Exemptions: Dried /dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

Food and Nutrition Standards for Beverages:

- Provide free access to chilled, potable water.
- When milk and fortified soy beverages are available, offer low-fat beverages with no added sugars.
- When juice is available, offer 100% juice with no added sugars.
- At least 50% of available beverage choices contain ≤ 40 calories per 8 fluid ounces (excluding 100% juice and unsweetened fat-free or low-fat [1%] milk).

Sustainable Practices Requirements

Sustainability practices must meet all of the following guidelines:

- Use cleaning products and services that adhere to the Fitwel's Green Purchasing requirements (Fitwel Strategy 6.4).
- Adhere to Fitwel's Integrated Pest Management (Fitwel Strategy 3.7) requirements.
- Implement at least one of the below purchasing guidelines:
 - Implement accurate forecasting and just-in-time purchasing concepts.
 - Select recyclable, compostable and/or biodegradable products for single-service items (e.g., bottled beverage containers, trays, flatware, plates, bowls) and packaged products.
 - Avoid single-serving packages of condiments, when possible.
 - Offer at least 25 percent of the food and beverage options as locally sourced, certified organic and/or certified community-development or environmentally beneficial practice.
 - Purchase seafood from sustainable fisheries and aquaculture operations.
- Implement at least one of the below food service management and consumer engagement practices, while following necessary food safety procedures:
 - Promote the use of reusable service items (e.g. plates, utensils, beverage containers, bags) for staff and occupants.
 - Utilize cleaning practices and equipment operations that meet Fitwel's Green Purchasing (Fitwel Strategy 6.4) requirement and conserve resources such as water and energy.
 - Label products that are locally sourced, certified organic, or certified community-development or environmentally beneficial practice.
 - Partner with an on-site or nearby farmers' market to procure local goods
- Implement at least one of the below waste diversion practices, while following necessary food safety procedures:

- Participate in and implement waste diversion programs (e.g. waste reduction, recycling, and where feasible, composting) for employees in the kitchen, break rooms, and administrative areas in addition to areas accessible to occupants
- Monitor the relationship between waste and food procurement, including the development of goals for waste reduction as well as quarterly or annual reporting of waste reduction and waste diversion benchmarks.
- Implement methods for reducing food waste such as: training staff on waste reduction methods, re-purposing excess food for future meal preparation, and donating edible surplus food for human consumption where possible.

Food Safety Requirements

Food safety standards must meet the following guidelines:

- Follow the most recently published local food codes relating to food safety procedures and practices.
- Implement and monitor a comprehensive written food safety plan detailing food safety procedures for the building and/or campus.
 - The plan must promote active managerial control of foodborne illness risk factors, such as:
 - improper holding temperatures;
 - inadequate cooking of food products;
 - cross contamination/contaminated equipment;
 - unsafe food sources; and
 - poor staff hygiene.
 - Food and safety procedures must include the following:
 - A sanitation and temperature control plan for ready-to-eat products that target foodborne bacterial illnesses, especially the control of *Listeria monocytogenes*, detailing cleaning frequencies for equipment, utensils, and non-food contact surfaces and temperature control win coolers, deli cases, and refrigerators.
 - An employee food safety training policy.
 - An employee health policy that details:
 - how employees are trained on reporting symptoms, diagnoses, and activities associated with the transmission of foodborne illness from food workers
 - how employee trainings are monitored and documented
 - policies for next steps for employees who have or have reported symptoms, diagnoses, or activities associated with the transmission of foodborne illness.

*Food and Beverage: Adapted from: Food Service Guidelines Federal Workgroup. Food Service Guidelines for Federal Facilities. Washington, DC: U.S. Department of Health and Human Services; 2017

Meetings & Events Catering Standard*

Food and beverage nutrition standards for meetings and events must meet all of the following requirements:

Catering Requirements:

A. Nutrition Standards for Meals (an entrée and two sides), per serving:

- No more than 700 calories.
- No more than 800 mg sodium (preferably no more than 525 mg).
- No more than 5 grams saturated fat.
- No more than 105 mg cholesterol.
- Less than 0.5 grams trans fat and no products containing partially hydrogenated oils.
- At least 2 servings (1-1.5 cups) of non-fried vegetables and/or fruits.
- Portions of meat, poultry and seafood should be no more than 6 oz. (cooked weight) and be prepared using healthier cooking methods such as: baked, broiled, braised, grilled, poached (fish), roasted, stir-fried or sautéed in broth or with a small amount of healthier oil.
- Serve condiments and sauces on the side, where possible.

B. Nutrition Standards for Packaged Snacks:

- No more than 200 calories per label serving (except plain nuts and nut/fruit mixes).
- No more than 240 mg of sodium per label serving.
- Zero grams of trans fat per label serving and no products containing partially hydrogenated oils.
- No more than 1 gram of saturated fat (except plain nuts and nut/fruit mixes).
- No candy (sugar-free mints and gum are allowed).
- No regular chips (baked chips and pretzels are allowed).

C. Nutrition Standards for Packaged Snacks:

- Preferred serving size for plain nuts is 1 oz. but no more than 1.5 oz.

- Plain nuts and nut/fruit mixes should have no more than 140 mg of sodium per label serving.

D. Nutrition Standards for Packaged Snacks:

- No more than 200 calories per label serving (except plain nuts and nut/fruit mixes).
- No more than 240 mg of sodium per label serving.

E. Nutrition Standards for Dairy:

- Yogurt should have no more than 20 g total sugars per standard 6 oz. serving.
- Milk, cheese, cottage cheese and sour cream should be offered with at least one fat-free (skim) or low-fat (1%) option, where possible.

F. Nutrition Standards for Desserts

- Desserts should only be served for special occasions, such as gala events. Desserts are not needed at most lunches, dinners and receptions.
- If a dessert is required at an event, traditional desserts should have no more than 200 calories per serving and be accompanied by fresh fruit as a substitute/alternative choice.

G. Nutrition Standards for Beverages:

- Water (plain, sparkling and flavored) - no more than 10 calories per serving
- Milk and milk alternatives (soy, almond, etc.) - no more than 130 calories per 8 fl. Oz.
- Juice - 100% fruit or vegetable juice (or juice and water) with no added sugars/sweeteners. Juices should have no more than 120 calories per 8 fl. oz. (preferred serving size); 150 calories per 10 fl. oz.; or 180 calories per 12 fl. oz.
- Other beverages (e.g. coffee, tea, soft drinks, etc.) - no more than 10 calories per serving

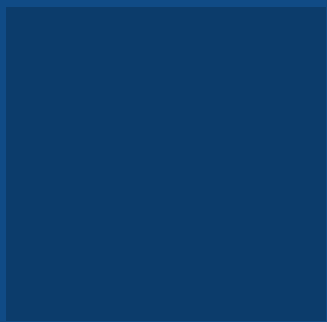
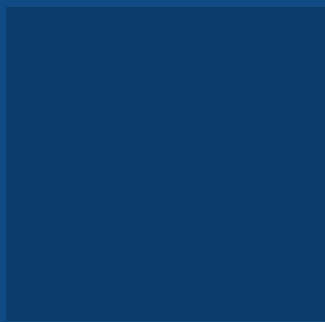
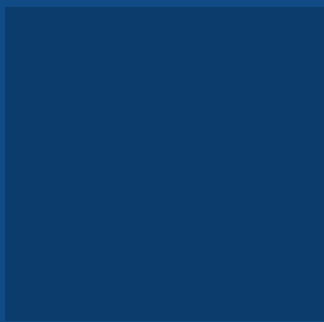
Alternative Catering Guidance when Nutrition Information is Not Available:

- If your food provider does not make nutrition information available, use the following guidelines for all catered meals:
 - Food selections should emphasize fruit, vegetables, whole grains, and non-fat or low-fat dairy products:
 - Offer at least one fruit and/or vegetable serving every time food is served
 - Offer lean meats (i.e. chicken, fish) and substantive vegetarian options
 - If served, bread products should be whole grains/whole grain products instead of white rice and white flour products

- Do not offer any of the following:
 - High-sugar breakfast cereals
 - Bakery items, biscuits, corn bread, croissants, danishes, muffins, pastries, etc.
 - High-sodium, high-fat meats such as bacon, sausage or ham
 - Heavy, high-fat sauces such as Bordelaise, Hollandaise, Alfredo, cheese sauce, sour cream sauce
 - Fried foods of any kind
 - Regular chips
 - Dishes with cheese as a key ingredient, such as au gratin potatoes, cheese soufflé or macaroni and cheese
 - Cookies and desserts
- Food selections should be presented in reasonable serving sizes. For example, large portions should be cut in halves or quarters when possible

*Adapted from: American Heart Association. Healthy Workplace Food and Beverage Toolkit. 2015. Available at: https://www.heart.org/idc/groups/heart-public/@wcm/@fc/documents/downloadable/ucm_465693.pdf

Glossary



A

Access to Free Water

Tap, filtered, or bottled water is free and easily available to all regular occupants in all areas where food is offered.

Accessible

Free and unfettered access available to all regular occupants.

Accessible Pedestrian Route

A direct route to transit that is free of obstacles and has a walking surface with a running slope no steeper than 1:20.

Active Design Strategies in Stairwell Design

Strategies shown to increase stair use, such as posting motivational signs, installing a music system or creative lighting, moderating stairwell temperature, featuring engaging artwork and bright colors, and locating a window or skylight in the stairwell for increased daylight.

Active Workstations

Furniture designed to promote physical activity, including convertible sit-stand desks, workstations with treadmills or bicycles attached, under-desk elliptical machines, portable desk pedals, and stepper machines. Such furniture should be accessible to all regular occupants and may be located in a combination of workplaces and common spaces.

ADA Compliant Water Supply

Water fountains, water coolers, kitchen sinks, or filtration systems, which are compliant with the American Disabilities Act. For more information on the detailed requirements, visit www.ada-compliance.com.

Amenities

Parks, gyms, restaurants, community spaces, walking trails, fitness classes, lectures, and other activities, places, or programs that could motivate regular occupants to traverse the neighborhood.

Areas with Chemical Use or Storage

Areas such as garages, janitors' closets, laundry areas, science laboratories, art rooms, workshops, salons, and high volume copy rooms must have separate systems to prevent circulation of chemical pollutants in building indoor air.

Asbestos Abatement

Any and all procedures physically taken to control fiber release from asbestos-containing materials. This includes removal, encapsulation, enclosure, cleanup, and repair

Automated External Defibrillator (AED)

A device used to administer an electric shock through the chest wall to the heart.

B

Break Areas

A room or space that comfortably accommodates regular occupants and is furnished appropriately to accommodate lunchtime activity with a refrigerator, microwave, and sink.

C

Certified first responder

Any individual who completed a course and received certification in providing support in medical emergencies. Sample support may include first aid or cardiopulmonary resuscitation (CPR). Individuals may become a certified first responder by completing the First Aid or CPR courses offered by the Red Cross, American Heart Association, or international equivalent.

Choice Architecture

A strategy that is designed to influence consumer choice by promoting healthy food options. Sample strategies include providing on-site nutritional information, offering healthy food options in central areas of the workplace, locating healthy products at checkout, or featuring healthy defaults, such as a side salad as opposed to chips.

Context-Appropriate Lighting

Lighting that is designed to meet the specific lighting needs of the place and the users, increase visibility, and reduce the opportunity for crime.

E

Emergency Address Notification System

A method of facilitating the one-way dissemination or broadcasting of messages to a group of people, alerting them to a pending or existing emergency. Samples of emergency notification methods include building alarms, text notifications, and organization intranet.

Emergency Equipment and Supplies

Items that prepare regular occupants for a range of emergency situations. Sample items include first aid kits, flashlights, food, and water.

Entryway Systems

Grills, grates, slotted systems, or mats located at doors to reduce the amount of dirt, dust, pollen, and other particles entering the building.

Exercise Room

A dedicated space, which is free of charge to all regular occupants, that includes cardio and strength training equipment, and nearby access to lockers and showers.

F

Fair Market Value

An unsubsidized fee consistent with average prices in the immediate vicinity.

Farmers Market

A market at which farmers sell fruits and vegetables directly to consumers.

Fitness Equipment

An apparatus or device used for physical activity to enhance strength or conditioning effects of exercise.

Fitness Facility

A dedicated gym space that is staffed for assistance with classes and training opportunities and that includes cardio and strength training equipment, lockers, and showers.

Fitwel Food Services Standard

A healthy food and beverage standard, based on the Food Service Guidelines for Federal Facilities, which provides standards for food, nutrition, facility efficiency, environmental support, and food safety in food service concession and vending operations, including cafeterias, cafés, snack bars, grills, concession stands, sundry shops, micro markets, and vending machines.

Fruit and Vegetable Garden

An indoor or outdoor plot where fruits and vegetables are cultivated on-site.

G

Green Purchasing Policy

A purchasing framework that provides guidance in the selection of products or services with reduced environmental impacts.

I

Indoor Air Quality Policy

Requires that all products incorporated into the building or workplace, including finishes and furniture, minimize off-gassing or noxious odors, facilitating assessment, and treatment of indoor air quality issues. In addition, policies must address how a building manages the sources of pollutants, dilutes pollutants, and removes pollutants through ventilation, and how filtration is used to clean the air.

Integrated Pest Management Plan

An environmentally friendly, coordinated approach to controlling pests that focuses on pest prevention and uses pesticides only as needed. IPM is not a single pest control method but rather involves integrating multiple control methods based on site information obtained

through inspection, monitoring, and reports.

L

Lactation Rooms:

A private and dedicated space, other than a bathroom, which may be used by regular occupants to express breast milk. The room must be shielded from view and include locking capability, a table, seating, an electrical outlet, a refrigerator, and a sink.

Lactation Stations:

A private and fully enclosed area or pod, other than a bathroom, which may be used by regular occupants to express breast milk. The space must have seating, a table, and an electrical outlet where regular occupants can plug in a breast pump.

M

Main Building Entrance:

The entrance to a building that most pedestrians are expected to use and that opens to the pedestrian right of way. Generally, each building has one main entrance. In multi-tenant buildings, main entrances open directly into the building's lobby or principal interior ground level circulation space. Buildings with multiple entrances will consider the "main" entrance that which opens onto the most heavily trafficked street. Does not include entrances from parking garages.

Multi-Purpose Room:

A dedicated space that regular occupants can reserve for a range of activities designed to promote health.

N

Natural Daylight:

Light from outdoors that reaches workplaces, including indoor employee workspaces, common areas, and regularly occupied areas.

O

Occupant Commuter Survey

An annual survey of regular occupants on their transportation patterns.

Operable Shading

Manual blinds, curtains, or other devices on a window that allow regular occupants to control the amount of sunlight reaching their workspace.

Outdoor Space Amenity

A space exterior to the building that is visible from a building entrance and equipped with paths or outdoor furniture such as benches, tables, and chairs that encourages use of the outdoors by building occupants.

P

Permanent Signage

Durable signs that are consistently displayed and never removed. A permanent sign that is freestanding and attached to the ground by footing or resting on a foundation or permanently attached to a wall.

Point-of-Decision Signs

Motivational messages placed outside or near stairwells or at elevator call areas and near escalators to encourage individuals to increase stair use. These signs may include information on the health benefits of stair use.

Prepared Food Retail

Unpackaged food that is prepared and served on site.

Pricing Incentives

A beneficial fee structure for consumers that is designed to encourage healthy eating. Sample fee structures include offering healthy value meals, healthy meal rewards plans, or charging a reduced rate for healthier food options, such as fruit and vegetables.

Priority Parking Spaces

Parking spaces that are closest to the main building entrance reserved exclusively for carpools or vanpools.

Public Transit

Shared passenger transportation services, such as buses, trams, light rail, trains, subways, and ferries that run at scheduled times and are available for use by the general public without private arrangement. Taxis, carpools, and private buses do not qualify as public transit.

Publicly Accessible Use

Accommodations or commercial facilities such as a library, retail store, or restaurant that are open and welcoming to the general public, generate pedestrian traffic, and have space to accommodate social interaction.

Q

Quiet Room

A dedicated, comfortable, and quiet space that is shielded from public view and reserved for private use by regular occupants for activities such as meditation, prayer, and mental recharge.

R

Regular Occupants

Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

- For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas only, including on-site building staff.
- For application within entire multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces.

- For single-tenant buildings, regular occupants are considered all occupants within the building.
- For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas only.

Regular Cleaning Schedule

A policy that includes daily cleaning for bathrooms and weekly cleaning for refrigerators and freezers.

Restorative Garden

A landscape setting or area that is designed specifically to support stress relief to individuals by providing a sense of connectedness with nature. The setting or area should not be located on or adjacent to heavy motor vehicle traffic and should not have direct street views.

S

Secure and Covered Bicycle Parking

Bicycle racks that are securely mounted, located in secure areas, and are visibly covered and protected from weather such as rain and snow.

Signs Promoting Hand-Washing

Permanent signage specifying the health benefits of hand-washing for public display.

T

Tobacco-Free

Areas where the use of any tobacco products is strictly prohibited. Site should not include designated smoking areas.

V

Vending Machines and Snack Bars

A machine, pantry, kiosk, or other similar amenity, where regular occupants can obtain small articles of food or beverages.

Views of Nature

Natural elements that are visible to regular occupants, including greenery, trees, water, or other such elements.

W

Walk Score®

A publicly accessible walkability index for all addresses in the United States, Canada, and Australia that is accessed at Walkscore.com. Walk Score® measures the walkability of any address by analyzing walking routes to nearby amenities and awarding points based on the distance to amenities in each category. Amenities within a 5-minute walk (.25 miles) are given maximum points. A decay function is used to give points to more distant amenities, with no points given after a 30-minute walk. Walk Score® also measures pedestrian friendliness by analyzing population density and road metrics, such as block length and intersection density.

Walking Trail

A path, separated from motor vehicle right-of-way, where individuals can walk and enjoy nature.

Water Bottle Refilling Ability

A water supply created with a unique faucet or dispenser designed specifically for filling water jugs, glasses, or other similar item.

fitwel[®] Workplace Scorecard

Key Terms

Multi-Tenant Base Building: Impacts building owner/management staff within buildings or campuses whose floors and common areas are occupied by multiple tenants.

Multi-Tenant Whole Building: Impacts all occupants (building owner/management staff and tenants) within buildings or campuses whose floors and common areas are occupied by multiple tenants.

Single-Tenant Office Building: Impacts all occupants of an entire building or campus whose floors and common areas are occupied by a single tenant.

Commercial Interior Office Space: Impacts occupants within contiguous spaces or groups of contiguous spaces within a building that are occupied or controlled by a single tenant.

Regular Occupants: Number of habitual users of a building or workplace including all full- and part-time employees and volunteers, but not transitional occupants (such as subway commuters passing through a portion of the building.) Number may be estimated using full-time equivalent figures used for code or zoning filing.

For application within owner controlled areas of multi-tenant buildings, regular occupants are considered occupants of owner controlled areas only, including on-site building staff

For application within entire multi-tenant buildings, regular occupants are considered all occupants of owner controlled and tenant spaces

For single-tenant buildings, regular occupants are considered all occupants within the building

For commercial interior spaces, regular occupants are considered occupants of tenant-controlled areas only

Fitwel Strategies

Points Available

1. LOCATION

		"Yes"	NA	AC	Score
1.1	Walk Score [®] of 50 or above	3.33			
1.2	Walk Score [®] of 70 or above	5.00			
1.3	Walk Score [®] of 90 or above	5.00			
1.4	Public transit stop located within ½ mile or 800 meters of the main building entrance	4.00			

2. BUILDING ACCESS

		"Yes"	NA	AC	Score
2.1	Provide a direct, accessible pedestrian route between the main building entrance and public transit	1.33			
2.2	Conduct an annual occupant commuter survey	0.33			
2.3	Provide secure and covered bicycle parking within 100 feet or 30 meters of a building entrance for a minimum of 5% of regular occupants or exceed demand as dictated by occupant survey by 1%	1.33			
2.4	Provide showers with lockers for regular occupants	1.33			
2.5	If parking is provided, charge fair market value for parking utilization	2.00	2.00		
2.6	If parking is provided, assign a minimum of 5% priority parking spaces or exceed demand by at least 1% as dictated by the occupant commuter survey for carpools and vanpools, whichever is greater	0.33	0.33		

3. OUTDOOR SPACES

		"Yes"	NA	AC	Score
3.1	Provide an outdoor space amenity accessible from a building entrance to all regular occupants	1.00		1.00	
3.2	Provide a walking trail of at least ¼ mile or 400 meters on the building site/campus accessible to all regular occupants	1.33		1.33	
3.3	Provide permanent fitness equipment in outdoor spaces accessible to all regular occupants	1.00		1.00	
3.4	Provide a restorative garden amenity accessible to all regular occupants	1.67		1.67	
3.5	Offer on-site weekly sale of produce or establish a farmers market in a location accessible to all regular occupants	1.67		1.67	
3.6	Support an on-site fruit and vegetable garden that is at least 1 square foot or .09 square meters per regular occupant, accessible to all regular occupants, and maintained weekly	1.00			
3.7	Establish and adopt an Integrated Pest Management (IPM) Plan	2.66			
3.8	Provide context-appropriate lighting at all pathways and parking areas	2.66	2.66		
3.9	Adopt a tobacco-free policy for all outdoor spaces	1.33	1.33		

4. ENTRANCES & GROUND FLOOR

		"Yes"	NA	AC	Score
4.1	Provide permanent signage at all building and/or campus entrances publicizing a tobacco-free building and site	0.67			
4.2	Provide at least one additional building entrance, other than the main entrance, oriented towards an outdoor pedestrian route	1.33			
4.3	Locate the main entrance oriented towards an outdoor pedestrian route	1.33			
4.4	Provide context-appropriate lighting at all building entrances	2.33			
4.5	Provide at least one publicly accessible use on the ground floor	2.33			
4.6	Provide a permanent dedicated display in a location accessible to all regular occupants advertising amenities within ½ mile or 800 meter walking distance of the building	1.00			
4.7	Employ entryway systems that are maintained weekly at building entrances	1.00			

5. STAIRWELLS

		"Yes"	NA	AC	Score
5.1	Provide at least one stairwell accessible to regular occupants that connects relevant building floors	4.33		2.17	
5.2	Locate an accessible stairwell equally or more visible than any elevators and/or escalators from the main building entrance	4.33			

NA = Not Applicable
AC = Alternative Compliance

5.3	Implement active design strategies in stairwell design	3.00			
5.4	Place permanent point-of-decision signs promoting stair use at elevator call areas	1.67		0.84	
5.5	Make the accessible stairwell clearly visible with code-compliant glass	2.66			

6. INDOOR ENVIRONMENTS

		"Yes"	NA	AC	Score
6.1	Adopt and implement a tobacco-free building policy	3.00			
6.2	Certify that all asbestos has been properly abated throughout the building	4.66	4.66		
6.3	Adopt and implement an Indoor Air Quality (IAQ) Policy	4.66			
6.4	Adopt and implement a Green Purchasing Policy	0.33			
6.5	Provide separate ventilation in all areas with chemical use or storage	2.00			

7. WORKSPACES

		"Yes"	NA	AC	Score
7.1	Provide natural daylight in a majority of the workplace	2.66			
7.2	Provide views of nature from a majority of workspaces	3.33		3.33	
7.3	Provide operable shading in all regularly occupied workplaces	0.33			
7.4	Provide access to sufficient active workstations	1.67		0.84	

8. SHARED SPACES

		"Yes"	NA	AC	Score
8.1	Adopt a regular cleaning schedule for bathrooms	1.67			
8.2	Provide permanent educational signs promoting hand-washing in bathrooms	0.33			
8.3	Provide common break areas accessible to all regular occupants that can accommodate lunch-time activity	2.66			
8.4	Adopt regular cleaning schedule for refrigerators and freezers in break areas	0.33			
8.5	Provide a dedicated quiet room accessible to all regular occupants that can be used in private	0.67			
8.6	Provide a sufficient number of dedicated lactation rooms or stations accessible to all regular occupants	5.66		5.66	
8.7	Provide a multi-purpose room that can be scheduled for wellness activities or on-site exercise by all regular occupants	2.33			
8.8	Provide a dedicated exercise room accessible free of charge for all regular occupants	2.00			
8.9	Provide a dedicated, staffed fitness facility with subsidized or below market rate membership fees for all regular occupants	2.33			

9. WATER SUPPLY

		"Yes"	NA	AC	Score
9.1	Provide at least one ADA compliant water supply on relevant floors	3.00			
9.2	Provide water bottle refilling ability at a minimum of one water supply on every floor and at all water supplies within the workplace	1.33			

NA = Not Applicable
AC = Alternative Compliance

10. FOOD SERVICES

		"Yes"	NA	AC	Score
10.1	Require a healthy food and beverage standard at least as rigorous as the Fitwel Food Services Standard in leasing agreements with food service providers	5.00		2.50	
10.2	Incentivize healthy food selection with choice architecture practices	5.00		2.50	
10.3	Encourage healthy food choices through pricing incentives	4.00	2.00		
10.4	Provide access to free water in cafeteria and prepared food retail areas	4.00	2.00		

11. VENDING MACHINES + SNACK BARS

		"Yes"	NA	AC	Score
11.1	Require a healthy food and beverage standard at least as rigorous as the applicable Fitwel Food Services Standard in all vending machines and snack bars	2.00	2.00		
11.2	Incentivize healthy food selection with choice architecture practices	2.00	2.00		
11.3	Encourage healthy food choices through pricing incentives	2.00	2.00		
11.4	Provide access to free water near vending machines and snack bars	1.67	1.67		

12. EMERGENCY PROCEDURES

		"Yes"	NA	AC	Score
12.1	Create and maintain a database of building emergency equipment and supplies	0.67			
12.2	Install an Automated External Defibrillator (AED) on each floor and adopt a regular testing schedule	2.66			
12.3	Ensure that there is one certified first responder (CFR) per 100 regular occupants present during work hours	1.00			
12.4	Provide an emergency address notification system	4.33			

TOTAL POINTS

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