

# WELL™ PERFORMANCE VERIFICATION PUNCH-LIST

## V1 WITH Q4 2018 ADDENDA

This document contains action items that project teams should complete prior to on-site performance testing. These procedures are applicable to projects pursuing version 1 of the WELL Building Standard™ with Q4 2018 addenda.

For more information on the performance verification process, please consult the WELL Performance Verification Guidebook.  
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## INTRODUCTION

### PERFORMANCE VERIFICATION PUNCH-LIST (V1 WITH Q4 2018 ADDENDA)

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Although all WELL features are subject to review when the WELL performance testing agent is onsite, this performance verification punch-list outlines specific action items that project teams should complete in order to best prepare for the onsite routine measurements and spot checks of WELL performance testing. We recommend the project team reviews the below punch-list and checks all necessary boxes one month prior to and one day prior to the scheduled performance testing date. For more information on the performance testing protocol, consult the [WELL Performance Verification Guidebook](#).

Note, the General sections below are separated by project type, while the concept-specific information applies to all project types pursuing WELL v1.

Note, following the Q1 2018 addenda, the WELL Assessor role has been phased out and has evolved into two distinct positions: a WELL Reviewer and a WELL performance testing agent. The WELL Reviewer is an agent from GBCI who reviews and approves all documentation and performance test results for compliance with WELL requirements. A WELL performance testing agent is an agent who is trained and qualified to conduct performance testing for WELL. WELL performance testing agents may either refer to agents employed or contracted by GBCI (as is the case for all v1 projects), or individuals from other organization that are trained by GBCI and approved to conduct performance testing services for WELL v2 projects.

## GENERAL – CORE & SHELL PROJECTS

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1. Construction completion:
  - Have all base building construction punch list items been completed? (Note, interiors do not need to be complete but should not be actively under construction. Any construction within the building, even if not part of the Core & Shell scope, will likely have a negative impact on performance testing results.)
    - All painting is complete
    - All caulking/adhesives are complete
    - All carpet tiles and rugs are installed
    - All flooring finishes are complete
2. Schedule performance testing with tenant move-in and construction in mind:
  - Ideally, performance testing will occur before tenants move in, as any construction or furniture installation in tenant spaces will impact performance testing in common spaces.
  - If tenants must move in prior to performance testing, we recommend conducting a thorough cleaning and an air flush in common spaces and tenant spaces. This can be conducted according to [Feature 13: Air Flush](#) or on a smaller scale, such as increasing ventilation to 100% capacity (ideally outdoor air) and using HEPA vacuums. If possible, mandate a pause in any construction and furniture installation at least a few weeks before the base building performance testing occurs, so that a thorough cleaning and air flush may occur.
3. One week prior to performance testing:
  - Notify all building occupants (if applicable)
  - Confirm the schedule with any additional parties that may need to be on site including access to mechanical rooms (ex. building operator, facilities manager, etc.)
  - Check to make sure no special events are planned during the testing (ex. fire alarm drills, parties or events, etc.)
  - Check to make sure that the space has been cleaned, but no cleaning will occur the day of performance testing
  - Perform a walkthrough to verify all items identified in the below list are complete
  - Notify the WELL performance testing agent immediately if any punch-list items are not complete

## GENERAL – MULTIFAMILY RESIDENTIAL PROJECTS

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1. Construction completion:
  - Have all construction punch list items been completed? (Note, furniture does not need to be installed.)
    - ☐ All painting is complete
    - ☐ All caulking/adhesives are complete
    - ☐ All carpet tiles and rugs are installed
    - ☐ All flooring finishes are complete
2. Schedule performance testing with tenant move-in in mind:
  - The project should schedule performance testing to occur at least two to three weeks after construction completion and any furniture installation to allow for optimal testing conditions, such as better air and water quality results.
  - Furniture does not need to be installed and units do not need to be occupied prior to performance testing.
  - If any units are occupied, it is recommended to conduct an air flush prior to performance testing in spaces where furniture and furnishings were recently installed. This can be conducted according to [Feature 13: Air Flush](#) or on a smaller scale, such as increasing ventilation to 100% capacity (ideally outdoor air) and using HEPA vacuums.
3. One week prior to performance testing:
  - ☐ Notify all occupants (if applicable)
  - ☐ Confirm schedule with any additional parties that may need to be on site (ex. building operator, facilities manager, etc.)
  - ☐ Check to make sure no special events are planned during the testing (ex. fire alarm drills, parties or events, etc.)
  - ☐ Check to make sure that the space has been cleaned, but no cleaning will occur the day of performance testing
  - ☐ Perform a walkthrough to verify that items identified in the below list are complete
  - ☐ Notify the WELL performance testing agent immediately if any punch-list items are not complete

## GENERAL – NEW & EXISTING BUILDINGS, NEW & EXISTING INTERIORS, EDUCATION FACILITIES PILOT PROJECTS, COMMERCIAL KITCHEN PILOT PROJECTS, RESTAURANT PILOT PROJECTS, RETAIL PILOT PROJECTS

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1. Construction completion: Have all construction/installation punch list items been completed?
  - ☐ All painting is complete
  - ☐ All caulking/adhesives are complete
  - ☐ All carpet tiles and rugs are installed
  - ☐ All flooring finishes are complete
  - ☐ All furniture has been installed
2. Has one month passed since the issuance of the certificate of occupancy?
3. Is the building or space within the WELL project boundary at least 50% occupied?
4. One week prior to performance testing:
  - ☐ Notify all occupants (if applicable)
  - ☐ Confirm schedule with any additional parties that may need to be on site (ex. building operator, facilities manager, etc.)
  - ☐ Check to make sure no special events are planned during the testing (ex. fire alarm drills, parties or events, etc.)
  - ☐ Check to make sure that the space has been cleaned, but that no cleaning will occur the day of performance testing
  - ☐ Perform a walkthrough to verify all items identified in the below list are complete
  - ☐ Notify the WELL performance testing agent immediately if any punch-list items are not complete

## CONCEPT-SPECIFIC PUNCH-LIST – ALL PROJECTS

### AIR PUNCH LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 01: <a href="#">Air Quality Standards</a> Feature 02: <a href="#">Smoking Ban</a> Feature 05: <a href="#">Air Filtration</a> Feature 06: <a href="#">Microbe and Cold Control</a> Feature 08: <a href="#">Healthy Entrance</a>	Feature 16: <a href="#">Humidity Control</a> Feature 18: <a href="#">Air Quality Monitoring and Feedback</a> Feature 19: <a href="#">Operable Windows</a> Feature 22: <a href="#">Pest Control</a> Feature 23: <a href="#">Advanced Air Purification</a> Feature 24: <a href="#">Combustion Minimization</a> Feature 28: <a href="#">Cleanable Environment</a> Feature 29: <a href="#">Cleaning Equipment</a>

- Furniture and furnishings:
  - At least two to three weeks have passed since furniture installation, and the space has been flushed to mitigate off-gassing.
  - If pursuing optimization [Feature 22: Pest Control](#), garbage cans have been installed according to these specific requirements.
  - Entryway walk-off systems and air seals have been installed according to [Feature 08: Healthy Entrance](#).
- Signage
  - Smoking bans and/or health hazard signage are in place according to the specific requirements of [Feature 02: Smoking Ban](#); this may involve entrances, operable windows, air intakes and exterior spaces.
  - If pursuing optimization [Feature 24: Combustion Minimization](#), signage restricting idling with vehicle engines has been installed in pick-up, drop-off and parking areas.
- Ensure that the WELL performance testing agent will have access to the following spaces/equipment for spot checks. (Note, visual inspections will not be limited to the below list.)
  - Mechanical system to spot check [air filtration](#) according to Feature 05, as well as other [air purification](#) systems, if pursuing optimization [Feature 23: Advanced Air Purification](#)
  - Mechanical system to spot check for signs of mold or water damage according to [Feature 06: Microbe and Mold Control](#)

- ❑ Cleaning product storage areas to spot check organization and labeling of bleach and ammonia-based cleaning products if pursuing optimization [Feature 29: Cleaning Equipment](#)
  - ❑ Flexible storage space of adequate size to store movable items during cleaning, if pursuing optimization [Feature 28: Cleanable Environment](#)
  - ❑ A location to conduct outdoor air testing, either near project entrance (base building entrance in the case of interiors projects) or near an outdoor air intake; for interiors projects, this may require getting permission from the building owner.
- For Educational Facilities only, the WELL performance testing agent will have access to:
  - ❑ Mud rooms/staging areas ([Feature 08](#)) connected to any grass sports fields
  - ❑ Showers and locker rooms, if pursuing optimization [Feature 16: Humidity Control](#); ensure that any airlocks/ventilation barriers have been installed according to feature requirements
- Mechanical/technological systems:
  - ❑ If pursuing optimization [Feature 16: Humidity Control](#), ensure temperature and humidity settings are configured according to feature requirements
  - ❑ If pursuing optimization [Feature 18: Air Quality Monitoring and Feedback](#), ensure indoor monitors and displays are functioning as intended
  - ❑ If pursuing optimization [Feature 19: Operable Windows](#), ensure outdoor air measurement and alert system is functioning as intended (temperature, humidity, and ozone)

## WATER PUNCH-LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 30: <a href="#">Fundamental Water Quality</a> Feature 31: <a href="#">Inorganic Contaminants</a> Feature 32: <a href="#">Organic Contaminants</a> Feature 33: <a href="#">Agricultural Contaminants</a> Feature 34: <a href="#">Public Water Additives</a>	Feature 36: <a href="#">Water Treatment</a> Feature 37: <a href="#">Drinking Water Promotion</a>

- ❑ All plumbing fixtures have been installed.
- ❑ All faucets can supply cold water. If plumbing fixtures automatically mix hot and cold, hot water can be turned off during testing.
- ❑ Ensure that the WELL performance testing agent will have access to at least one drinking water fixture for testing. This applies to Core & Shell projects even if there are no such fixtures in the building owner's scope of work. In this case, the project may need to install a drinking fixture, provide access to the building management office where a drinking fixture is located, or ensure that testing can occur in a restroom sink.



- ❑ If pursuing optimization [Feature 36: Water Treatment](#), all water filters and/or sanitization systems have been installed and accessible to the WELL performance testing agent to view type, manufacturer, and model. (These can be the installed filter or a replacement filter.)
- ❑ If pursuing optimization [Feature 37: Drinking Water Promotion](#), that water dispensers have been installed according to feature requirements.

## NOURISHMENT PUNCH-LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 38: <a href="#">Fruits and Vegetables</a> Feature 39: <a href="#">Processed Foods</a> Feature 40: <a href="#">Food Allergies</a> Feature 41: <a href="#">Hand Washing</a> Feature 42: <a href="#">Food Contamination</a> Feature 43: <a href="#">Artificial Ingredients</a> Feature 44: <a href="#">Nutritional Information</a> Feature 45: <a href="#">Food Advertising</a>  <a href="#">P7 Strategic Dining Design</a> (Education Pilot projects only)	Feature 46: <a href="#">Safe Food Preparation Materials</a> Feature 47: <a href="#">Serving Sizes</a> Feature 50: <a href="#">Food Storage</a> Feature 51: <a href="#">Food Production</a> Feature 52: <a href="#">Mindful Eating</a>  <a href="#">P7 Strategic Dining Design</a> (Restaurant Pilot projects only)

- Food items:
  - ❑ All food provided on site on a daily basis is available and accessible to the WELL performance testing agent. (This includes food in a pantry, in any vending machines or cafes within the project boundary. Projects should have determined which food is applicable through discussions with your WELL coaching contact prior to documentation submission).
  - ❑ Confirm with the food vendor that the food selection and variety will include adequate amounts and types of fruits, vegetables, and whole grains to comply with [Feature 38: Fruits and Vegetables](#) and [Feature 39: Processed Foods](#) on the day of performance testing. This may involve coordinating special delivery schedules or purchasing surplus food for the occasion.
  - ❑ Ingredient information for all food provided daily is available according to the specific requirements for [Feature 40: Food Allergies](#), [Feature 43: Artificial Ingredients](#) and [Feature 44: Nutritional Information](#).
- ❑ Hand washing supplies have been installed according to the requirements of [Feature 41: Hand Washing](#). This includes fragrance-free soap at all sinks.
  - For Commercial Kitchen, Education, or Restaurant Pilot projects, this may involve signage at entryways to areas intended for food consumption.
- Food preparation, storage and eating areas:
  - ❑ Ensure that the WELL performance testing agent has access to all food preparation, food storage areas and eating spaces

- If raw meat, fish, or poultry is prepared or stored on site, the cold storage drawer is properly labeled and the holding temperature is displayed as required by [Feature 42: Food Contamination](#) and optimization [Feature 50: Food Storage](#), where applicable.
- Commercial Kitchen Pilot projects should ensure food preparation areas are properly separated according to [Feature 42: Food Contamination](#) and that food is properly labeled and stored according to optimization [Feature 50: Food Storage](#), where applicable.
- Multifamily Residential Pilot projects should ensure that kitchen sinks meet the requirements of optimization [Feature 42: Food Contamination](#), where applicable.
- If pursuing optimization [Feature 46: Safe Food Preparation Materials](#), cookware and cutting surfaces are available for inspection. This includes dishes intended for use in reheating food or cooking food in microwaves.
- If pursuing optimization [Feature 47: Serving Sizes](#), dishware is available for inspection.
- If pursuing optimization [Feature 52: Mindful Eating](#), eating spaces possess all required dining supplies.
- Education Pilot projects must ensure that the checkout line only includes healthy items specified in [Feature P7 Strategic Dining Design](#).
- Restaurant Pilot projects pursuing [Feature P7 Strategic Dining Design](#) must ensure that seating and any televisions are configured according to feature requirements.
- Advertisements:
  - The project does not contain advertisements for any food or beverage items that do not conform to the requirements set forth in [Feature 39: Processed Foods](#). For example, ensure that vending machines do not contain advertisements of 16-20 ounce sodas, as these likely do not comply with [Feature 39](#). Soda logos are acceptable.
  - A total of at least 3 instances of nutritional messaging are available according to [Feature 45: Food Advertising](#), Part 2 (precondition for New and Existing Buildings, New and Existing Interiors, Education Pilot, and Restaurant Pilot projects).
  - Restaurant Pilot projects and Education Pilot projects should ensure that menus and menu signage meet the design and/or location requirements of [Feature 45: Food Advertising](#).
- If pursuing optimization [Feature 51: Food Production](#), ensure that the WELL performance testing agent has access to the gardening space, as well as any storage areas where planting supplies may be located.

## **LIGHT PUNCH-LIST:**

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Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 53: <a href="#">Visual Lighting Design</a> Feature 54: <a href="#">Circadian Lighting Design</a> Feature 56: <a href="#">Solar Glare Control</a>	Feature 57: <a href="#">Low-glare Workstation Design</a> Feature 61: <a href="#">Right to Light</a> Feature 63: <a href="#">Daylight Fenestration</a>  <a href="#">P2: Light at Night</a> (Multifamily Residential Pilot projects only) <a href="#">P3: Circadian Emulation</a> (Multifamily Residential Pilot projects only)

- Light fixtures:
  - All light fixtures have been installed and will be turned on for performance testing.
  - All light fixtures are programmed to meet the illuminance levels specified in [Feature 53: Visual Lighting Design](#).
  - All workstations (or break rooms in restaurant or retail projects) have light fixtures that are programmed to meet the equivalent melanopic lux (EML) requirements of [Feature 54: Circadian Lighting Design](#). (If pursuing the [published AAP](#), ensure that a sufficient number of task lights are available for testing.)
  - Multifamily Residential Pilot projects have installed nightlights that meet the Illuminance, wavelength, location, and motion activation requirements for [P2: Light at Night](#).
  - Multifamily Residential Pilot projects pursuing [P3: Circadian Emulation](#) have installed lighting systems that meet the specific programming for dynamic illuminance requirements.
  - For lighting control systems with settings that are only adjustable by a property manager or lighting consultant, ensure that an individual who has the ability to adjust the system settings is available on site (in the event that adjustments are necessary on site in order to meet feature requirements).
- Workstations (if applicable)
  - Ensure that overhead luminaires are not aimed directly at computer screens, which are angled in relation to the nearest window according to the requirements of optimization [Feature 57: Low-glare Workstation Design](#).
  - For offices with sit-stand desks, position the desks in the most optimal height for circadian measurements. The WELL performance testing agent will test for [Feature 54: Circadian Lighting Design](#) 18 inches above the horizontal work plane as it sits.
  - Workstations have been configured as depicted in architectural drawings submitted in the WELL project portal for optimization [Feature 61: Right to Light](#), if pursued.

- Shading systems:
  - Ensure that any shading systems and blinds have been installed and programmed to properly prevent glare according to [Feature 56: Solar Glare Control](#).
  - If pursuing optimization [Feature 63: Daylight Fenestration](#), ensure that shading or adjustable opacity glazing has been installed where any window-wall ratios exceed 40%.
  - Multifamily Residential Pilot projects have installed blackout shades and/or shutters in all bedrooms according to [P2: Light at Night](#)

## FITNESS PUNCH-LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 64: <a href="#">Interior Fitness Circulation</a> <a href="#">P8: Injury Prevention</a> (Education Pilot projects only)	Feature 67: <a href="#">Exterior Active Design</a> Feature 69: <a href="#">Active Transportation Support</a> Feature 70: <a href="#">Fitness Equipment</a> Feature 71: <a href="#">Active Furnishings</a>

- Furniture, furnishings and equipment:
  - If pursuing optimization [Feature 67: Exterior Active Design](#), the exterior furniture has been installed according to feature requirements.
  - If pursuing optimization [Feature 69: Active Transportation Support](#), bicycle maintenance tools are in place and are available for inspection.
  - If pursuing optimization [Feature 70: Fitness Equipment](#), exercise equipment has been installed and are available for inspection.
  - If pursuing optimization [Feature 71: Active Furnishings](#), all active workstations or standing desks have been installed.
  - Education Pilot projects have installed lighting, playground equipment and surface coverings (where applicable) according to [Feature P8: Injury Prevention](#).
- Signage:
  - If pursuing [Feature 64: Interior Fitness Circulation](#), wayfinding signage and any facilitative aesthetics have been installed according to feature requirements.
  - Education Pilot projects have installed safety markings and signage according to [Feature P8: Injury Prevention](#).

## COMFORT PUNCH-LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 73: <a href="#">Ergonomics: Visual and Physical</a> Feature 74: <a href="#">Exterior Noise Intrusion</a> Feature 75: <a href="#">Internally Generated Noise</a> Feature 76: <a href="#">Thermal Comfort</a>	Feature 78: <a href="#">Reverberation Time</a> Feature 79: <a href="#">Sound Masking</a> Feature 82: <a href="#">Individual Thermal Control</a>

- Furniture, furnishings and appliances:
  - ☐ All furniture (sit-stand desks, adjustable chairs, adjustable computer screens, standing support devices) has been installed, as applicable according to [Feature 73: Ergonomics: Visual and Physical](#).
  - ☐ All carpet and rugs have been installed.
  - ☐ All wall panels, ceiling tiles or acoustical panels have been installed.
  - ☐ If pursuing optimization [Feature 82: Individual Thermal Control](#), personal thermal comfort devices have been purchased and are available for inspection.
- Operations and technology:
  - ☐ The project team or facility/office manager has the ability to turn HVAC on and off at desired times to accommodate testing with the HVAC system off. Alternatively, this designated representative may request that certain spaces be unoccupied during acoustics testing.
  - ☐ If pursuing optimization [Feature 79: Sound Masking](#), the project team or facility/office manager has the ability to turn on sound masking systems, as these systems must be turned off for all other acoustic testing scenarios.

## MIND PUNCH-LIST:

Features that require performance tests, spot checks or visual inspection

Preconditions	Optimizations
Feature 84: <a href="#">Health and Wellness Awareness</a>	Feature 89: <a href="#">Adaptable Spaces</a> Feature 97: <a href="#">Material Transparency</a> Feature 98: <a href="#">Organizational Transparency</a> Feature 99: <a href="#">Beauty and Design II</a> Feature 100: <a href="#">Biophilia II - Quantitative</a>

- The following are available digitally and/or physically for inspection:
  - ☐ WELL Building Standard guide, which meets the requirements of [Feature 84: Health and Wellness Awareness](#)
  - ☐ Health and wellness library, which meets the requirements of [Feature 84: Health and Wellness Awareness](#)
  - ☐ The material transparency declaration, if pursuing optimization [Feature 97: Material Transparency](#)

- The transparency program results, if pursuing optimization Feature 98: Organizational Transparency
- Furniture and furnishings:
  - If pursuing optimization Feature 89: Adaptable Spaces, ensure that the correct amount of seating and amenities have been installed in designated quiet and collaboration zones.
  - If pursuing optimization Feature 89: Adaptable Spaces in an office project, ensure that a compliant cabinet or personal locker has been installed at each workstation.
  - If pursuing optimization Feature 89: Adaptable Spaces, ensure that the correct amount of sleep support furniture pieces have been installed according to the number of occupants.
  - If pursuing optimization Feature 99: Beauty and Design II and optimization Feature 100: Biophilia II - Quantitative, all plants and design features have been installed according to feature requirements.
- Ensure that the WELL performance testing agent has access to the following locations. (Note, visual inspections will not be limited to the below list.)
  - Any outdoor spaces, such as rooftop gardens, used to meet Feature 100: Biophilia II - Quantitative