



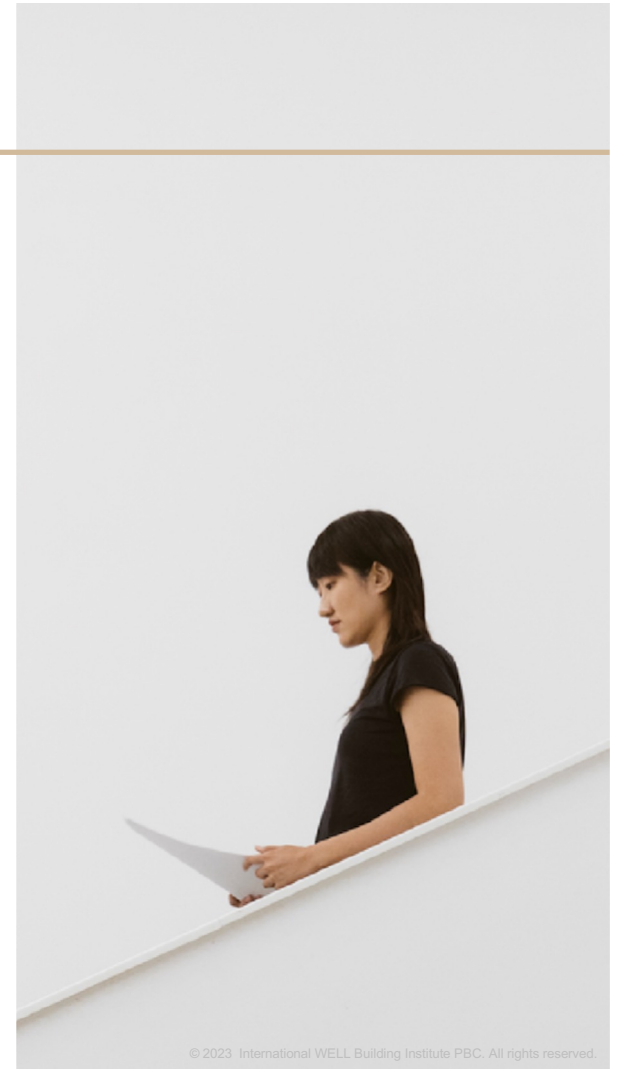
Project Team PV Prep



Preparing for performance verification

The role of the project team during PV

- The PTAgent cannot alter the building in any way for testing purposes (e.g. task lighting)
- The project contact can direct the PTAgent to any resources that they may need to see for spot checks (e.g. the Health and Wellness library)
- The project contact should ensure access to all areas required for testing and photographic verification
- The project contact should provide a security escort as necessary
- Access after hours should be pre-arranged by the project contact as necessary
- The project contact should identify and provide a secure space to set-up and store equipment
- The project contact should coordinate with FM to shut off HVAC and sound masking if needed



Preparing for performance verification

- Complete painting, caulking adhesives, install carpet tiles, rugs and other floor finishes, install furniture
- Notify all building occupants (if applicable) about upcoming performance testing
- Confirm the schedule with any additional parties that may need to be on site, including access to mechanical rooms (e.g., building operator, facilities manager)
- Verify if special events are not planned during the testing (e.g., fire alarm drills, parties or events)
- Check to make sure that the space has been cleaned, and 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

Tips to keep in mind for each concept



Results can be impacted by dogs in the building, dry-cleaning pick up/drop off, idling cars, and occupant use of air fresheners



Adjust to designed ASHRAE requirements not occupant preference, use the CBE thermal comfort tool to understand what settings are ideal for your building



Support water quality by flushing water lines/fixtures that have not been used in several days, remember that dispensers that are not plumbed will be tested (water bottles, water on tap-carbonated)



Require vacancy during testing (occupants should not be in the space), even those who believe they are very quiet), normal conditions like traffic will not be avoided by the PTAgent



Demonstrate peak light output on day of testing by adjusting lighting to max capability vs. occupant preference; check any preset modes occupants may have set

A member of
the project team
must be on site
during the PV

