



# Feeling **WELL**

hbreavis

## Introduction

Did you know that we spend about 90 percent of our time indoors?<sup>1</sup> That's roughly 22 hours each day. This means that the quality of our indoor environments – from the amount of daylight we experience, to indoor temperature and humidity, to the quality of water that we drink and so much more - has a tremendous impact on our overall health and well-being.

We designed this office with your health, happiness and well-being in mind. Throughout the space, we've incorporated features that fall within the seven concepts of the WELL Building Standard™ (WELL™): Air, Water, Nourishment, Light, Fitness, Comfort and Mind. Circadian lighting, advanced air filtration and ventilation, natural design, low VOC materials and sound reducing surfaces are just a few elements that we have implemented into this office. Interested in learning more? In this guide, you can read about the 90 features we have implemented to maximise your wellness benefits.

You can also learn more about our certification at [wellcertified.com](http://wellcertified.com) or ask us at [wellbeing@hbreavis.com](mailto:wellbeing@hbreavis.com)

## Enjoy!

<sup>1</sup> Klepeis NE, Nelson WC, Ott WR, et al. The National Human Activity Pattern Survey (NHAPS): A resource for assessing exposure to environmental pollutants. J Expo Anal Environ Epidemiol. 2001;11(3):231-252. doi:10.1038/sj.jea.7500165

# AIR

Indoor air quality directly impacts our productivity. Pollutants such as volatile organic compounds (VOCs) and dust increase CO<sub>2</sub> levels in our blood and decrease oxygen saturation. Unfortunately, both factors kill our mental work efficiency. The negative effects of poor indoor air quality may impair our performance by 10%.<sup>2</sup>

The implemented air quality standards in this office aim for optimal indoor air quality to support your health and well-being. Pollution-source reduction, proper ventilation, air filtration, low chemical material selection and cleaning standards with frequent wipe down schedules to minimise the spread of germs are some of the strategies to achieve high air quality.

## A Breath of Fresh Air

Ensuring that we have good air quality in our office is a major goal for us. Building materials, furniture and cleaning products were vetted to ensure that they were low-VOC. The air in the space was tested for a variety of contaminants, such as VOCs, formaldehyde and ozone. The space will also undergo onsite testing by third party every three years to keep the WELL Certification and ensure that good air quality is maintained over time.

*Feature 01: Air quality standards*

*Feature 04: VOC reduction*

## Before we moved in...

To protect the ventilation system from pollutants the ducts were sealed during the whole construction. Still, prior to moving in, we replaced the filters and conducted an air flush to push any polluted air out of the space. To top it all off, during the first few weeks the ventilation system underwent profound testing and balancing.

*Feature 03: Ventilation effectiveness*

*Feature 07: Construction pollution management*

*Feature 13: Air flush*

<sup>2</sup>Health, Wellbeing and Productivity in Offices: The Next Chapter for Green Building, 2015. World Green Building Council

## Advanced air purifying system

The good air quality is also ensured by the advanced ventilation and filtration system. The main air handling units prepare the air to fulfill strict requirements from a temperature and humidity perspective. A two-stage filtration system ensures that the air that comes to the office is fresh, clean and free from harmful pollutants. In our premises every space/room is equipped with variable air volume supply which makes it possible to provide optimal indoor air quality condition and cost savings thanks to the lower and more accurate air rate.

*Feature 05: Air filtration*

## Keep It Clean

We implemented a comprehensive cleaning protocol for the space, complete with dated cleaning logs, a list of cleaning products and equipment that can be used in the space and training protocols for any professionals conducting cleaning. Cleaning products are eco labelled, all vacuums contain HEPA filters, only microfiber rags are used for cleaning and mops cannot be wrung by hand.

*Feature 09: Cleaning protocol*  
*Feature 29: Cleaning equipment*

## Multiple sensors everywhere

The whole space is covered with almost 250 sensors which control the quality of air in the space. The sensors were tailor-made to meet our specific requirements and monitor temperature, humidity, CO<sub>2</sub>, VOC, PM and ozone levels. To complete the picture of the indoor environment, they also measure light intensity and noise.

*Feature 18: Air quality monitoring and feedback*

## Outdoor air matters

Since our new office has operable windows, we would like to be sure that the outdoor air coming inside is safe to breathe. Therefore, we have installed a weather station that monitors outside air quality and gathers data on temperature, humidity, air pressure, CO, ozone and PM levels, NO<sub>2</sub>, SO<sub>2</sub>.

If the parameters exceed allowed limits employees are advised not to open the windows due to high outdoor air pollution. The information about current outdoor air quality can be seen in each zone or room on tablets or they can be found in the app.

*Feature 19: Operable windows*



# WATER

Did you know that more than half of your body is composed of water? You probably did. But are you aware you should drink up to 2.7l of water per day if you are a woman and even 3.7l if you are a man?<sup>3</sup> Even mild dehydration may be the reason you feel tired and sleepy during the day. Drinking water can improve your brain's ability to complete tasks that require a rapid response.

Clean water is essential to our health. It transports valuable nutrients, removes waste from the body, helps to regulate internal body temperature and even serves as a shock absorber for the brain and spinal cord. Therefore, we make sure the water in our office is of high quality, and tastes great too.

## Stay hydrated

The water quality standards required by WELL™ ensure that the tap water has been tested for inorganic contaminants, organic contaminants and agricultural contaminants, as well as public water additives that can be harmful in large quantities. What's more, this helps the water in our office taste good so you can stay hydrated.

*Feature 30: Fundamental Water Quality*  
*Feature 31: Inorganic contaminants*  
*Feature 32: Organic Contaminants*  
*Feature 33: Agricultural Contaminants*  
*Feature 34: Public Water Additives*

## Regular water testing

We're lucky to have high quality water in Bratislava. Although, we don't take it for granted, and we check its quality regularly on a quarterly basis and send the results to IWBI – the authority that administers the WELL certification.

*Feature 35: Periodic water quality testing*

## Water is life

Water provided onsite through water dispensers is filtered through a carbon filter and an UV filter rated to remove microbial cysts. This ensures that our drinking water is clean and tastes good. To encourage colleagues to drink water regularly everyone got a personal reusable bottle made of BPA-free materials and the water points are located no further than 30m from our desks.

<sup>3</sup> Institute of Medicine. 2005. Dietary Reference Intakes for Water, Potassium, Sodium, Chloride, and Sulfate. Washington, DC: The National Academies Press. <https://doi.org/10.17226/10925>.

# NOURISHMENT



Busy lives and longer workdays are encouraging unhealthy behaviors, including eating meals on the go and in front of the screens, snacking between meals and eating large portion meals.

Food fuels your body throughout the day. Since you need nourishment throughout your time in the office, your workplace provides access to healthier food choices such as fruits and vegetables. The goal is to support you in making healthy eating choices every day while you're in the office, so you can stay energized and focused.

## **An apple a day keeps the doctor away**

While fruits and vegetables are key components of a healthy eating pattern, most of us don't consume the daily recommended five servings (400 g)<sup>4</sup>. To stress the importance of a balanced diet among our colleagues, we offer them daily various types of seasonal fruit and vegetables from local producers.

*Feature 38: Fruits and vegetables*

<sup>4</sup>World Health Organization. Diet, nutrition and the prevention of chronic diseases-Report of the joint WHO/FAO expert consultation. 2003. <http://www.who.int/dietphysicalactivity/publications/trs916/intro/en/>.

## Handwashing

Proper hand hygiene is key to reducing the transmission and incidence of various infectious diseases. However, the hands will only become as clean as the surrounding environment. We made sure all sinks provide enough space to comfortably wash hands without hitting the sides of the sink or the faucet. Why? Sinks may harbor pathogenic bacteria that can migrate onto hands during washing.<sup>5</sup> Additionally, all soaps are fragrance free and non-antibacterial – to ensure that we don't also kill the good bacteria on our hands, in dispensers with disposable and sealed soap cartridges.

*Feature 41: Handwashing*

## Be your own chef

There are plenty of food serving spots around our office you can choose from. However, you are welcome to prepare your own food onsite. The spacious and fully equipped kitchen in our office is looking for anyone's gourmets' skills. A cooker, an oven and all necessary utensils, carefully selected to meet WELL's criteria are at your disposal.

*Feature 46: Safe food preparation materials*

*Feature 50: Food storage*

## Mindful Eating

With seating in the dining area and on the terrace, there are enough seats for at least 25% of us to eat our lunch together, away from our workstations. Eating mindfully, without distractions and in a social atmosphere, may leave you more satisfied with both your lunch and your day.

*Feature 52: Mindful Eating*

<sup>5</sup> Jumaa PA. Hand hygiene: simple and complex. International Journal of Infectious Diseases. 2005;9(1):3-14.

# LIGHT



Light plays an important role in synchronising sleep/wake cycles in humans. All light – not just sunlight – can affect your internal biological clock, sleeping patterns, energy levels and mood. Proper lighting ensures good visual acuity in a variety of tasks to avoid eyestrain and to minimise productivity loss and headaches.

The WELL Light concept promotes exposure to light and aims to create lighting environments that are optimal for visual, mental and biological health. What does it mean for us? The lighting conditions in our office may support your circadian rhythm, improve sleep quality and should even positively impact your mood and productivity.

## Lights that follows our rhythm

We've conducted a study that analysed the light conditions on each workstation. It revealed that available daylight together with artificial lights in the office creates proper lighting conditions that supports one's circadian rhythm.

*Feature 54: Circadian lighting design*

## No Sunglasses Needed

We love daylight, but too much sun inside can be a source of discomfort due to glare or added heat. An external shading system automatically moves the blinds when the sensors along windows and on the rooftop track too much sunlight or vice versa. This maximises light and views whenever possible and blocks the sun when it's too strong.

*Feature 56: Solar glare control*

## Light and glare control

Almost all the furniture in the office – e.g. work desks, drawers, storage cabinets, has a matt finish. Even the paint on walls was selected to be matt. The reason is simple – to reduce glare. The matt finish dissolves light glare and our eyes don't strain so much.

*Feature 59: Surface design*

## Right to light

At least 75% of the space is within 7.5 meters of view windows and 95% of workstations are within 12.5 meters of view windows. This ensures an equitable distribution of light and views for everyone in the office.

*Feature 61: Right to Light*

## Let there be light!

Just as the pupil provides the gateway for light entering the eye, buildings provide the gateway for the amount and quality of light that reaches us. The façade of our office has been designed to welcome enough daylight to support your internal clocks, called circadian rhythm.

*Feature 63: Daylight Fenestration*

# FITNESS



Regular physical activity is essential to achieving optimal health and addressing obesity, which is one of the greatest public health challenges of the 21<sup>st</sup> century. In 2016, one in six EU citizens was considered obese.<sup>6</sup> It is recommended that all healthy adults engage in at least 30 minutes of moderate-intensity aerobic activity five days per week and in muscle-strengthening activities at least two days per week.

The availability of fitness activities within our office and all the fitness features incorporated into the space help to support active daily routines and office culture.

## Take the stairs

Once entering the office no one can miss the staircase. Located in the central position, no further than 7.5 m as prescribed by WELL, the open stair gives everyone who visits and works here the opportunity to move easily between the floors. The staircase is wide enough to comfortably allow people to pass one another and has access to views of daylight, which further encourages people to use it.

*Feature 64: Interior fitness circulation*

<sup>6</sup> Eurostat, 2016

## A healthy mind in a healthy body

With this old Latin phrase “mens sana in corpore sano” in mind we prepared a dedicated space for exercising directly in our office. You can either do your own stretches or join the organised classes like yoga, healthy back or functional training.

*Feature 66: Structured fitness opportunities*

*Feature 68: Physical activity spaces*

## Walker's paradise

HB Reavis office is located in the emerging Nivy Zone - a former industrial zone revived by the recent office developments extending the cultural centre of the city. The new business district has everything one needs within a pleasant walking distance – restaurants, banks, shops, parks.

*Feature 67: Exterior Active Design*

## Hi bike!

When there's a need to get somewhere swiftly, employees can rent one of the Bromptons - folding bikes or an e-scooter. This service is also offered to all workers in the Nivy Zone. Thanks to a bike-sharing opportunity you can quickly get where you need healthily, avoiding traffic jams and saving the environment. We also think about those who commute to work by bike regularly.

Secure bicycle storage, lockers, showers, and repair stations with all necessary tools are here for their convenience.

*Feature 69: Active transportation support*

# COMFORT



Comfort was a top priority for us when creating our new office. The design of the office space prioritises physical comfort through ergonomics, as well as comfort with respect to temperature and sound to generate a productive, inspiring and enjoyable environment.

The goal was to create a focused and comfortable indoor environment for you to work in. The environment aims to minimise noise and distractions to optimise your productivity and satisfaction. We also pay attention to inclusive design, so the space is comfortable to use by people of all physical abilities.

## Accessible for all

To make sure the space is accessible and comfortable to use by people of all physical abilities, we consulted people with limited mobility at each step. There's enough space to move around the halls, the knobs are reachable from seated positions and there are specially designed bathrooms on each floor.

*Feature 72: Accessible Design*

## Keep It Moving

The majority of our workstations are height adjustable to let people fit the desk height to their preferences and to encourage them to alter position while working. When not standing, we are sitting at chairs that meet strict ergonomic requirements and are adjustable in terms of height and depth. Having monitors adjustable in terms of height and distance is a sure thing.

*Feature 73: Ergonomics: visual and physical*

## Not too hot, not too cold

It's never easy to meet everyone's needs in terms of air temperature, but we strive to do our best. Therefore, we don't have a centrally governed system and would rather let people adjust the temperature to their preferences. The open space is divided into smaller zones in which one can easily adjust the air temperature.

*Feature 76: Thermal comfort*

## Acoustic Comfort

Trying to remedy the biggest issue an open space office can have, we paid a lot of attention to acoustics. Ceilings are covered with a thick layer of an acoustic material, absorbing around 90% of all sounds that reach it. Most of the walls have colorful and functional acoustic material on them. Also, the carpets help to prevent unwanted noise from spreading. The custom-made separators between teams incorporate acoustic materials into the design, too. All of these measurements are in place to support acoustic comfort in our office.

*Feature 80: Sound reducing surfaces*

# MIND



Your mind and your body are impossible to separate, meaning you need to be in a healthy mental state to obtain optimal physical health, and vice versa. Exercise, for instance, triggers the release of serotonin in the brain, which improves your overall mood and helps regulate your sleep cycle.

Mental health plays a vital role in an individual's overall health and well-being. Our office is designed to help reduce stress and support a healthy mental state. We have implemented design elements in this space, from plants and external greenery to wall art that can improve your cognitive and emotional health.

## **Biophilia is the Love of Life**

Especially for our mental wellbeing, it is important to have access to nature during the days we prevalently spend in a built environment. Plants, natural materials and patterns have a positive influence on our ability to cope with stress. Our office design follows the biophilic principles – there are plenty of indoor plants, wooden wall linings, curved corridors and terrace which gives us the opportunity to instantly connect with nature and have access to the outdoors.

*Feature 88: Biophilia I – qualitative*

*Feature 100: Biophilia II – quantitative*

## Seat Yourself

Focus rooms, flexible meeting spaces in the open seating area and enclosed phone booths are just some of the various space types that employees can use while in the office. This ensures that you can pick the right place for the type of work you are about to do. But not just for work, there is a music room, a relaxation room and even a nap room with a bed and comfortable chair if you want to recharge.

*Feature 89: Adaptable spaces*

## Supporting individual needs

Besides design features that can be found in the physical space, we enhance the mental health of our employees by incorporating policies and respective support around topics like life insurance, parental support, individual flexibility and volunteering.

*Feature 92: Building health policy*

*Feature 96: Altruism*

## The Earth without art is just “Eh”

We often place a piece of art in our home for aesthetic reasons, but did you know that looking at artwork can reduce stress, improve memory, and empathy?<sup>7</sup> Our office is divided into 5 zones with different themes and color schemes and respective artwork. We co-operated with local artists who decorated the walls in each zone with custom-made graffiti, illustrations and paintings.

*Feature 99: Beauty and design II*

<sup>7</sup> Packer, J. (2008), Beyond Learning: Exploring Visitors' Perceptions of the Value and Benefits of Museum Experiences. Curator: The Museum Journal, 51: 33-54. doi:10.1111/j.2151-6952.2008.tb00293.x

# APPENDIX

Below you can see a table of all 90 WELL™ features implemented into HB Reavis office in Bratislava, Slovakia.

If you are interested in learning more, go to [wellcertified.com](http://wellcertified.com) or contact us at [wellbeing@hbreavis.com](mailto:wellbeing@hbreavis.com).

AIR			NOURISHMENT			COMFORT					
YES	1	Air quality standards	P	YES	38	Fruits and vegetables	P	YES	72	Accessible design	P
YES	2	Smoking ban	P	YES	39	Processed foods	P	YES	73	Ergonomics: visual and physical	P
YES	3	Ventilation effectiveness	P	YES	40	Food allergies	P	YES	74	Exterior noise intrusion	O
YES	4	VOC reduction	P	YES	41	Hand washing	P	YES	75	Internally generated noise	P
YES	5	Air filtration	P	YES	42	Food contamination	P	YES	76	Thermal comfort	P
YES	6	Microbe and mold control	P	YES	43	Artificial ingredients	P	YES	77	Olfactory comfort	O
YES	7	Construction pollution management	P	YES	44	Nutritional information	P	YES	78	Reverberation time	O
YES	8	Healthy entrance	O	YES	45	Food advertising	P	NO	79	Sound masking	O
YES	9	Cleaning protocol	P	YES	46	Safe food preparation materials	O	YES	80	Sound reducing surfaces	O
	10	Pesticide management	NA	NO	47	Serving sizes	O	YES	81	Sound barriers	O
YES	11	Fundamental material safety	P	NO	48	Special diets	O	YES	82	Individual thermal control	O
	12	Moisture management	NA	NO	49	Responsible food production	O	YES	83	Radiant thermal comfort	O
YES	13	Air flush	O	YES	50	Food storage	O	P4	Impact reducing flooring	NA	
NO	14	Air infiltration management	O	NO	51	Food production	O	<b>MIND</b>			
YES	15	Increased ventilation	O	YES	52	Mindful eating	O	YES	84	Health and wellness awareness	P
YES	16	Humidity control	O		P1	Food environment	NA	YES	85	Integrative design	P
YES	17	Direct source ventilation	O		P7	Strategic Dining Design	NA	YES	86	Post-occupancy surveys	P
YES	18	Air quality monitoring and feedback	O	<b>LIGHT</b>			YES	87	Beauty and design I	P	
YES	19	Operable windows	O	YES	53	Visual lighting design	P	YES	88	Biophilia I - qualitative	P
YES	20	Outdoor air systems	O	YES	54	Circadian lighting design	P	YES	89	Adaptable spaces	O
NO	21	Displacement ventilation	O	YES	55	Electric lights glare control	P	NO	90	Healthy sleep policy	O
YES	22	Pest control	O	YES	56	Solar glare control	P	NO	91	Business travel	O
YES	23	Advanced air purification	O	YES	57	Low-glare workstation design	O	YES	92	Building health policy	O
YES	24	Combustion minimization	O	YES	58	Color quality	O	NO	93	Workplace family support	O
NO	25	Toxic material reduction	O	YES	59	Surface design	O	YES	94	Self-monitoring	O
YES	26	Enhanced material safety	O	YES	60	Auto. shading and dimming controls	O	NO	95	Stress and addiction treatment	O
YES	27	Antimicrobial activity for surfaces	O	YES	61	Right to light	O	YES	96	Altruism	O
YES	28	Cleanable environment	O	YES	62	Daylight modelling	O	YES	97	Material transparency	O
YES	29	Cleaning equipment	O	YES	63	Daylight fenestration	O	NO	98	Organizational transparency	O
	P9	Advanced cleaning	NA	P2	Light at night	NA	YES	99	Beauty and design II	O	
<b>WATER</b>				P3	Circadian emulation	NA	YES	100	Biophilia I - quantitative	O	
YES	30	Fundamental water quality	P	<b>FITNESS</b>				P5	Health through housing equity	NA	
YES	31	Inorganic contaminants	P	YES	64	Interior fitness circulation	O		P6	Education space provisions	NA
YES	32	Organic contaminants	P	YES	65	Activity incentive programs	P	<b>INNOVATION</b>			
YES	33	Agricultural contaminants	P	YES	66	Structured fitness opportunities	O	YES	101	Innovation I	O
YES	34	Public water additives	P	YES	67	Exterior active design	O	YES	102	Innovation II	O
YES	35	Periodic water quality testing	O	YES	68	Physical activity spaces	O	YES	103	Innovation III	O
YES	36	Water treatment	O	YES	69	Active transportation support	O	YES	104	Innovation IV	O
YES	37	Drinking water promotion	O	NO	70	Fitness equipment	O	YES	105	Innovation V	O
				YES	71	Active furnishings	O				
				P8	Injury prevention	NA					



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