



Air

CERTIFICATION PROCESS

FOR
CORE & SHELL v2.0



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2.5.0 Preface

RESET™ **Air** Certification Process for Core & Shell will provide the details on how to achieve RESET™ **Air** Certification for Core & Shell (Section 2.4). The certification process includes 5 different phases:

Phase 1 - Registration

Initial project information and payment for Pre-deployment Documentation Review and Site Audit.

Phase 2 - Pre-deployment Documentation Review

Document submittal for Pre-deployment Documentation Review

Phase 3 - Site Audit

Arranging for Site Audit.

Phase 4 - Data Audit

Meeting parameter thresholds and data requirements.

Phase 5 - RESET™ Certified

Maintaining RESET™ **Air** Certification

2.5.1 Phase I - Registration

The first step towards **RESET™ Air Certification for Core & Shell** projects is registration. Registration includes the project's basic information, terms and service agreement, and payment.

RESET™ Air Projects can be found at <https://project.reset.build/>.

The registration process is as follows:

1. Go to project.reset.build.
2. Login or Sign up if you don't have an account.
3. Register a project.
4. Fill in registration information and submit project boundary floor plans.
5. Receive registration acknowledgement and pricing.
6. Submit payment to begin Pre-deployment Documentation Review and Site Audit Process.
7. Receive confirmation for completed Registration.

2.5.2 Phase 2 - Pre-deployment Documentation Review

Pre-deployment Documentation Review ensures that a project's proposed monitor deployment strategy meets the intent of the **RESET™ Air Standard for Core & Shell** (Section 2.4). Passing the Pre-deployment Documentation Review is a pre-requisite to executing a monitor deployment plan in a project.

The pre-deployment documentation review process is as follows:

1. Go to project.reset.build.
2. Go to your project.
3. Fill in, upload, and submit Pre-deployment Documentation Review documents.
4. Receive Status on whether or not the Pre-deployment Documentation Review passed or failed. Projects are allowed a maximum of two submissions for Pass/Fail Verification from **RESET™** for the Pre-deployment Documentation Review.

2.5.2 Phase 2 - Pre-deployment Documentation Review

The following information is required for Pre-deployment Documentation Review:

a. **Monitor Information**

Specification sheet(s) for all monitors deployed on the project, including manufacturer name, product name, and product model number/SKU. All monitors must be Grade A or Grade B **RESET™ Air Accredited Monitors**.

For more information, please refer to the **RESET™ Air Accredited Monitors** (Section 2.6).

b. **Data Provider Information**

Name of the data provider that will be utilized on the project. The data provider must be a **RESET™ Air Accredited Data Provider**.

For more information, please refer to the **RESET™ Air Accredited Data Provider Standard** (Section 2.8).

2.5.2 Phase 2 - Pre-deployment Documentation Review

c. Calculating Monitor Deployment

Brief, yet detailed statements addressing the requirements of Sections 2.4.6 and 2.4.7. The statements must include sufficient information to substantiate the subsequent methodologies used in monitor locations, calculations, and deployment. Project teams must effectively communicate their decisions and prove that they have met the intent of the **RESET™ Air Standard for Core & Shell** (Section 2.4).

d. Total Air Volume Calculation Supporting Documents

Annotated HVAC/mechanical plans and equipment schedules or specifications used in total air volume calculations.

e. HVAC/Mechanical Plans

Annotated HVAC/mechanical plans, sections and detail drawings that clearly indicate proposed location and quantity of certified outdoor and indoor air quality monitor(s). Submission documentation should clearly label air handling unit(s), supply duct(s), pre-filtered air and post-filtered air. Plans must also indicate project boundary.

2.5.2 Phase 2 - Pre-deployment Documentation Review

Additional Pre-deployment Considerations

Once monitors and data providers are selected, plan for installation.



Power

Recommended: Permanent Power

Hard-wiring monitors to a permanent electrical source is recommended but not required.

Permanent connections reduce the risk of accidental disconnection. Accidental disconnection may result in missing data and could affect your Data Audit.



Mounting

Recommended: Tube and Pump

IAQ Monitors should have a dedicated air-tight case with a tube and pump to control air flow from the duct through the case.



Network Connectivity

Recommended: Wired Installation

Wired installation is the most fail-safe option for monitors.

Wireless connectivity could be intermittent and may result in missing data that could affect your Data Audit.

2.5.3 Phase 3 - Site Audit

The Site Audit ensures that a project has complied to all the monitor, data provider, and installation requirements for a **RESET™ Air Project**. A Site Audit is required after a project has completed installation of monitors according to the approved deployment plan. The site audit includes two parts: documentation and site inspection.

The site audit process is as follows:

1. Go to project.reset.build.
2. Go to your project.
3. Fill in, upload, and submit Site Audit Documentation.
4. Site Audit documentation acknowledgement.
5. Arrange and confirm a time for a Site Inspection.
6. Site Inspection.
7. Site Audit Pass/Fail acknowledgement.

Once the entirety of the Site Audit is passed, the project is **RESET™ Air Pre-Certified**, which means that everything is in place except for the final performance data.

2.5.3 Phase 3 - Site Audit

The following information are required for a Site Audit Documentation:

a. **Monitor Information**

Monitor Serial #(s)

Monitor commissioning report from a qualified **RESET™ AP**.

b. **Monitor Installation Pictures**

Picture(s) of the installed monitor(s) with a reference to the location within the floor plan. These will be used to confirm monitor installation before the site inspection part of the site audit.

c. **Hours of Occupancy**

The hours in which the space is occupied.

d. **Project Pictures**

The project will be showcased by **RESET™**. A minimum of one picture of the project is required.

Note: Additional documents may be required for clarification.

2.5.3 Phase 3 - Site Audit

The site inspection will be conducted by an independent **RESET™ AP** assigned by **RESET™**. The site inspection consists of verifying the monitors and that all monitors have been installed according to the approved deployment plan.



2.5.4 Phase 4 - Data Audit

The Data Audit involves submitting data to the **RESET™ Assessment Cloud**. When data from a space successfully passes all conditions for 3 months, the space is **RESET™ Air Certified**. The Data Audit is the final phase for initial **RESET™ Air Certification for Commercial Interiors**.

The data audit process is as follows:

1. Connect the project's **RESET™ Air Accredited Data Provider** to the **RESET™ Assessment Cloud**.
2. Establish that data is being streamed to the **RESET™ Assessment Cloud**. If data is not being received, a notification will be sent to solve the issue.
3. Go to project.reset.build. Go to your project. Select a month to start auditing. An audit month starts at the beginning of the month and ends at the end of the month.
4. Receive reports every month on certification status.
5. Once the project passes 3 consecutive months, it is awarded **RESET™ Air Certification**. If the project fails a month during the 3 consecutive months, the project will have to restart the 3 consecutive months.

Refer to **RESET™ Air Methodology for Data Analysis** (Section 2.9) for full explanation of calculation methodology

2.5.5 Phase 5 - RESET™ Certified

When a project reaches Phase 5, it has achieved RESET™ **Air** Certification for Core & Shell.

RESET™ **Air** is a performance-based standard and projects are required to re-certify annually. Ongoing certification ensures that acceptable IAQ results are maintained within thresholds as outlined in the RESET™ **Air** Standard for Core & Shell (Section 2.4).

Ongoing Certification Requirements include:

a. **Fees**

Recertification requires payment of a recurring Data Audit fee. Contact RESET™ to re-certify.

b. **Monitor Performance Check**

Monitors are required to be checked by a qualified technician. Certificates attesting to the performance of monitors must be submitted to RESET™ annually.

c. **Communication and Education**

Hourly data must be made available to project occupants via publicly available screens, desktop, or mobile app. Non-occupants need not have access to the data. Available data must include PM2.5, CO₂, and TVOC as outlined in the RESET™ **Air** Standard for Core & Shell (Section 2.4).

d. **Site Audits**

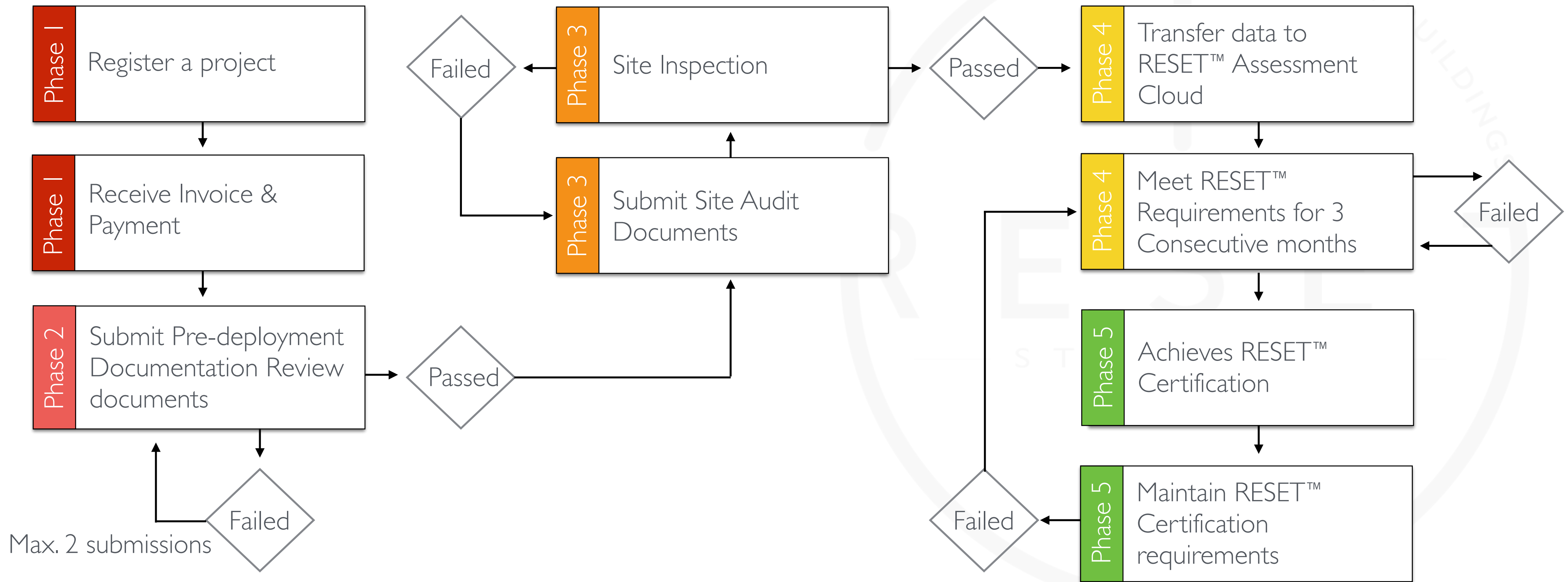
Site audits, performed by an independent RESET™ **AP**, are required every 3 years or if the project undergoes renovation that changes the approved deployment plan according to the Site Audit.

2.5.5 Phase 5 - RESET™ Certified

Conditions for Certification Revocation:

- e. If the project fails to meet acceptable IAQ levels as outlined in the **RESET™ Air Standard for Core & Shell** (Section 2.4) for three consecutive months, certification is revoked. If revoked, a project will need to re-certify by passing three consecutive months of reporting demonstrating that the project is within acceptable air quality thresholds.
- f. If a project fails to pay the annual recurring Data Audit fee, certification will expire.
- g. If a project's monitors do not have valid certificates, certification is revoked. Monitors are required to be checked by a qualified technician and given a certificate attesting to the performance of the monitors and it must be submitted to **RESET™** annually.

2.5.6 Flowchart of Certification Phases



2.5.7 Certification Fees

RESET™ Air for Core & Shell Certification fees include the following:

1. **RESET™ Air** Pre-deployment Documentation Review for Core & Shell (*one time*)
2. **RESET™ Air** Site Audit for Core & Shell (*one time**)
3. **RESET™ Air** Data Audit and Certification for Core & Shell (*annual*)

Fees are based on the project size.

In addition to the above, project teams are advised to consider auxiliary fees including, but not limited to, **RESET™ AP** consulting, hardware for monitoring, data providers for retrieving and storing monitor data, and yearly monitor performance check.

For pricing estimates, please visit <https://reset.build/certification> for the pricing calculator.

* Site audits, performed by an independent **RESET™ AP**, are required every 3 years or if the project undergoes renovation that changes the Approved Deployment Plan.

End of **RESET™** **Air** PROCESS
for Core & Shell

