



Air

CERTIFICATION  
PROCESS  
FOR  
COMMERCIAL INTERIORS v2.0



# Table of Contents

- 2.3.0 Preface
- 2.3.1 Phase 1 - Registration
- 2.3.2 Phase 2 - Pre-deployment Documentation Review
- 2.3.3 Phase 3 - Site Audit
- 2.3.4 Phase 4 - Data Audit
- 2.3.5 Phase 5 - RESET™ **Air** Certified
- 2.3.6 Flowchart of Certification Phases
- 2.3.7 Certification Fees



## 2.3.0 Preface

The RESET™ **Air Certification Process for Commercial Interiors** provides details on how to achieve RESET™ **Air Certification for Commercial Interiors** (Section 2.2). The certification process includes 5 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**



## 2.3.1 Phase I - Registration

The first step towards **RESET™ Air Certification for Commercial Interior** projects is registration. Registration includes the project's basic information, terms and service agreements, 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](https://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.

## 2.3.2 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 Commercial Interiors** (Section 2.2). 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](https://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.

## 2.3.2 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).

## 2.3.2 Phase 2 - Pre-deployment Documentation Review

### c. **Calculating Monitor Deployment**

A brief yet detailed statement addressing the requirements of Section 2.2.7. The statement must include sufficient information to substantiate the subsequent methodology used in monitor calculations and deployment, including area calculations demonstrating conformance to acceptable monitor range requirements. Project teams must effectively communicate the function and use of their individual spaces, number of occupants, and any calculations applied to prove that they have met the intent of the **RESET™ Air Standard for Commercial Interiors** (Section 2.2).

### e. **Floor Plans**

Annotated and dimensioned floor plan(s), including partitions, furniture, and millwork, that clearly indicate the project boundary and proposed location and quantity of certified indoor air quality monitors.

### f. **Reflected Ceiling and MEP Plans**

Annotated and dimensioned reflected ceiling plan(s) and MEP plan(s), including locations of fresh air diffusers and returns, recirculation diffusers, and air returns (where applicable), that clearly indicate the project boundary and proposed location and quantity of certified indoor air quality monitors.

### g. **Proof of Air Uniformity**

Proof of air uniformity documentation if applicable.



## 2.3.2 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

**Required: Wall Mounted**

Monitors are to be wall mounted between 900 mm and 1800 mm (3 - 6 feet) above the floor.

This location provides a good representation of the breathing zone.



#### 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.

*Note: For new projects, it is recommended that monitors be in place and reporting data after all major dust generating activities have been completed and prior to FF&E (fittings, furniture & equipment) installation.*



## 2.3.3 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 the 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.

## 2.3.3.1 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 its 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.*

## 2.3.3.2 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 and that all the monitors are performing accordingly.





## 2.3.4 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 transferred to the **RESET™ Assessment Cloud** according to the requirements in **RESET™ Air Accredited Data Provider** (Section 2.8).
3. Go to [project.reset.build](https://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.

## 2.3.5 Phase 5 - RESET™ Certified

When a project reaches Phase 5, it has achieved RESET™ **Air** Certification for Commercial Interiors.

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 Commercial Interiors (Section 2.2).

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, CO<sub>2</sub>, TVOC and CO (where applicable), as outlined in the RESET™ **Air** Standard for Commercial Interiors (Section 2.2).

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.

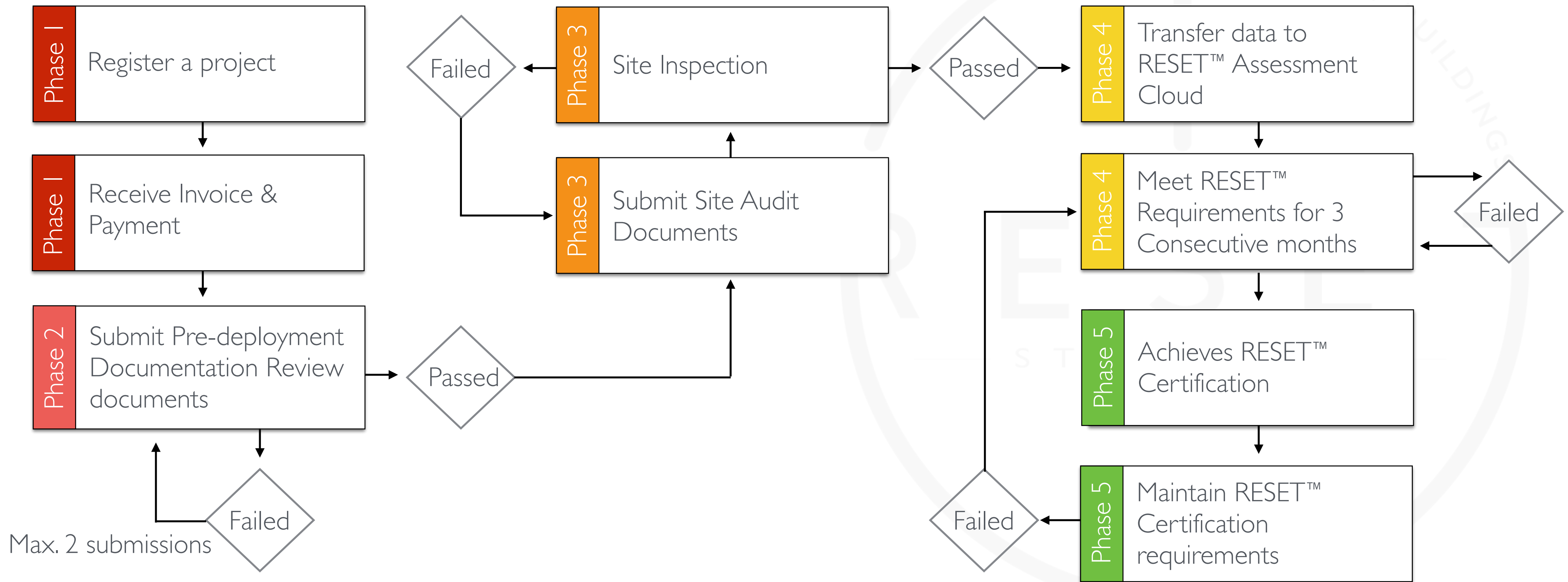
## 2.3.5 Phase 5 - RESET™ Certified (cont.)

### Conditions for Certification Revocation:

- e. If the project fails to meet acceptable IAQ levels as outlined in the **RESET™ Air Standard for Commercial Interiors** (Section 2.2) 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.



## 2.3.6 Flowchart of Certification Phases



## 2.3.7 Certification Fees

**RESET™ Air** for Commercial Interiors Certification fees include the following:

1. **RESET™ Air** Pre-deployment Documentation Review for Commercial Interiors (*one time*)
2. **RESET™ Air** Site Audit for Commercial Interiors (*one time\**)
3. **RESET™ Air** Data Audit and Certification for Commercial Interiors (*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, monitors for monitoring, data providers for retrieving and storing monitor data, and yearly performance check for monitors.

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 Commercial Interiors

