



# Standard Classification for Serviceability of an Office Facility for Management of Operations and Maintenance<sup>1,2</sup>

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## 1. Scope

1.1 This classification contains pairs of scales for classifying an aspect of the serviceability of an office facility, that is, the capability of an office facility to meet certain possible requirements for operations and maintenance.

1.2 Within that aspect of serviceability, each pair of scales, shown in Figs. 1-4, are for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-4) summarizes one level of serviceability on that topic, which occupants might require. The matching entry in the Facility Rating Scale (see Figs. 1-4) is a translation of the requirement into a description of certain features of a facility which, taken in combination, indicate that the facility is likely to meet that level of required serviceability.

1.3 The entries in the Facility Rating Scale (see Figs. 1-4) are indicative and not comprehensive. They are for quick scanning and rating a facility and not for evaluating or diagnosing it.

1.4 This classification can be used to estimate the level of serviceability of an existing facility. It can also be used to estimate the serviceability of a facility that has been planned but not yet built, such as one for which single-line drawings and outline specifications have been prepared.

1.5 This classification indicates what would cause a facility to be rated at a certain level of serviceability but does not state how to conduct a serviceability rating nor how to assign a serviceability score. That information is found in Practice E 1334. The scales in this classification are complimentary to and compatible with Practice E 1334. Each requires the other.

<sup>1</sup> This classification is under the jurisdiction of ASTM Committee E-6 on Performance of Buildings and is the direct responsibility of Subcommittee E06.25 on Whole Buildings and Facilities.

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<sup>2</sup> Portions of this document are based on material originally prepared by the International Centre for Facilities (ICF) and © 1993 by ICF and Minister of Public Works and Government Services Canada. Their cooperation in the development of this standard is acknowledged.

## 2. Referenced Documents

### 2.1 ASTM Standards:

E 631 Terminology of Building Constructions<sup>3</sup>

E 1334 Practice for Rating Serviceability of a Building or Building-Related Facility<sup>3</sup>

E 1679 Practice for Setting Requirements for Serviceability of a Building or Building-Related Facility<sup>3</sup>

### 2.2 ISO Document:<sup>4</sup>

ISO 6240 International Standard, Performance Standards in Building—Contents and Presentation

## 3. Terminology

### 3.1 Definitions:

3.1.1 *facility*—a physical setting used to serve a specific purpose.

3.1.1.1 *Discussion*—A facility may be within a building, a whole building, or a building with its site and surrounding environment; or it may be a construction that is not a building. The term encompasses both the physical object and its use (see Terminology E 631).

3.1.2 *facility serviceability*—the capability of a facility to perform the function(s) for which it is designed, used, or required to be used.

3.1.2.1 *Discussion*—The scope of this performance is of the facility as a system, including its subsystems, components and materials and their interactions, such as acoustical, hydrothermal, air purity, and economic; and of the relative importance of each performance requirement (see Terminology E 631).

3.1.3 *office*—a place, such as a room, suite, or building, in which business, clerical or professional activities are conducted (see Terminology E 631).

3.1.4 For standard definitions of additional terms applicable to this classification, see Terminology E 631.

<sup>3</sup> *Annual Book of ASTM Standards*, Vol 04.11.

<sup>4</sup> Available from American National Standards Institute, 11 W. 42nd St., 13th Floor, New York, NY 10036.