Designation: E 1692 – 95a (Reapproved 1999)

An American National Standard

Standard Classification for Serviceability of an Office Facility for Change and Churn by Occupants[1,2]

This standard is issued under the fixed designation E 1692; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

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 to accommodate changes in working method, and frequent relocations of staff, and realignment of workstations.

1.2 Each pair of scales shown in Figs. 1-5, printed side by side on a page, are for classifying one topic of serviceability within that aspect of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-5) summarizes one level of serviceability on that topic that occupants might require. The matching entry in the Facility Rating Scale (see) is a translation of the requirement into a description of certain features of a facility that, 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. 1-5) are indicative and not comprehensive. They are for quick scanning, to estimate approximately, quickly, and economically how well an office facility is likely to meet the needs of one or another type of occupant group over time. The entries are not for measuring, knowing, and evaluating how an office facility is performing.

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 it does not state how to conduct a serviceability rating or how to assign a serviceability score. That information is found in Practice E 1334. The scales in this classification are complementary to and compatible with Practice E 1334. Each requires the other.

2. Referenced Documents

2.1 *ASTM Standards:*

E 631 Terminology of Building Constructions[3]

E 1334 Practice for Rating Serviceability of a Building or Building-Related Facility[3]

E 1679 Practice for Setting Requirements for Serviceability of a Building or Building-Related Facility[3]

2.2 *ISO Documents:*[4]

ISO 6240 International Standard, PerformancemStandards in Building—Contents and Presentation

ISO/DIS 7162 Draft International Standard, Performance Standards in Building—Contents and Format of Standards for Evaluation of Performance

ISO/DIS 7164 Draft International Standard, Performance Standards in Building—Definitions and Means of Expression for the Performance of a Whole Building

3. Terminology

3.1 *Definitions*—For standard definitions of additional terms applicable to this classification, see Terminology E 631.

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

3.1.1.1 *Discussion*—A facility may be within a building, or 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. **(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. **(E 631)**

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

[1] 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.

Current edition approved March 15 and April 15, 1995. Published August 1995.

[2] 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.

[3] *Annual Book of ASTM Standards*, Vol 04.11.

[4] Available from American National Standards Institute, 11 W. 42nd St., 13th Floor, New York, NY 10036.

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