



Standard Classification for Serviceability of an Office Facility for Thermal Environment and Indoor Air Conditions^{1,2}

This standard is issued under the fixed designation E 2320; 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 for suitable thermal environment and indoor air conditions.

1.2 Within this aspect of serviceability, each pair of scales, shown in Figs. 1-5³, is for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-5) summarizes one level of requirement for serviceability on that topic, which occupants might require. The matching paragraph in the Facility Rating Scale (see Figs. 1-5) 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 paragraphs 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 a facility is likely to meet the needs of one or another type of occupant group over time. The paragraphs are not for measuring, knowing, or 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 schematic or preliminary drawings and outline specifications have been prepared.

1.5 This standard indicates what would cause a facility to be rated (classified) at a certain level of serviceability but 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 complimentary to and compatible with Practice E 1334. Each requires the other.

1.6 This standard indicates what would cause a requirement to be classified as being at a specific level, but does not state how to ascertain a requirement, or how to assign a specific level. This information is found in Practice E 1679. The scales in this classification are complimentary to and compatible with Practice E 1679. Each requires the other.

1.7 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory requirements prior to use.*

2. Referenced Documents

2.1 ASTM Standards:

E 631 Terminology of Building Constructions

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

E 1480 Terminology of Facility Management (Building-Related)

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

2.2 ASHRAE Standards:⁴

ANSI/ASHRAE 52.1-1992 Gravimetric and Dust-Spot Procedures for Testing Air-Cleaning Devices used in General Ventilation for Removing Particulate Matter

ANSI/ASHRAE 55-1992 Thermal Environmental Conditions for Human Occupancy

ANSI/ASHRAE 62-2001 Ventilation for Acceptable Indoor Air Quality

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

¹ This classification is under the jurisdiction of ASTM Committee E06 on Performance of Buildings and is the direct responsibility of Subcommittee E06.25 on Whole Buildings and Facilities.

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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 Text in Figs. 1-5 is derived from Davis, et al., *Serviceability Tools, Vol 2, Scales for Setting Occupant Requirement and Rating Buildings*, International Centre for Facilities, Ottawa, Ontario, Canada, 1993, 2003, and Davis, et al., *Serviceability Tools, Vol 4, Requirement Scales for Office Buildings*, and Vol 5, *Rating Scales for Office Buildings*, International Centre for Facilities, Ottawa, Ontario, Canada, 1993, 2003.

⁴ Available from American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE), 1791 Tullie Circle, NE, Atlanta, GA 30329.