This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

Designation: E1668 – 95a (Reapproved 2018)

An American National Standard

# Standard Classification for Serviceability of an Office Facility for Amenities to Attract and Retain Staff[1,2]

This standard is issued under the fixed designation E1668; 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 covers 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 in support of recruiting and keeping quality employees.

1.2 Within that aspect of serviceability, each pair of scales, shown in Figs. 1-6, are for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-6) summarizes one level of serviceability on that topic, which occupants might require. The matching entry in the Facility Rating Scale (see Figs. 1-6) 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. 1-6) 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, 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 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 E1334. The scales in this classification are complimentary to and compatible with Practice E1334. Each requires the other.

1.6 The values stated in SI units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

1.7 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

## 2. Referenced Documents

2.1 *ASTM Standards:*[3]

E631 Terminology of Building Constructions

E1334 Practice for Rating the Serviceability of a Building or Building-Related Facility (Withdrawn 2013)[4]

E1679 Practice for Setting the Requirements for the Serviceability of a Building or Building-Related Facility, and for Determining What Serviceability is Provided or Proposed

2.2 *ISO Document:*[5]

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. **E631**

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.

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. **E631**

[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.

Current edition approved March 1, 2018. Published March 2018. Originally approved in 1995. Last previous edition approved in 2012 as E1668 – 95a (2012). DOI: 10.1520/E1668-95AR18

[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] For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

[4] The last approved version of this historical standard is referenced on www.astm.org.

[5] Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036, http://www.ansi.org.

Copyright © ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA 19428-2959. United States



Documents
Document Sharing Hub

Full document details: ASTM E1668-95a(2018)

## *A.12. Amenities to Attract and Retain Staff*

## Scale A.12.1. Food

| Occupant Requirement Scale | | Facility Rating Scale |
|---|---|---|
| 9 ❑ ❍ **FOOD FACILITY IN THE BUILDING:** Require canteen or restaurant hot food service, or lunchroom with a kitchen on each floor or major wing of the building. ❍ **FOOD FACILITIES IN THE NEIGHBOURHOOD:** A wide choice of excellent food facilities in the neighbourhood. | 8 ❑ | 9 ❑ ❍ **On-site service:** Restaurant or canteen hot food service is available in the building or complex, without going outside; or, a lunchroom with a kitchen is available on each floor or major wing of the building. ❍ **Potential for on-site service:** If restaurant or canteen hot food service is not provided, then space and mechanical services to provide it are well located, with commercial potential, and have the capability for full hot food services. Installation costs would be moderate. Structure has sufficient load capacity at those locations for commercial kitchen equipment and unit chiller boxes, e.g. minimum of 4.8 KPa/m$^2$ live load (100 lbs/ft$^2$). ❍ **Neighbourhood facilities:** Many choices of food service operations are available in the neighbourhood, some of excellent quality. |
| 7 ❑ ❍ **FOOD FACILITY IN THE BUILDING:** Require a well ventilated lunchroom with a kitchen or small canteen or cafeteria*, or potential for same at a moderate installation cost. ❍ **FOOD FACILITIES IN THE NEIGHBOURHOOD:** A good choice of average and good quality food facilities in the neighbourhood. | 6 ❑ | 7 ❑ ❍ **On-site service:** There is an existing lunchroom with a kitchen or modest canteen/cafeteria service, fully exhaust vented to the outside, or, occupants who require it have their own lunchroom. ❍ **Potential for on-site service:** Space and mechanical services have the capability for a lunchroom with kitchen facilities, or small canteen/restaurant service. Installation costs are moderate. Structure has sufficient load capacity at those locations for canteen kitchen equipment, but not for large ranges or unit chiller boxes. ❍ **Neighbourhood facilities:** A good choice and good quality of food facilities are available in the neighbourhood. |
| 5 ❑ ❍ **FOOD FACILITY IN THE BUILDING:** Require lunchroom(s) with vending machines, or prepared to install canteen service or a lunchroom with a kitchen, even at a high cost. ❍ **FOOD FACILITIES IN THE NEIGHBOURHOOD:** A choice of average and good quality food facilities in the neighbourhood. | 4 ❑ | 5 ❑ ❍ **On-site service:** The existing lunchroom(s) has vending machines that do not require waste-water plumbing connections. There is no kitchen. Lunchrooms have neither plumbing capacity nor exhaust ventilation to the outside. ❍ **Potential for on-site service:** Space and services have the capability to add a kitchen and ventilation for canteen/cafeteria service, or a lunchroom with a kitchen or small cafeteria. Installation costs would be high. Potential locations do not have extra floor load capacity. ❍ **Neighbourhood facilities:** A good choice and average quality of food facilities are available in the neighbourhood. |
| 3 ❑ ❍ **FOOD FACILITY IN THE BUILDING:** Minimal need for food services at the facility. ❍ **FOOD FACILITIES IN THE NEIGHBOURHOOD:** Minimal need for food services in the neighbourhood. | 2 ❑ | 3 ❑ ❍ **Potential for on-site service:** No food service or lunchroom is provided. ❍ **Neighbourhood facilities:** A limited choice and average quality of food facilities are available in the neighbourhood, but are not convenient. |

**Scale A.12.1 continued on next page**

**FIG. 1 Scale A.12.1 for Food**

AVA Documents
Document Sharing Hub



Full document details: ASTM E1668-95a(2018)

***A.12. Amenities to Attract and Retain Staff***

## Scale A.12.1. Food (continued)

| Occupant Requirement Scale | Facility Rating Scale |
|---|---|
| 1 ❑ ○ **FOOD FACILITY IN THE BUILDING:** No food services required, and no foreseeable need. | 1 ❑ ○ **Potential for on-site service:** No food service or lunchroom is provided on-site. It is not possible for each organizational unit to provide its own facilities, e.g. additional plumbing is not possible.<br>○ **Neighbourhood facilities:** A very limited choice and poor quality of food facilities are available in the neighbourhood. |

| | |
|---|---|
| ❑ Exceptionally important. ❑ Important. ❑ Minor Importance. | |
| Minimum Threshold level = | ❑ NA ❑ NR ❑ Zero ❑ DP |

**NOTES** ***Space for handwritten notes on Requirements or Ratings***

**FIG. 1 Scale A.12.1 for Food** *(continued)*

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.

3.1.3 *office*—a place, such as a room, suite, or building, in which business, clerical or professional activities are conducted. **E631**

3.1.4 For standard definitions of additional terms applicable to this classification, see Terminology E631.

## 4. Significance and Use

4.1 Each Facility Rating Scale (see Figs. 1-6) in this classification provides a means to estimate the level of serviceability of a building or facility for one topic of serviceability and to compare that level against the level of any other building or facility.

4.2 This classification can be used for comparing how well different buildings or facilities meet a particular requirement for serviceability. It is applicable despite differences such as location, structure, mechanical systems, age, and building shape.

4.3 This classification can be used to estimate the amount of variance of serviceability from target or from requirement, for a single office facility, or within a group of office facilities.

4.4 This classification can be used to estimate the following:

4.4.1 Serviceability of an existing facility for uses other than its present use.

4.4.2 Serviceability (potential) of a facility that has been planned but not yet built.

4.4.3 Serviceability (potential) of a facility for which remodeling has been planned.

4.5 Use of this classification does not result in building evaluation or diagnosis. Building evaluation or diagnosis generally requires a special expertise in building engineering or technology and the use of instruments, tools, or measurements.

4.6 This classification applies only to facilities that are building constructions, or parts thereof. (While this classification may be useful in rating the serviceability of facilities that are not building constructions, such facilities are outside the scope of this classification.)

4.7 This classification is not intended for, and is not suitable for, use for regulatory purposes, nor for fire hazard assessment nor for fire risk assessment.

## 5. Basis of Classification

5.1 The scales in Figs. 1-6 contain the basis for classification.

5.2 Instructions for the use of this classification are contained in Practices E1334 and E1679.

## 6. Keywords

6.1 amenities; to attract and retain staff; building; facility; facility occupants; function; office; performance; rating; rating scale; requirements; serviceability

AVA Documents
Document Sharing Hub



Full document details: ASTM E1668-95a(2018)