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: E1669 – 95a (Reapproved 2018)

An American National Standard

Standard Classification for Serviceability of an Office Facility for Location, Access and Wayfinding[1,2]

This standard is issued under the fixed designation E1669; 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 locating the building and finding the way inside the building.

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 E2334. The scales in this classification are complimentary to and compatible with Practice E2334. Each requires the other.

1.6 The values stated in SI units are to be regarded as standard. No other units of measurement are included in this 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

E2334 Practice for Setting an Upper Confidence Bound For a Fraction or Number of Non-Conforming items, or a Rate of Occurrence for Non-conformities, Using Attribute Data, When There is a Zero Response in the Sample

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:*[4]

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.

[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 E1669 – 95a (2012). DOI: 10.1520/E1669-95AR18.

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

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A.14. Location, Access and Wayfinding

Scale A.14.1. Public transportation (urban sites)

Occupant Requirement Scale		Facility Rating Scale
9 ❑ ❍ **ORIGIN OF STAFF AND VISITORS:** Staff and visitors come from all parts of the city or town. ❍ **PROXIMITY TO TRANSIT ROUTES:** The office must be near a major transit centre. ❍ **FREQUENCY OF VISITORS:** There are many visitors each day, e.g. more than 100 members of the public per day. ❍ **OFFICE HOURS:** Office hours are fixed, e.g. no flex-time.	9 ❑	❍ **Staff commuting during peak hours:** Staff can commute by transit from all parts of the community, with frequent service and express options during peak hours. ❍ **Distance to transit stops:** Transit stops are within two blocks. ❍ **Visitors use of public transportation during off-peak hours:** Transit frequency is 20 minutes or less during off-peak hours.
	8 ❑	
7 ❑ ❍ **ORIGIN OF STAFF AND VISITORS:** Staff and visitors come from most parts of the city or town. ❍ **PROXIMITY TO TRANSIT ROUTES:** The office must be within walking distance of most major transit route(s). ❍ **FREQUENCY OF VISITORS:** There are many visitors each day, e.g. 50 per day. ❍ **OFFICE HOURS:** Office hours are fixed for many staff, e.g. limited flex-time.	7 ❑	❍ **Staff commuting during peak hours:** Staff can commute by transit from all parts of the community with frequent service during peak hours. ❍ **Distance to transit stops:** Transit stops are within close walking distance, e.g. 10 minutes. ❍ **Visitors use of public transportation during off-peak hours:** Visitors can reach the site from homes or offices by transit. Transit frequency is half-hour or less.
	6 ❑	
5 ❑ ❍ **ORIGIN OF STAFF AND VISITORS:** Staff come from many parts of the city or town. ❍ **PROXIMITY TO TRANSIT ROUTES:** The office must be within walking distance of several major transit routes. ❍ **FREQUENCY OF VISITORS:** There are some visitors each day, e.g. less than 35 per day, a few from homes, but most from work locations. ❍ **OFFICE HOURS:** Flex-time is available to most staff.	5 ❑	❍ **Staff commuting during peak hours:** Staff can commute by transit from most parts of the community. ❍ **Distance to transit stops:** Transit stops are within walking distance, e.g. 15 minutes. ❍ **Visitors use of public transportation during off-peak hours:** Visitors can reach the site from homes or offices by transit, but service is not convenient. Transit frequency is longer than half-hour intervals.
	4 ❑	
3 ❑ ❍ **ORIGIN OF STAFF AND VISITORS:** Staff come from the local community, or a few parts of town. Some staff drive to work. ❍ **FREQUENCY OF VISITORS:** There are a few visitors, and most do not return. Visitors typically come by car or taxi.	3 ❑	❍ **Staff commuting during peak hours:** Staff can commute by public transit from a few parts of the community. ❍ **Distance to transit stops:** Transit stops are within a long walking distance. ❍ **Visitors use of public transportation during off-peak hours:** Few visitors can reach the site by public transit from homes or offices.
	2 ❑	
1 ❑ ❍ **ORIGIN OF STAFF AND VISITORS:** Staff come from the local community, most within walking distance, or drive to work. ❍ **FREQUENCY OF VISITORS:** There are no visitors, or visitors are rare and tend to come by car or taxi.	1 ❑	❍ **Staff commuting during peak hours:** There is no public transit for commuting to the building. ❍ **Distance to transit stops:** Transit stops are an unacceptably long walking distance. ❍ **Visitors use of public transportation during off-peak hours:** There is no public transit for visitors to the building.

❑ 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.14.1 for Public Transportation (Urban Sites)

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A.14. Location, Access and Wayfinding

Scale A.14.2. Staff visits to other offices

Occupant Requirement Scale		Facility Rating Scale
9 ❑ ❍ **PROXIMITY TO DESTINATION:** Operations require very close proximity. ❍ **ACCESS TO DESTINATION:** Sheltered access to external organizations, or to other offices of the same organization, e.g. staff hand-deliver documents or visit others nearby on a regular basis.	8 ❑	9 ❑ ❍ **Location of other offices visited during work:** Frequently visited sites are on the same or adjacent block. ❍ **Convenience of access to other sites:** Other sites are within close walking distance, and the route is sheltered from extremes of weather, e.g. it is indoors or covered.
7 ❑ ❍ **PROXIMITY TO DESTINATION:** Operations require close proximity. ❍ **ACCESS TO DESTINATION:** Within walking distance, to external organizations, or to offices of other branches or divisions of the same organization.	6 ❑	7 ❑ ❍ **Location of other offices visited during work:** Frequently visited sites are within walking distance. ❍ **Convenience of access to other sites:** The route to other sites is out of doors and not sheltered. Transit or car are not needed.
5 ❑ ❍ **PROXIMITY TO DESTINATION:** Operations require reasonably close proximity. ❍ **ACCESS TO DESTINATION:** Within one-half hour driving time. This is typically for staff or managers needing to visit others on a regular basis, or for outside staff needing to visit the office.	4 ❑	5 ❑ ❍ **Location of other offices visited during work:** Frequently visited sites are beyond walking distance. Driving time, office to office, is up to one-half hour. Visitor parking at the destination is within walking distance. ❍ **Convenience of access to other sites:** Transit to other sites takes more than one-half hour. Visitor parking is usually available at the destination.
3 ❑ ❍ **PROXIMITY TO DESTINATION:** ❍ **ACCESS TO DESTINATION:** Staff, or people from other offices, rarely need to visit each other. When visits are necessary, access is normally by car.	2 ❑	3 ❑ ❍ **Location of other offices visited during work:** Frequently visited sites are remote. Driving time, office to office, is between one-half hour and one hour. ❍ **Convenience of access to other sites:** There is no transit to other sites, or, transit takes more than one hour. Visitor parking at the destination is usually full during working hours.
1 ❑ ❍ **PROXIMITY TO DESTINATION:** ❍ **ACCESS TO DESTINATION:** There is no need for staff, or people from other offices, to visit each other.		1 ❑ ❍ **Location of other offices visited during work:** Frequently visited sites are remote. Driving time, office to office, is one hour or more. ❍ **Convenience of access to other sites:** There is no transit or visitor parking at most other sites.

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

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

FIG. 2 Scale A.14.2 for Staff Visits to Other Offices

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A.14. Location, Access and Wayfinding

Scale A.14.3. Vehicular entry and parking

	Occupant Requirement Scale		Facility Rating Scale
9 ❑	❍ **MINIMIZE PEDESTRIAN / VEHICLE ACCIDENTS:** Operations require complete separation between pedestrians and vehicles, and between cars and delivery/service vehicles, e.g. to avoid the risk of an accident, despite a high volume of traffic and a large population. ❍ **PARKING AT URBAN SITES:** The parking policy for urban sites is to provide parking for all the organization's owned vehicles. Parking for staff and visitor cars is provided within 1 block, at a low charge. ❍ **PARKING AT SMALL TOWN OR SUBURBAN SITES:** The parking policy for a small town or suburban site is to provide parking on-site for all who need space, at a low charge or no charge.	9 ❑	❍ **Separation of pedestrians and vehicles:** Vehicle routes are separate from pedestrian approaches and entry. Vehicles are not a hazard to pedestrians. ❍ **Separation of cars and trucks:** The entry route for cars is separate from the route for trucks. The route and holding area for service vehicles is separate from both. *Only one of the next two features can be applicable:* ❍ **Parking at urban site:** There is reserved parking on-site for all the organization's owned vehicles. Reserved parking for staff is on-site or within 1 block and is not expensive. Visitor parking is available within 1 block, at typical hourly charges in that locality. ❍ **Parking at small town or suburban site:** There is adequate on-site parking for occupants plus adequate parking for overlap during shift change. Visitor parking is separate from occupant parking, with adequate capacity for peak requirement, with no charge.
7 ❑	❍ **MINIMIZE PEDESTRIAN / VEHICLE ACCIDENTS:** Operations require complete separation between pedestrians and vehicles, and between cars and delivery/service vehicles, to avoid the risk of accident, despite a high volume of traffic or a large population. ❍ **PARKING AT URBAN SITES:** The parking policy for urban sites is to provide parking for all the organization's owned vehicles. Parking for staff and visitor cars is to be provided within 1 block, at a low charge. ❍ **PARKING AT SMALL TOWN OR SUBURBAN SITES:** The parking policy for a small town or suburban site is to provide parking on-site or within walking distance for all on-site staff and visitors, except at peak hours.	7 ❑	❍ **Separation of pedestrians and vehicles:** Vehicle routes are separate from pedestrian approaches and entry. Vehicles are a minor hazard to pedestrians. ❍ **Separation of cars and trucks:** The entry route for cars is separate from the route for trucks and service vehicles. *Only one of the next two features can be applicable:* ❍ **Parking at urban site:** There is reserved parking on-site or in the same block for the organization's owned vehicles. Public parking is available for most staff within 1 block. Public parking for visitors is available within walking distance, at typical hourly charges in that locality. ❍ **Parking at small town or suburban site:** There is adequate reserved parking on-site, or within 500 m, for all the organization's owned vehicles and 75% of one shift of staff. For visitors, separate parking is available with adequate capacity except at occasional peak visiting hours, with no charge.
5 ❑	❍ **MINIMIZE PEDESTRIAN / VEHICLE ACCIDENTS:** Operations require normal caution between pedestrians and drivers of vehicles entering the site or making deliveries, e.g. to reduce the risk of accident in moderate volumes of traffic and moderate population. ❍ **PARKING AT URBAN SITES:** The required ratio of parking stalls to staff: in central core of town or city is 1:20 with no special provision for visitors. ❍ **PARKING AT SMALL TOWN OR SUBURBAN SITES:** The required ratio in periphery of core area is 1:3 plus visitor parking if none is available within walking distance; if public transit is not an available option for staff to come to work during peak hours, then the ratio is 1:1	5 ❑	❍ **Separation of pedestrians and vehicles:** Vehicle routes are adjacent to pedestrian approaches and entry. Pedestrians are expected to pay attention in order to avoid vehicles. ❍ **Separation of cars and trucks:** The entry route for cars is adjacent to the route for trucks or service vehicles, so special driver caution is required. *Only one of the next two features can be applicable:* ❍ **Parking at urban site:** Reserved parking is available on the same or adjacent block for the organization's owned vehicles. Public parking is available within 1 block for up to half of the staff but is considered by staff to be expensive. For visitors, public parking is within walking distance at typical hourly charges in that locality. ❍ **Parking at small town or suburban site:** There is adequate parking on-site, or within walking distance, for the organization's owned vehicles and 75% of occupants and visitors, except at peak visiting hours. Charge for parking, if any, is consistent/competitive with normal practice in that locality.

Scale A.14.3. continued on next page

FIG. 3 Scale A.14.3 for Vehicular Entry and Parking

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