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.

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An American National Standard

Standard Classification for Serviceability of an Office Facility for Cleanliness[1,2]

This standard is issued under the fixed designation E1671; 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 for cleanliness.

1.2 Within that aspect of serviceability, each pair of scales, shown in Figs. 1-5, are for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-5) summarizes one level of serviceability on that topic, which occupants might require. The matching entry 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 entries in the Facility Rating Scale (see Figs. 1-5) 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 E1334. The scales in this classification are complimentary to and compatible with Practice E1334. Each requires the other.

1.6 *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**

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**

[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 developement 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.

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B.4. Cleanliness

Scale B.4.1. Exterior and public areas

Facility Management Requirement Scale		Facility Rating Scale
9 ❑ **O LEVEL OF CLEANLINESS FOR BUILDING EXTERIOR AND SITE:** The building site, exterior, and interior public spaces need to be very clean and tidy at all times. The site must have a consistently well maintained look.	9 ❑	**O Site:** The site or street(s) are clean, with trash receptacles convenient to all pedestrian routes and waiting areas. Paved surfaces are in as-new condition. The exterior furniture has a looked after appearance, e.g. flagpole(s), seating, signs. **O Building:** The building exterior is very clean, fresh-looking. Glazing and window frames are kept very clean at all times. If a historic building, any cleaning is directed by conservation experts and has been expertly cleaned. **O Interior public spaces:** All interior public spaces and surfaces are sparkling clean, with no visible dents or defects. **O Fittings, fixtures and furniture:** All fittings, fixtures and furniture are in sparkling clean condition.
	8 ❑	
7 ❑ **O LEVEL OF CLEANLINESS FOR BUILDING EXTERIOR AND SITE:** The building site, exterior, and interior public spaces need to be consistently clean and tidy, with clean windows and accessible trash receptacles. The cleaning cycle must be frequent enough to maintain this throughout the day.	7 ❑	**O Site:** The site or street(s) is tidy and clean with trash receptacles strategically placed. **O Building:** The building exterior is uniformly clean. The walls are free of loose dirt and graffiti. Glazing is cleaned twice per year, or more frequently. The site is acceptably clean at all times. **O Interior public spaces:** Interior public spaces and surfaces are uniformly clean. **O Fittings, fixtures and furniture:** Fittings, fixtures and furniture are uniformly clean.
	6 ❑	
5 ❑ **O LEVEL OF CLEANLINESS FOR BUILDING EXTERIOR AND SITE:** The building site, exterior, and interior public spaces need to have an average level of cleanliness and tidiness.	5 ❑	**O Site:** The site or street(s) is fairly tidy, with minimal litter or graffiti. **O Building:** The building exterior is fairly clean. The exterior walls are mostly free of loose dirt. There are some stains, and minimal graffiti. Glazing and window frames are dirty about halfway through each cleaning period, e.g. visibility is slightly affected and, in some lighting conditions, the dirt is noticeable. **O Interior public spaces:** Interior public spaces are generally clean. A few surfaces need additional cleaning, e.g. entrances, vestibules, lobby, elevator cabs, corridors on upper levels. **O Fittings, fixtures and furniture:** Fittings and fixtures are generally clean. Some items need additional cleaning, e.g. entrance doors, metal surfaces, furniture, signs, blinds, lights.
	4 ❑	
3 ❑ **O LEVEL OF CLEANLINESS FOR BUILDING EXTERIOR AND SITE:** The building site, exterior, and interior public spaces can have a low level of upkeep and cleanliness, whether to conform with the neighbourhood, or to present a cost-conscious appearance to the public.	3 ❑	**O Site:** The site or street(s) is messy, with some litter. **O Building:** The building exterior is generally dirty. Exterior walls have some loose dirt and graffiti. Glazing and window frames are very dirty about halfway through each cleaning period, e.g. visibility and lighting are affected, and inside and outside surfaces are smudgy in appearance. **O Interior public spaces:** Interior public spaces are dirty in some places, or do not appear to have been cleaned recently. Most surfaces need spring cleaning. **O Fittings, fixtures and furniture:** Some fittings and fixtures are dirty or smudgy and need cleaning, e.g. doors, lights, interior glazing, handrails, elevator cabs, etc. Furniture and blinds need cleaning.
	2 ❑	

Scale B.4.1. continued on next page

FIG. 1 Scale B.4.1 for Exterior and Public Areas

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B.4. Cleanliness

Scale B.4.1. Exterior and public areas (continued)

Facility Management Requirement Scale	Facility Rating Scale
1 ❑ ○ **LEVEL OF CLEANLINESS FOR BUILDING EXTERIOR AND SITE:** Cleanliness of the building site and exterior is not important; the building is located in an area where exterior image is not important; the nature of the operation is such that a poor image is desirable; budget limitations restrict spending; need to be close to clients, no matter what the location.	1 ❑ ○ **Site:** The site or street(s) is dirty, with much litter. ○ **Building:** The building exterior is very dirty. Exterior walls have much loose dirt and graffiti. Glazing and window frames are extremely dirty about halfway through each cleaning period, e.g. visibility and lighting are seriously affected, and inside and outside surfaces are dusty, streaked, and grimy. ○ **Interior public spaces:** Interior public spaces are dingy and dirty, with some graffiti. There is loose dirt and ingrained dirt or stains on many surfaces, and surfaces need cleaning. ○ **Fittings, fixtures and furniture:** All or most fittings and fixtures are very dirty, e.g. doors, lights, interior glazing, handrails, elevator cabs, etc. Furniture and blinds, etc., are stained or dirty, and need cleaning.

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

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

FIG. 1 Scale B.4.1 for Exterior and Public Areas *(continued)*

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. 1-5) 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 following:

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

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

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

4.4 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.

4.5 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.)

4.6 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. 1-5 contain the basis for classification.

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

6. Keywords

6.1 building; cleanliness, in office buildings; facility; facility occupants; function; office; performance; rating; rating scale; requirements; serviceability; toilets and washrooms, cleanliness of; waste disposal, from office buildings

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