



Designation: E1694 – 22

Standard Classification for Serviceability of an Office Facility for Special Facilities and Technologies^{1,2}

This standard is issued under the fixed designation E1694; 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 special facilities and technologies.

1.2 Each pair of scales, shown in **Figs. 1-4**, is for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale (DEMAND Scale see **Figs. 1-4**) summarizes one level of requirement for serviceability on which occupants might require. The matching paragraph in the Facility Rating Scale (SUPPLY Scale see **Figs. 1-4**) is an interpretation 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. 1-4**) 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 nor how to assign a serviceability score. That information is found in Practice **E1679**. The scales in this classification are complementary to and compatible with Practice **E1679**. Each requires the other.

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.

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

E1663 Classification for Serviceability of an Office Facility for Typical Office Information Technology

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

E1836/E1836M Practice for Building Floor Area Measurements for Facility Management

2.2 ISO Documents:⁴

ISO 6240 International Standard, Performance Standards 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:

3.1.1 For standard definitions of terms applicable to this classification, see Terminology **E631**.

3.1.2 *facility, n*—a physical setting used to serve a specific purpose. **E631**

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>.

*A Summary of Changes section appears at the end of this standard

A.13.1		Group or shared conference center	
Subject Matter: location and capacity of needed conference rooms or spaces Notes: 1. Amenity area (ASTM E1836/E1836M-09 (2016)), item 3.2.1: "portion of a building that provides a convenience to an occupant or occupants of a building or group of buildings" relating directly to group and shared conference center spaces. 2. Service area (ASTM E1836/E1836M-09 (2016)), item 3.2.24: "portion of a building that provides services that enable occupants to work in a building" relating directly to group and shared conference center spaces.			
<i>From the options below, please select the level that best describes the REQUIREMENT</i>			
Rating Level	DEMAND	A.13.1 Group or shared conference center	
9 ○	Location of meeting space: A conference center for the organization is provided in the same building. Size of meetings: Space is provided for a variety of small groups plus large meetings, for example, 25 to 200 people. Amenities: A full range of convenience functions are contiguous and readily available. Services: Comfortable building environment (that is, temperature, humidity, ventilation) for all occupant load situations. Conveniently located adjustable lighting controls. Frequent electrical outlets plus charging stations.		
8 ○			
7 ○	Location of meeting space: A conference center for the organization is provided in the same building or complex. Size of meetings: Space for large meetings in the same building, for example, 100 people, plus group meeting spaces. Amenities: A full range of convenience functions are readily available within a short walking distance. Services: Comfortable building environment (that is, temperature, humidity, ventilation) for most occupant load situations. Multiple switched lighting controls are conveniently located. Frequent electrical outlets and some charging locations.		
6 ○			
5 ○	Location of meeting space: Can utilize company conference space or open plan space adjacent to main circulation areas in the same building or complex. Size of meetings: Space for large meetings in the same building, for example, 100 people. Amenities: Most convenience functions are readily available, but some are at a substantial walking distance. Services: Comfortable building environment (that is, temperature, humidity, ventilation) for main meeting spaces. Conveniently located electrical outlets. Multiple switched lighting controls are located within the space.		
4 ○			
3 ○	Location of meeting space: No perceived present or future need for a company or departmental conference in the same building or complex. Size of meetings: Space for small meetings is limited in the same building. Amenities: Convenience functions can be established through makeshift temporary arrangements. Services: Comfortable building temperatures. Lighting controls are not readily available and are controlled in large banks of fixtures. Electrical outlets are provided.		
2 ○			
1 ○	Location of meeting space: There is no requirement at this level. Size of meetings: There is no requirement at this level. Amenities: There is no requirement at this level. Services: There are no requirements at this level.		
0 ○	No information is available.		
If unable to choose scale level, select ☐ OTHER and indicate reason below: ☐ Lack Information ☐ Postpone decision ☐ In-depth evaluation required ☐ Not applicable ☐ Refer question to someone else: Whom? e-mail or phone?			

FIG. 1 Demand Scale A.13.1 for Group or Shared Conference Center

3.1.2.1 *Discussion*—A facility may be within a building, or a whole building, or a building with its sites and surrounding environment; or it may be a construction that is not a building. The term encompasses both the physical object and its use.

3.1.3 *facility serviceability, n*—the capability of a facility to perform the function(s) for which it is designed, used, or required to be used.

E631

A.13.1	Group or shared conference center
<i>From the options below, please select the level that best describes the RATING.</i>	
Requirement Level	SUPPLY
A.13.1. Group or shared conference center	
9 ☐ 8 ☐ 7 ☐ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ 0 ☐	PRESENT PROVISION: A departmental conference center exists. For example, large enough to handle a main plenary session of 200 people plus several breakout groups of 25 to 50 people at tables in adjacent meeting rooms. AMENITIES: Security, coat-check area, food services, adequate washrooms, and agile small group meeting areas are contiguous to conferencing spaces and readily available. All amenities are fully accessible. SERVICES: Temperature and ventilation levels quickly adjust to varying occupant loads. Ventilation is very quiet in operation. Electrical outlets and charging stations are readily available for occupant use. Lighting control is quickly adjustable to occupant requirements. PRESENT PROVISION: A departmental conference center is provided. For example, large enough to handle meetings of 100 people. Several breakout groups can be handled in meeting rooms, display areas, or work areas, or in a portion of a food service eating area is utilized without disruption. AMENITIES: Security, coat-check area, food services, full accessibility, adequate washrooms, and agile small group meeting areas are readily available within a short walking distance. SERVICES: Temperature and ventilation levels adjust to varying occupant loads. Ventilation is reasonably quiet in operation. Electrical outlets are readily available for occupant use but may require extension cords. Lighting control is adjustable to occupant requirements. PRESENT PROVISION: A company-shared conference center is provided. For example, large enough to handle meetings of 100 people. Several breakout groups can be handled in meeting rooms, display areas, or work areas, or in a portion of a food service eating area is utilized with only minimal disruption to their function. AMENITIES: Security, coat-check area or space, food services, adequate washrooms, and agile small group meeting areas are readily available but can be at a substantial walking distance. All features are fully accessible. SERVICES: Temperature, humidity, and ventilation can be adjusted to varying occupant loads. Ventilation noise is apparent. Electrical outlets are in excess of local codes, but minimal use of extension cords may be required. Lighting control is located within the space. PRESENT PROVISION: No current provision of designated conference space. A large enough space to handle meetings of 25 people in work areas or underutilized areas such as a lunchroom is only possible with substantial disruption to furniture and work functions. AMENITIES: Amenity services such as a coat-check area or space, are not available without makeshift temporary arrangements. Adequate accessible washrooms can be at a very substantial walking distance. SERVICES: Temperature and ventilation provide varying hot and cold areas. Ventilation noise is very evident. Electrical outlets are to local codes. Lighting control is specifically switched for original space function. PRESENT PROVISION: No current provision of designated conference space and it is difficult to arrange group meeting space without disruption to work areas. AMENITIES: Convenience functions are not provided. SERVICES: Comfortable building temperature in most spaces. Lighting controls are not readily available without assistance. Only Code required electrical outlets for intended function are provided. No requirement.
Select Relative Importance of scale = ☐ Extremely Important ☐ Important ☐ Minor Importance	
Select Threshold Level of Scale: First, indicate whether Threshold Level of scale is a ☐ Minimum OR ☐ Maximum OR, if there is NO Maximum or Minimum Threshold level, then select ☐ None.	
Then, (unless there is none) select the Threshold Level of this scale ☐9 ☐8 ☐7 ☐6 ☐5 ☐4 ☐3 ☐2 ☐1	
<i>If unable to choose scale level, select ☐ OTHER and indicate reason below:</i> ☐ Lack Information ☐ Postpone decision ☐ In-depth evaluation required ☐ Not applicable ☐ Refer question to someone else: Whom? e-mail or phone?	

FIG. 1 Supply Scale A.13.1 for Group or Shared Conference Center (continued)