



# Standard Classification for Serviceability of an Office Facility for Amenities to Attract and Retain Staff<sup>1,2</sup>

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 ( $\epsilon$ ) 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.

<sup>1</sup> 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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<sup>2</sup> 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.

## 2. Referenced Documents

### 2.1 ASTM Standards:<sup>3</sup>

E631 Terminology of Building Constructions

E1334 Practice for Rating the Serviceability of a Building or Building-Related Facility

E1679 Practice for Setting the Requirements for the Serviceability of a Building or Building-Related Facility

### 2.2 ISO Document:<sup>4</sup>

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**

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

<sup>3</sup> 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.

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

**A.12. Amenities to Attract and Retain Staff**  
**Scale A.12.1. Food**

Occupant Requirement Scale	Facility Rating Scale
<p><b>9</b> <input type="checkbox"/> <b>FOOD FACILITY IN THE BUILDING:</b> Require canteen or restaurant hot food service, or lunchroom with a kitchen on each floor or major wing of the building.</p> <p><b>FOOD FACILITIES IN THE NEIGHBOURHOOD:</b> A wide choice of excellent food facilities in the neighbourhood.</p>	<p><b>9</b> <input type="checkbox"/> <b>On-site service:</b> 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.</p> <p><b>Potential for on-site service:</b> 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<sup>2</sup> live load (100 lbs/ft<sup>2</sup>).</p> <p><b>Neighbourhood facilities:</b> Many choices of food service operations are available in the neighbourhood, some of excellent quality.</p>
<p><b>7</b> <input type="checkbox"/> <b>FOOD FACILITY IN THE BUILDING:</b> Require a well ventilated lunchroom with a kitchen or small canteen or cafeteria; or potential for same at a moderate installation cost.</p> <p><b>FOOD FACILITIES IN THE NEIGHBOURHOOD:</b> A good choice of average and good quality food facilities in the neighbourhood.</p>	<p><b>7</b> <input type="checkbox"/> <b>On-site service:</b> 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.</p> <p><b>Potential for on-site service:</b> 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.</p> <p><b>Neighbourhood facilities:</b> A good choice and good quality of food facilities are available in the neighbourhood.</p>
<p><b>5</b> <input type="checkbox"/> <b>FOOD FACILITY IN THE BUILDING:</b> Require lunchroom(s) with vending machines, or prepared to install canteen service or a lunchroom with a kitchen, even at a high cost.</p> <p><b>FOOD FACILITIES IN THE NEIGHBOURHOOD:</b> A choice of average and good quality food facilities in the neighbourhood.</p>	<p><b>5</b> <input type="checkbox"/> <b>On-site service:</b> 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.</p> <p><b>Potential for on-site service:</b> 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.</p> <p><b>Neighbourhood facilities:</b> A good choice and average quality of food facilities are available in the neighbourhood.</p>
<p><b>3</b> <input type="checkbox"/> <b>FOOD FACILITY IN THE BUILDING:</b> Minimal need for food services at the facility.</p> <p><b>FOOD FACILITIES IN THE NEIGHBOURHOOD:</b> Minimal need for food services in the neighbourhood.</p>	<p><b>3</b> <input type="checkbox"/> <b>Potential for on-site service:</b> No food service or lunchroom is provided.</p> <p><b>Neighbourhood facilities:</b> A limited choice and average quality of food facilities are available in the neighbourhood, but are not convenient.</p>

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

FIG. 1 Scale A.12.1 for Food

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

**Scale A.12.1. Food (continued)**

<p style="text-align: center;"><b>Occupant Requirement Scale</b></p> <p><b>1</b> <input type="radio"/> <b>FOOD FACILITY IN THE BUILDING:</b> No food services required, and no foreseeable need.</p>	<p style="text-align: center;"><b>Facility Rating Scale</b></p> <p><b>1</b> <input type="radio"/> <b>Potential for on-site service:</b> 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.</p> <p><input type="radio"/> <b>Neighbourhood facilities:</b> A very limited choice and poor quality of food facilities are available in the neighbourhood.</p>
<p><input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.</p>	
<p>Minimum <u>T</u>hreshold level =</p>	<p><input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP</p>

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

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

**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

**A.12. Amenities to Attract and Retain Staff**  
**Scale A.12.2. Shops**

Occupant Requirement Scale	Facility Rating Scale
<p><b>9</b> ○ SHOPS AVAILABLE IN THE FACILITY: Require a good range of good quality shops, convenience, bank, cleaning, drug store, post office, clothing and specialty stores, within the facility.</p> <p>○ SHOPS IN THE NEIGHBOURHOOD: Require a good range of good quality shops nearby in the neighbourhood.</p>	<p><b>9</b> ○ <b>Existing shops:</b> There is a good range of shops in the building or adjacent, e.g. mall with convenience, clothing, and specialty stores, and bank, cleaning, drug store, etc.</p> <p>○ <b>Potential for shops in building:</b> Any additional space at ground level has a good potential for shops, and at least 4.8 KPa/m<sup>2</sup> live load capacity (100 lbs/ft<sup>2</sup>).</p> <p>○ <b>Neighbourhood shopping:</b> There are many choices of shops within walking distance during the lunch hour, with good quality and a wide range.</p>
<p><b>8</b></p> <p><b>7</b> ○ SHOPS AVAILABLE IN THE FACILITY: Require basic convenience shops, in the facility or adjacent.</p> <p>○ SHOPS IN THE NEIGHBOURHOOD: An adequate range of shops within walking distance, e.g. bank, drug store, post office, cleaning.</p>	<p><b>8</b></p> <p><b>7</b> ○ <b>Existing shops:</b> There is basic convenience shopping in the building, or adjacent, e.g. bank, drug store, post office, newsstand, cleaning.</p> <p>○ <b>Potential for shops in building:</b> Limited additional space is available for shops, but that space does have at least 4.8 KPa/m<sup>2</sup> live load capacity (100 lbs/ft<sup>2</sup>).</p> <p>○ <b>Neighbourhood shopping:</b> There is adequate convenience shopping within walking distance during the lunch hour.</p>
<p><b>6</b></p> <p><b>5</b> ○ SHOPS AVAILABLE IN THE FACILITY: Require a newsstand and kiosk in the facility or adjacent.</p> <p>○ SHOPS IN THE NEIGHBOURHOOD: An adequate range of shops within walking distance.</p>	<p><b>6</b></p> <p><b>5</b> ○ <b>Existing shops:</b> A kiosk/newsstand is provided in the building or adjacent. There is no convenience shopping in the building.</p> <p>○ <b>Potential for shops in building:</b> No additional space is available for shops, or, commercial viability of available space is doubtful.</p> <p>○ <b>Neighbourhood shopping:</b> There is adequate convenience shopping just within walking distance during the lunch hour.</p>
<p><b>4</b></p> <p><b>3</b> ○ SHOPS AVAILABLE IN THE FACILITY: A minimal need for convenience shopping.</p> <p>○ SHOPS IN THE NEIGHBOURHOOD: Limited shopping within walking distance.</p>	<p><b>4</b></p> <p><b>3</b> ○ <b>Potential for shops in building:</b> There is limited convenience shopping nearby, just within walking distance during the lunch hour.</p> <p>○ <b>Neighbourhood shopping:</b> There is limited convenience shopping nearby, just within walking distance during the lunch hour.</p>
<p><b>2</b></p> <p><b>1</b> ○ SHOPS AVAILABLE IN THE FACILITY: No shops required, and no foreseeable need for convenience shops.</p>	<p><b>2</b></p> <p><b>1</b> ○ <b>Potential for shops in building:</b> No space is available for shops.</p> <p>○ <b>Neighbourhood shopping:</b> There are no shops nearby. Convenience shops are too distant to be comfortably reached during the lunch hour.</p>

<input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.	
Minimum Threshold level =	<input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP

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

FIG. 2 Scale A.12.2 for Shops

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

**Scale A.12.3. Day care**

Occupant Requirement Scale	Facility Rating Scale
<p><b>9</b>    <input type="radio"/> <b>DAY CARE IN THE FACILITY:</b>  <input type="checkbox"/> Require a day care facility on-site.  <input type="radio"/> <b>DAY CARE IN THE NEIGHBOURHOOD:</b> Require alternative day care facilities for different ages and needs in the neighbourhood, with spaces available.</p>	<p><b>9</b>    <input type="radio"/> <b>Existing day care on-site:</b> There is a day care facility on-site.  <input type="checkbox"/> <b>Neighbourhood facility:</b> Alternative day care facilities for different ages and needs are available, in the neighbourhood, e.g. within walking distance. Several facilities have spaces available, or waiting periods are short.</p>
<p><b>8</b>    <input type="checkbox"/></p>	<p><b>7</b>    <input type="radio"/> <b>Potential for day care on-site:</b> No day care facility exists on-site.  <input type="checkbox"/> Space for an on-site day care facility is now available. The day care facility is planned and funded.  <input type="radio"/> <b>Neighbourhood facility:</b> There is an alternative day care facility within a reasonable distance, e.g. 5 minutes walking. A few spaces are available, otherwise, the wait is likely weeks or months.</p>
<p><b>7</b>    <input type="radio"/> <b>DAY CARE IN THE FACILITY:</b>  <input type="checkbox"/> Require space or capability for a day care facility on-site or in adjacent building or site, (already planned and funded).  <input type="radio"/> <b>DAY CARE IN THE NEIGHBOURHOOD:</b> Require alternative day care facilities within reasonable walking distance, with spaces available, or short waiting time for spaces.</p>	<p><b>6</b>    <input type="checkbox"/></p>
<p><b>5</b>    <input type="radio"/> <b>DAY CARE IN THE NEIGHBOURHOOD:</b> Require day care facilities within reasonable walking distance, with average waiting time for spaces.</p>	<p><b>5</b>    <input type="checkbox"/> <b>Potential for day care on-site:</b> No day care facility exists on-site. Space for an on-site day care facility could be available, but installation costs are high.  <input type="radio"/> <b>Neighbourhood facility:</b> There are one or two day care facilities within a reasonable distance, e.g. 5 minutes walking. Spaces are occasionally available, but the wait is likely months.</p>
<p><b>3</b>    <input type="radio"/> <b>DAY CARE IN THE NEIGHBOURHOOD:</b> A minimal need for a day care facility, e.g. sufficient to have one or two day care facilities in the neighbourhood with average waiting time for spaces, and accessible by car or public transit.</p>	<p><b>4</b>    <input type="checkbox"/></p>
<p><b>1</b>    <input type="radio"/> <b>DAY CARE IN THE FACILITY:</b> No day care required, and no foreseeable need.</p>	<p><b>3</b>    <input type="checkbox"/> <b>Potential for day care on-site:</b> No day care facility exists on-site. There is limited space available indoors, and limited suitable space for an outdoor play area. Installation costs are very high.  <input type="checkbox"/> <b>Neighbourhood facility:</b> There are one or two day care facilities available within the neighbourhood, but distant, e.g. 10 minutes walking, 5 minutes by car, and 15 minutes by public transit. There is limited availability of spaces.</p>
<p><b>2</b>    <input type="checkbox"/></p>	<p><b>1</b>    <input type="checkbox"/> <b>Potential for day care on-site:</b> No day care facility exists on-site. No space is available indoors, and no suitable space for an outdoor play area.  <input type="checkbox"/> <b>Neighbourhood facility:</b> No facility is available anywhere in the neighbourhood, or the facility rarely has a vacancy.</p>

<input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.
Minimum Threshold level = <input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP

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

FIG. 3 Scale A.12.3 for Daycare

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

**Scale A.12.4. Exercise Room**

Occupant Requirement Scale	Facility Rating Scale
<p><b>9</b> <input type="checkbox"/> <b>○ FITNESS FACILITIES IN THE BUILDING:</b> Require excellent fitness facilities in the building. <b>○ OFF-SITE PRIVATE SECTOR FITNESS CENTRE:</b> Require excellent proximity to a nearby private sector fitness centre.</p> <p><b>7</b> <input type="checkbox"/> <b>○ FITNESS FACILITIES IN THE BUILDING:</b> Require modest exercise facilities in the building with potential to upgrade or expand or provide showers and change rooms, e.g. for people who bicycle to work. <b>○ OFF-SITE PRIVATE SECTOR FITNESS CENTRE:</b> Require private sector fitness facilities within walking distance.</p> <p><b>5</b> <input type="checkbox"/> <b>○ FITNESS FACILITIES IN THE BUILDING:</b> Require a building with potential for future exercise room(s) or showers/change rooms, e.g. for people who bicycle to work <b>○ OFF-SITE PRIVATE SECTOR FITNESS CENTRE:</b> Require some exercise facilities, e.g. a small private sector fitness centre within walking distance.</p> <p><b>3</b> <input type="checkbox"/> <b>○ FITNESS FACILITIES IN THE BUILDING:</b> No foreseeable need for exercise facilities in the building. <b>○ OFF-SITE PRIVATE SECTOR FITNESS CENTRE:</b> Require some exercise facilities, e.g. a small private sector fitness centre within a reasonable driving distance.</p> <p><b>1</b> <input type="checkbox"/> <b>○ FITNESS FACILITIES IN THE BUILDING:</b> No present or future need for exercise facilities.</p>	<p><b>9</b> <input type="checkbox"/> <b>○ Existing exercise facilities:</b> There is an excellent fitness centre, with shower facilities, in the building, and a nearby private sector fitness centre, e.g. ample space, well equipped, good ventilation. No perception of vibration in floor or structure due to exercise activities or use of exercise machines.</p> <p><b>7</b> <input type="checkbox"/> <b>○ Existing exercise facilities:</b> Exercise facilities exist, e.g. converted from basement storage space, or equivalent. Change rooms and showers are adequate on most days. Private sector fitness facilities are available within walking distance. No perception of vibration in floor or structure due to exercise activities or use of exercise machines. <b>○ Potential for exercise facilities:</b> Space and services have the capability to add further exercise facilities or upgrade existing facilities, but will require engineering check to ensure no vibration problems.</p> <p><b>5</b> <input type="checkbox"/> <b>○ Existing exercise facilities:</b> No exercise facilities are provided in the building. Private sector fitness facilities are available within walking distance, but are limited or small, e.g. not sufficient for peak hours of demand. <b>○ Potential for exercise facilities:</b> Space is available on-site for exercise room and ancillary spaces. There is spare capacity in building services to upgrade ventilation.</p> <p><b>3</b> <input type="checkbox"/> <b>○ Existing exercise facilities:</b> No exercise facilities are provided in the building. Private sector fitness facilities are available within a reasonable driving distance. <b>○ Potential for exercise facilities:</b> No space is currently available on-site for an exercise room. There is spare capacity in building services should space be found in the future. No space is currently available for change rooms. There is limited space and services available for showers and toilets.</p> <p><b>1</b> <input type="checkbox"/> <b>○ Existing exercise facilities:</b> No exercise facilities are provided in the building or in the neighbourhood. <b>○ Potential for exercise facilities:</b> No space is available on-site for an exercise room. There is no spare capacity in building services should space be found in the future. No space is available for change rooms. There is no space or services available for showers and toilets.</p>

<input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.	
Minimum Threshold level =	<input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP

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

FIG. 4 Scale A.12.4 for Exercise Room

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

**Scale A.12.5. Bicycle racks for staff**

Occupant Requirement Scale	
9 <input type="checkbox"/>	<p>○ <b>REQUIREMENT FOR RACKS:</b> Require sufficient racks for all staff who need them.</p> <p>○ <b>LOCATION OF RACKS:</b> Located in a convenient area protected from weather, such as with in-building automobile parking. Racks to be located at the main entrance or with automobile parking.</p> <p>○ <b>SECURITY OF BICYCLES:</b> Secure and unobtrusive, e.g. within observation of parking attendant, and protected from weather.</p>
7 <input type="checkbox"/>	<p>○ <b>REQUIREMENT FOR RACKS:</b> Require bicycle racks sufficient for all staff who use bicycles (proportion varies with climate, terrain and traffic).</p> <p>○ <b>LOCATION OF RACKS:</b> Racks to be located at the main entrance, or with automobile parking.</p> <p>○ <b>SECURITY OF BICYCLES:</b> Secure, and unobtrusive.</p>
5 <input type="checkbox"/>	<p>○ <b>REQUIREMENT FOR RACKS:</b> Require enough bicycle racks to satisfy most of the staff need for bicycle racks (proportion varies with climate, terrain and traffic).</p> <p>○ <b>LOCATION OF RACKS:</b> Racks to be located convenient to the main entrance or to parking.</p>
3 <input type="checkbox"/>	<p>○ <b>REQUIREMENT FOR RACKS:</b> Require some bicycle racks. Can tolerate a shortfall between demand for bicycle racks, and provision of racks.</p> <p>○ <b>LOCATION OF RACKS:</b> Somewhere on the site.</p>
1 <input type="checkbox"/>	<p>○ <b>REQUIREMENT FOR RACKS:</b> No requirement for bicycle racks.</p>

Facility Rating Scale	
9 <input type="checkbox"/>	<p>○ <b>Existing bicycle racks:</b> Sufficient racks for all staff who need them are located with automobile parking. Racks are protected from weather.</p> <p>○ <b>Potential for additional bicycle racks:</b> Space for additional racks of equivalent convenience and protection is available.</p> <p>○ <b>Risk of theft:</b> Very low, because racks are within observation of parking attendant; or, because racks are near the main entrance and visible from the office windows, but unobtrusive.</p>
8 <input type="checkbox"/>	
7 <input type="checkbox"/>	<p>○ <b>Existing bicycle racks:</b> Sufficient racks for all staff who need them are located with automobile parking.</p> <p>○ <b>Potential for additional bicycle racks:</b> Space for additional racks is provided as needed, with potential for shelter.</p> <p>○ <b>Risk of theft:</b> Low, similar to risk of theft from a parked car in the automobile parking; or, because racks are near where people walk to the main staff entrance, and visible from the office windows.</p>
6 <input type="checkbox"/>	
5 <input type="checkbox"/>	<p>○ <b>Existing bicycle racks:</b> Some racks are available for occupants' bicycles, but not adequate for the demand at peak times.</p> <p>○ <b>Potential for additional bicycle racks:</b> There is limited space for additional racks for occupants' bicycles, but the space is well located.</p> <p>○ <b>Risk of theft:</b> Significant, because bicycle racks are not under surveillance nor visible to building occupants.</p>
4 <input type="checkbox"/>	
3 <input type="checkbox"/>	<p>○ <b>Existing bicycle racks:</b> No racks are provided for occupants.</p> <p>○ <b>Potential for additional bicycle racks:</b> There is limited space for racks for occupants' bicycles, and that space is not well located.</p> <p>○ <b>Risk of theft:</b> High, because no racks to lock bicycles to.</p>
2 <input type="checkbox"/>	
1 <input type="checkbox"/>	<p>○ <b>Existing bicycle racks:</b> No racks are provided for occupants.</p> <p>○ <b>Potential for additional bicycle racks:</b> No space is available to put racks for occupant's bicycles.</p> <p>○ <b>Risk of theft:</b> High, because no racks to lock bicycles to.</p>

<input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.	
Minimum Threshold level =	<input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP

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

FIG. 5 Scale A.12.5 for Bicycle Racks for Staff

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

**Scale A.12.6. Seating away from work areas**

Occupant Requirement Scale	Facility Rating Scale
<p><b>9</b> <input type="checkbox"/> ○ <b>CASUAL SEATING IN PUBLIC AREAS:</b> Require a wide range of casual seating indoors and outdoors in public areas, e.g. open and sunny, sheltered, in a quiet place, in a busy place, near food services, etc.</p> <p>○ <b>STAFF LOUNGE IN FACILITY:</b> A lounge is required for staff use only, as part of the facility.</p> <p>○ <b>POTENTIAL LOUNGES IN OCCUPANT SPACE:</b> Potential space for lounges within occupant zones.</p>	<p><b>9</b> <input type="checkbox"/> ○ <b>Existing seating:</b> A wide range of casual seating is provided indoors and outdoors in public areas, e.g. in a nearby mall or park. The areas are pleasant, sheltered, and controllable, including some adjacent to food services. A lounge is provided indoors for staff only, and most organizational units have space suitable for a lounge within their own space.</p> <p>○ <b>Potential for seating:</b> The floorplate configuration allows expansion of public lounge areas without impairing operations, and separate space is available for staff only.</p> <p>○ <b>Separate ventilation for smoking areas:</b> In any seating or lounge areas where smoking is permitted, there is separate exhaust ventilation (exhaust air is not recirculated). In potential seating or lounge areas, such ventilation could easily be provided without disruption to occupants or building systems.</p>
<p><b>7</b> <input type="checkbox"/> ○ <b>CASUAL SEATING IN PUBLIC AREAS:</b> Require a variety of casual seating indoors and outdoors in public areas, e.g. mall, park or street sidewalk. Require potential for additional outdoor space for seating and recreation.</p> <p>○ <b>STAFF LOUNGE IN FACILITY:</b> A lounge is required for staff use only, as part of the facility.</p> <p>○ <b>POTENTIAL LOUNGES IN OCCUPANT SPACE:</b> Potential space for lounges in some occupant zones.</p>	<p><b>7</b> <input type="checkbox"/> ○ <b>Existing seating:</b> A variety of casual seating is provided indoors and outdoors in public areas, e.g. in a nearby mall or park. There is a lounge for staff only. Some organizational units have a lounge within their own space.</p> <p>○ <b>Potential for seating:</b> Limited space is available indoors and outdoors for additional seating for staff only, e.g. roof space for outdoor seating.</p> <p>○ <b>Separate ventilation for smoking areas:</b> If there are any present or potential seating or lounge areas where smoking is or would be permitted, some but not all such areas have separate exhaust ventilation (exhaust air is not recirculated), and the capability exists to add it in remaining areas and potential areas, without major change or disruption to building systems.</p>
<p><b>5</b> <input type="checkbox"/> ○ <b>CASUAL SEATING IN PUBLIC AREAS:</b> Require limited casual seating indoors and outdoors in public areas, e.g. nearby park or street sidewalk.</p> <p>○ <b>POTENTIAL LOUNGES IN OCCUPANT SPACE:</b> Require potential space for lounges in each occupant zone.</p>	<p><b>5</b> <input type="checkbox"/> ○ <b>Existing seating:</b> Some casual seating is provided indoors and outdoors in public areas, e.g. in a nearby mall or park with outdoor seating for public use. There is no lounge for staff only. Some organizational units have a lounge within their own space.</p> <p>○ <b>Potential for seating:</b> Limited space is available indoors and outdoors for seating for staff only, e.g. roof space for outdoor seating.</p> <p>○ <b>Separate ventilation for smoking areas:</b> If there are any present or potential seating or lounge areas where smoking is permitted, separate exhaust ventilation (exhaust air is not recirculated) is not provided, and in most such areas adding it would require major change or disruption to building systems.</p>
<p><b>3</b> <input type="checkbox"/> ○ <b>CASUAL SEATING IN PUBLIC AREAS:</b> No present requirement for casual seating in public areas.</p> <p>○ <b>POTENTIAL LOUNGES IN OCCUPANT SPACE:</b> Require potential space for lounges in some occupant zones.</p>	<p><b>3</b> <input type="checkbox"/> ○ <b>Existing seating:</b> No seating is provided indoors or outdoors. There is no lounge for staff and no casual seating spaces in public areas.</p> <p>○ <b>Potential for seating:</b> Limited space is available indoors for seating in public areas, e.g. wide corridors, lobby. Outdoor seating is in public space, e.g. street sidewalk. The capability exists for each organizational unit to provide a lounge within their own space.</p> <p>○ <b>Separate ventilation for smoking areas:</b> Not provided now, and not feasible in potential seating in public areas. Would be very expensive or disruptive to install in lounges within organizational units.</p>

Scale A.12.6. continued on next page

FIG. 6 Scale A.12.6 for Seating Away from Work Areas



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

**Scale A.12.6. Seating away from work areas (continued)**

<b>Occupant Requirement Scale</b>	
<input type="checkbox"/> 1	<input type="radio"/> CASUAL SEATING IN PUBLIC AREAS: No requirement for casual seating indoors or outdoors.

<b>Facility Rating Scale</b>	
<input type="checkbox"/> 1	<input type="radio"/> <b>Existing seating:</b> No seating is provided indoors or outdoors. There is no lounge for staff and no casual seating spaces in public areas. <input type="radio"/> <b>Potential for seating:</b> No suitable space is available for seating indoors or outdoors.

<input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.	
Minimum Threshold level =	<input type="checkbox"/> NA <input type="checkbox"/> NR <input type="checkbox"/> Zero <input type="checkbox"/> DP

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

**FIG. 6 Scale A.12.6 for Seating Away from Work Areas (continued)**

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