# 15. REFERENCE FORMS AND DOCUMENTS

# Owner's Project Requirements Template

Owner Project Requirements

1. Introduction
2. Project Narrative
3. Owner and User Requirements
    - 3.1 Primary Purpose
    - 3.2 Form of Facility
    - 3.3 Program
        - 3.3.1 Occupancy & Schedules
        - 3.3.2 Functional uses
        - 3.3.3 Expansion
        - 3.3.4 Flexibility
        - 3.3.5 Views and Access
    - 3.4 Financial Considerations
        - 3.4.1 Capital Cost
        - 3.4.2 Operational Costs
    - 3.5 Project Planning and Design Considerations
        - 3.5.1 Schedule
        - 3.5.2 Life of Facility
        - 3.5.3 Quality of Materials and Assembly
    - 3.6 Community Interactions and Integration
    - 3.7 Training Requirements
    - 3.8 Owner and Operators
    - 3.9 Other
4. Specific Objectives
    - 4.1 Codes and Standards
    - 4.2 Accessibility
    - 4.3 Structure
    - 4.4 Architectural Considerations
        - 4.4.1 Acoustics
        - 4.4.2 Aesthetics
        - 4.4.3 Space Design
            - 4.4.3.1 Use
            - 4.4.3.2 Occupancy
            - 4.4.3.3 Schedules
            - 4.4.3.4 Lighting
            - 4.4.3.5 Temperature
            - 4.4.3.6 Humidity
            - 4.4.3.7 Acoustics
            - 4.4.3.8 Air quality
            - 4.4.3.9 Ventilation
            - 4.4.3.10 User Control
        - 4.4.4 Envelope
        - 4.4.5 Partitions
        - 4.4.6 Finishes
        - 4.4.7 Afterhours Use
    - 4.5 Energy Efficiency Goals – General
    - 4.6 Energy Efficiency Goals – Specific

- 4.6.1 Facility Orientation
- 4.6.2 Landscaping
- 4.6.3 Façade
- 4.6.4 Fenestration
- 4.6.5 Envelope
- 4.6.6 Roof

4.7 Environmental & Sustainable Goals

4.8 Mechanical Systems

- 4.8.1 HVAC Systems
  - 4.8.1.1 Types
  - 4.8.1.2 Equipment and Materials
  - 4.8.1.3 Quality
  - 4.8.1.4 Maintenance Requirements
  - 4.8.1.5 Reliability
  - 4.8.1.6 Preferred Manufacturers
  - 4.8.1.7 Environmental Conditions
  - 4.8.1.8 Equipment Locations
  - 4.8.1.9 Controls
  - 4.8.1.10 Other
- 4.8.2 Plumbing
  - 4.8.2.1 Systems Types
  - 4.8.2.2 Materials
  - 4.8.2.3 Hands Free Operation
  - 4.8.2.4 Fixture Requirements

4.9 Fire Protection Systems

4.10 Fire Alarm & Life Safety

4.11 Electrical Systems

- 4.11.1 Power Supply and Distribution
- 4.11.2 Lighting Systems
  - 4.11.2.1 Fixtures & Lamps
  - 4.11.2.2 Controls
  - 4.11.2.3 Daylight
- 4.11.3 Operational Security
- 4.11.4 Communication
- 4.11.5 Security Systems

4.12 Warranties, Operations, Maintenance

4.13 Commissioning Process

4.14 Constructability Requirements

4.15 Project Communication Requirements

4.16 Other

4.17 Approvals

# Basis of Design Template

## Basis of Design

1. Project Narrative (include Computer Generated Rendering)
2. Faculty Program
    - 2.1 Program Narrative
    - 2.2 Program Design Comparisons
    - 2.3 Summary of Departmental Spaces
    - 2.4 Gross Area Comparison
    - 2.5 Site Infrastructure
        - 2.5.1 Site Earth Works
        - 2.5.2 Water Mains
        - 2.5.3 Sanitary Sewer Mains
        - 2.5.4 Site Storm Drainage
        - 2.5.5 Manholes and Catch Basins
        - 2.5.6 Hard and Soft Landscaping
        - 2.5.7 Fire Water Supply and Hydrants
        - 2.5.8 Site Water Utility Distribution Piping
        - 2.5.9 Public Sanitary Utility Sewerage Piping
        - 2.5.10 Utility Drainage Field
        - 2.5.11 Geothermal Vertical Borehole Heat Exchanger
    - 2.6 Building Envelope
        - 2.6.1 Foundations
        - 2.6.2 Structural Framing
        - 2.6.3 Concrete Slabs on Grade/Suspended Slabs
        - 2.6.4 Thermal and Moisture Protection
        - 2.6.5 Roof Assembly
        - 2.6.6 Exterior Wall Assemblies
        - 2.6.7 Doors, Windows and Skylights
        - 2.6.8 Door Operators
        - 2.6.9 Entrances and Exits
        - 2.6.10 Overhead Doors
        - 2.6.11 Air Leakage Control
    - 2.7 Barrier Free
        - 2.7.1 Barrier Free Path of Travel (Exterior and Interior)
        - 2.7.2 Barrier Free Washrooms
            - 2.7.2.1 Water Closets
            - 2.7.2.2 Lavatories
        - 2.7.3 Shower Rooms
            - 2.7.3.1 Shower Stalls
            - 2.7.3.2 Shower Trim
        - 2.7.4 Automatic Door Operators
        - 2.7.5 Counter Spaces
        - 2.7.6 Parking Spaces and Walkways
    - 2.8 Fire and Life Safety
        - 2.8.1 Code Reviews (NRCC & NFPA Life Safety)
        - 2.8.2 Occupant Load Calculations
        - 2.8.3 Fire Commissioner's Form

- 2.8.4 Fire Separations
- 2.8.5 Escape Routes within Facility
- 2.8.6 Emergency Lighting
- 2.8.7 Wet Pipe sprinkler System
- 2.8.8 Dry pipe Sprinkler System
- 2.8.9 Wet Chemical Fire Suppression System
- 2.8.10 Clean Agent Fire Suppression System
- 2.8.11 Standpipes
- 2.8.12 Pre-Action Systems
- 2.8.13 Deluge Systems
- 2.8.14 Pressurization/Smoke Control
- 2.8.15 Fire Alarm
- 2.8.16 Fire Extinguishers
- 2.8.17 Fire Pumps
- 2.8.18 Exit Lighting Systems
- 2.8.19 Emergency Lighting Systems

2.9 Fit-Up and Finishes

- 2.9.1 Acoustical Performance
- 2.9.2 Room Fit-up and Finishes
  - 2.9.2.1 Millwork
  - 2.9.2.2 Interior Doors
  - 2.9.2.3 Folding Divider Partition
  - 2.9.2.4 Specialties
- 2.9.3 Furniture and Equipment
  - 2.9.3.1 Owner Supplied & Owner Installed
  - 2.9.3.2 Owner Supplied & Contractor Installed
  - 2.9.3.3 Contractor Supplied & Contractor Installed
- 2.9.4 Gymnasium Equipment
- 2.9.5 Residential Appliance

2.10 Food Services and Laundry

- 2.10.1 Kitchen Equipment
- 2.10.2 Pre-Fabricated Walk-in Freezers and Coolers
- 2.10.3 Cooler/Freezers Heat Recovery
- 2.10.4 Kitchen Ventilation
- 2.10.5 Laundry equipment
- 2.10.6 Laundry Heat Recovery

2.11 Conveying Systems

- 2.11.1 Fire Services Elevator
- 2.11.2 Elevators
- 2.11.3 Patient Lifts
- 2.11.4 Hydraulic Lift
- 2.11.5 Elevating Docks
- 2.11.6 Wheel Chair Lifts

2.12 Plumbing

- 2.12.1 Plumbing Fixtures
- 2.12.2 Domestic Water System
- 2.12.3 Domestic Water Treatment

2.12.4 Domestic Water Booster Pumps
2.12.5 Sanitary Sewer
2.12.6 Plumbing Vents
2.12.7 Storm Sewer
2.12.8 Non-potable Water System
2.13 Medical Gas
2.13.1 Medical Air System
2.13.2 Medical Vacuum System
2.13.3 Medical Oxygen System
2.13.4 Oxygen Generation
2.13.5 Nitrous Oxide
2.13.6 Nitrogen
2.13.7 Carbon Dioxide
2.13.8 Medical Test Gas Mixtures
2.13.9 Medical Vacuum
2.13.10 Waste Anesthesia Gas Disposal
2.14 HVAC
2.14.1 Steam Generators- Boilers
2.14.2 Electric Boilers
2.14.3 Hot Water Generator-Boilers
2.14.4 Hot Water Heating System
2.14.5 HVAC Water Treatment
2.14.6 Ground Source Heat Pump
2.14.7 Ground Loop Heat Exchanger
2.14.8 Water Source Heat Pumps
2.14.9 Air Source Heat Pump
2.14.10 Chilled Water System-Chillers
2.14.11 Chilled Water System
2.14.12 Humidification
2.14.13 Air Handling Systems
2.14.14 Air Handling Units
2.14.15 Fans
2.14.16 Reheat Coils
2.14.17 VAV Boxes
2.14.18 Space Pressure
2.14.19 Isolation Room Systems
2.14.20 Heat Recovery Systems
2.14.21 Hydronic Pumps
2.14.22 Dry Fluid Cooler
2.14.23 Chillers
2.14.24 Heat Exchangers
2.14.25 Radiation Heaters
2.14.26 Unit Heaters
2.14.27 In-Floor Radiant Heating System
2.15 Controls
2.15.1 DDC Systems
2.15.2 Energy Management System

2.15.3 System Architecture
2.15.4 Existing Systems
2.15.5 Control Sequences
2.15.6 Zone Control
2.15.7 Heater Control
2.15.8 Field Control Devices

2.16 Electrical-Distribution
2.16.1 Pad mount Switchgear
2.16.2 Exterior Load Break Switches
2.16.3 Interior Switchgear
2.16.4 Air Circuit Breakers
2.16.5 Conductors
2.16.6 Interior Feeders
2.16.7 Pad mount Distribution Transformers
2.16.8 Dry-Type Transformers
2.16.9 Lightning Arrestor
2.16.10 Overhead Service
2.16.11 Underground Service
2.16.12 Electric Load Bank
2.16.13 Cable Tray Systems
2.16.14 Power Factor Capacitors
2.16.15 Service Entrance Equipment
2.16.16 Motor Control Centres
2.16.17 Disconnect/Safety Switches
2.16.18 Equipment Enclosure
2.16.19 Splitters
2.16.20 Junction Boxes
2.16.21 Wiring Devices
2.16.22 Circuit Breakers
2.16.23 Conduits
2.16.24 Motor Starters
2.16.25 Grounding
2.16.26 Contactors
2.16.27 Electrical Outlets
2.16.28 Electric Heating
2.16.29 Snow Melt Cables
2.16.30 Metering
2.16.31 Electric Vehicle (EV) Charging Stations
2.16.32 Variable Frequency Drives
2.16.33 De-Stratification Fans
2.16.34 Power Generation Diesel
2.16.35 Automatic Transfer Switches
2.16.36 Ground Fault Circuit Interrupters - Class “A”
2.16.37 Conduits

2.17 Electrical-Lighting
2.17.1 Lighting
2.17.2 Exterior Transformers

2.17.3 Lighting Panel Boards
2.17.4 Interior Lighting
2.17.5 Exterior Lighting
2.17.6 Addressable Lighting Control System
2.17.7 Exit Signs
2.17.8 Roadway Lighting
2.17.9 Lighting Control Devices – Occupancy Sensors
2.17.10 Lighting Control Devices - LED Dimming

2.18 Electrical-Emergency Power
2.18.1 Emergency Power Generation
2.18.2 Transfer Switches
2.18.3 Generator Switch Board
2.18.4 Ventilation
2.18.5 Fuel System
2.18.6 Emergency Power Distribution

2.19 Communications, Data and Security
2.19.1 Intercom System
2.19.2 Public Address System
2.19.3 Nurse Call System
2.19.4 Central Clock System
2.19.5 Central Dictation
2.19.6 Television System
2.19.7 Security System Card Access
2.19.8 Security System- CCTV
2.19.9 Intrusion Detection
2.19.10 Telephone Systems
2.19.11 Assistive Listening Systems
2.19.12 Data Cable Systems
2.19.13 Uninterruptible Power Supply
2.19.14 Multi-purpose Room Sound System
2.19.15 Emergency Pull Cord System
2.19.16 Sustainability Management System – Public Interface
2.19.17 Sustainability Management System – Sensors & Meters
2.19.18 Door Hardware Wiring

3. LEED®

3.1 LEED® Scorecard
3.2 Sustainable Sites
3.2.1 Perquisite 1 Erosion & Sedimentation Control
3.2.2 Credit 1 Site Selection
3.2.3 Credit 2 Development Density
3.2.4 Credit 3 Redevelopment of Contaminated Sites
3.2.5 Credit 4 Alternative Transportation
3.2.6 Credit 5 Reduced Site Disturbance
3.2.7 Credit 6 Storm water Management
3.2.8 Credit 7 Heat Island Effect
3.2.9 Credit 8 Light Pollution Reduction
3.3 Water Efficiency

- 3.3.1 Credit 1 Water Efficient Landscaping
- 3.3.2 Credit 2 Innovative Wastewater Technologies
- 3.3.3 Credit 3 Water Use Reduction

3.4 Energy & Atmosphere

- 3.4.1 Prerequisite 1 Fundamental Building Systems Commissioning
- 3.4.2 Prerequisite 2 Minimum Energy Performance
- 3.4.3 Prerequisite 3 CFC Reduction in HVAC&R Equipment and Elimination of Halons
- 3.4.4 Credit 1 Optimize Energy Performance
- 3.4.5 Credit 2 Renewable Energy Performance
- 3.4.6 Credit 3 Best Practice Commissioning
- 3.4.7 Credit 4 Ozone Protection
- 3.4.8 Credit 5 Measurement and Verification
- 3.4.9 Credit 6 Green Power

3.5 Materials & Resources

- 3.5.1 Prerequisite 1 Storage & Collection of Recyclables
- 3.5.2 Credit 1 Building Reuse
- 3.5.3 Credit 2 Construction Waste Management
- 3.5.4 Credit 3 Resource Reuse
- 3.5.5 Credit 4 Recycled Content
- 3.5.6 Credit 5 Regional Materials
- 3.5.7 Credit 6 Rapidly Renewable Materials
- 3.5.8 Credit 7 Certified Wood

3.6 Credit 8 Durable Building

- 3.6.1 Indoor Environmental Quality
- 3.6.2 Prerequisite 1 Minimum IAQ Performance
- 3.6.3 Prerequisite 2 Environmental Tobacco Smoke (ETS) Control
- 3.6.4 Credit 1 Carbon Dioxide (CO2) Monitoring
- 3.6.5 Credit 2 Ventilation Effectiveness
- 3.6.6 Credit 3 Construction IAQ Management Plan
- 3.6.7 Credit 4 Low-Emitting Materials
- 3.6.8 Credit 5 Indoor Chemical & Pollutant Source Control
- 3.6.9 Credit 6 Controllability of Systems
- 3.6.10 Credit 7 Thermal Comfort
- 3.6.11 Credit 8 Daylight & Views

3.7 Innovation & Design Process

- 3.7.1 Credit 1 Innovation in Design
- 3.7.2 Credit 2 LEED Accredited Professional

4. Furniture & Equipment
   - 4.1 Owner Supplied and Installed (include Product Literature)
   - 4.2 Owner Supplied, Contractor Installed (include Product Literature)
   - 4.3 Contractor Supplied and Installed (include Product Literature)
5. Annexes
   - 5.1 Room Data Sheets
   - 5.2 Geotechnical Report
   - 5.3 Energy Simulation Report
   - 5.4 Ground Source Heat Exchanger Sizing

5.5 MNECB Checklist
5.6 Commissioning Plan
5.7 Specification Index
5.8 List of Drawings
5.9 Drawings (separate cover)
5.10 Costing Studies (separate cover)

# Room Data Sheet Template

Room data Sheet

| | | | |
|---|---|---|---|
| Project Name: | | Project Number: | |
| Revision: | | Date: | |
| Room Name | | Room Number | |

General Information

| | | | |
|---|---|---|---|
| Space Name: | | Net area (m2) | |
| Number of Spaces: | | Ceiling Height (m) | |
| Periods of Use: | | Number of Occupant | |

Functional Requirements

| | |
|---|---|
| Function / Activity: | |
| Important Adjacent Spaces: | |
| Important Access / Security Points | |

Separations

| Ratings | Walls | Floors | Ceilings |
|---|---|---|---|
| Fire | | | |
| Sound | | | |

Architectural

| Materials and Finishes | Walls | Floors | Ceilings |
|---|---|---|---|
| Construction | | | |
| Finish | | | |
| Flame Spread | | | |
| **Door Construction** | **Material / Finish** | **Fire Rating** | **Sound Rating** |
| Door | | | |
| Door Frame | | | |
| **Door Hardware** | **Style** | **Finish** | |
| Lockset | | | |
| Hinges | | | |
| Gasketing | | | |
| Other | | | |

Fenestration

| Orientation | Glazing |
|---|---|
| | |
| | |
| | |
| | |
| | |

| Orientation | Glazing |
|---|---|
| | |
| | |
| | |
| | |
| | |

Equipment:

Built Ins:
Furnishings:

Singe:

Structural

| | |
|---|---|
| Vibration Control | |

Room data Sheet

| | | | |
|---|---|---|---|
| Project Name: | | Project Number: | |
| Revision: | | Date: | |
| Room Name | | Room Number | |
| Special Pads | | | |
| Floor Loading | | | |

Mechanical

| **Room Control** | Level of Control | | |
|---|---|---|---|
| Heating | | Fresh air | |
| Cooling | | Humidity Control | |
| Air Filtration | | Room Pressure | |

| **Plumbing Fixtures** | Type | Number | Hot Water | Cold Water |
|---|---|---|---|---|
| Lavatories | | | | |
| Water Closets | | | | |
| | | | | |
| Other | | | | |

| **Sprinklers:** | | | |
|---|---|---|---|
| Sprinkler Type: | | Head: | |

Electrical

| **Power Outlets** | Housekeeping | Computer | Equipment | |
|---|---|---|---|---|
| Voltage 120/240 | | | | |
| Isolated Ground | | | | |
| Surge Protection | | | | |
| **Lighting** | Ambient | Task | Fire Alarm | Emergency |
| Lighting Level | | | | |
| Fixture Type | | | | |
| Special Requirements | | | | |
| Level of Control | | | | |
| **Communications** | | | | |
| Telephone | | Public Address | | |
| Computers | | Other | | |
| **Special** | | | | |
| Sound masking | | Intrusion Alarm | | |
| Surveillance Cameras | | Doors | | |
| **Fire Safety** | Type | Class | | |
| Fire Alarm | | | | |
| Heat Detectors | | | | |
| Smoke Detectors | | | | |

# Space Allocation Table

| Category | Classification | Space Standard |
|---|---|---|
| 1 | Cabinet Minister | 31.5 $m^2$ |
| 2 | Deputy Minister and Leader of the Opposition | 26 $m^2$ |
| 3 | Assistant Deputy Minister, Executive Directors | 17 $m^2$ |
| 4<br>HL 24+ | Senior Management (Directors, Leader of the Opposition, Parliamentary Secretary) | 11 - 13 $m^2$ |
| 5<br>HL-21 – HL 23<br>GS 41+ | Managerial, Professional/technical & Senior Administrative Support requiring full height offices * (MHA's, Executive Assistants, Constituency Assistants | 7-9 $m^2$ |
| 6<br>HL 23 & Below<br>GS 33 – GS 40 | Managerial, Professional/Technical & Senior Administrative Support with Cubicle Allocation | 6-7 $m^2$ |
| 7<br>GS 30 – GS 32 | Technologists, systems analyst and similar specialized staff | 5 - 6 $m^2$ |
| 8<br>GS 29 & Below | Clerical Support: Clerk Typists, clerks, registrars, etc.<br>General Support: Co-op Students, Regulatory inspectors | 3.5 – 5$m^2$ |
| 9 | Call Center Application | 3 $m^2$ |
| 10 | Reception / Waiting area | 1 $m^2$ / person |
| 11 | Board, Meeting, Interview and training Rooms | 2 $m^2$ / person |
| 13 | Filing Cabinets | 1 $m^2$ / file cabinet |

Application of this standard will result in the determination of total new usable space (NUS). Gross space which comprises the entire area inclusive of NUS, circulation space and shared areas totaling the entire space requirement is determined by multiplying the NUS by a grossing factor of not more than 1.35.

# Government Building Data Sheet

# GOVERNMENT BUILDING DATA SHEET

**BUILDING INFORMATION**

Building Number _____

Building Name _____

Location _____

Year Constructed _____ Number of Floors _____

Total Building Floor Area _____ $M^2$

Building Occupancy _____

Approx. Replacement Cost New: $ _____ Estimated Current Value: $ _____

**CONSTRUCTION DETAILS**

Overall Condition: Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____

Structure Type: Wood Frame _____ Steel _____ Concrete _____
Other _____

Exterior Wall: Brick _____ Block _____ Wood siding _____
Other _____

Interior Walls: Gysum Board _____ Plywood _____ Plaster _____
Other _____

Roof Structure: Concrete _____ Wood Joists _____ Steel Joists _____
Other _____

Roof Surface: Asphalt Shingle _____ Built-up _____ Roll Roofing _____
Other _____

Major Floor Construction Type: Wooden _____ Steel Joints _____
Other _____

**BUILDING SERVICES**

Type of Heating System: Central Boiler System _____ Central Hot Air _____
Electric Thru Ventilation _____ Direct Electric Resistance _____

Electric Service: Voltage _____ Phase _____ Amps _____

**FIRE PROTECTION**

Distance to nearest manned fire station _____ (km)

Distance to nearest voluntary fire station _____ (km)

Number of fire hydrants serving structure _____

Is the building sprinklered? Yes _____ No _____ Partial _____

Does the building have a standpipe system? Yes _____ No _____ * Class _____

Is there a fire alarm system? Yes _____ No _____

**GENERAL**

REMARKS _____

* Class I – ($2^1/_2$ in. hose) Class II – ($1^1/_2$ in. hose) Class III – ($1^1/_2$ and $2^1/_2$ in. hose)

Date: _____ Signature _____

Telephone _____ Title: _____

29 Nov. 2006 (R0)

Newfoundland Labrador

Government of Newfoundland and Labrador
Department of Transportation and Works

Form 003 – 0594(R0)

## GOVERNMENT BUILDING INVENTORY REPORTING SYSTEM

**BUILDING INFORMATION** (Please complete this section for all reporting)

Building Name: _____

Location: _____

Total building floor area *: _____ $m^2$

Approximate replacement cost new: $_____

Dept/Board/Organization holding title to property: _____

Dept/Board/Organization occupying building: _____

Dept/Board/Organization responsible for building maintenance: _____

* This includes all floor areas including finished basements.

**TYPE OF TRANSACTION**

Please complete the following where applicable concerning the status of the above building.

Building: New Construction _____

Acquisition _____

Disposal _____

Transfer _____ To: _____

From: _____

Addition/Renovation: _____ Estimate of cost: $_____

Notification of vacancy: _____

Effective date of transaction: _____

**INCIDENT REPORT**

Loss/Damage: Date: _____

Cause: _____

Estimate: $_____

Will the building be repaired/replaced? _____

Please attach detailed building data sheet for new construction, acquisition, renovation, etc. _____

Please attach picture of building if new, damaged, etc. _____

Notes: (Please include details of transaction)

_____

_____

_____

Date: _____ Signature: _____

Telephone: _____ Title: _____

Send To: Engineering Support Services Division
Transportation & Works
Confederation Bldg, West Block
P.O. Box 8700, St. John's, NL
A1B 4J6
Fax: (709) 729-5934

29 Nov. 2006

# 10 Month Occupant Survey

Building Name: _____ Date: _____

## Point – In – Time Thermal Comfort Survey

1. Record the approximate outside air temperature and seasonal conditions:

___Winter ___Spring ___Summer ___Fall

_____°C ___Sunny ___Raining ___Foggy ___Windy

2. What is your general thermal sensation (check one that is most appropriate)?

___Hot ___Warm ___Slightly Warm

___Neutral

___Slightly Cool ___Cool ___Cold

3. Place an X where you are located:

*Insert sketch of facility*

Room Identification: _____

4. On which floor of the building are you located?

___ Basement ___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9

5. Are you near an exterior wall (with in 15 ft)?

___Yes ___No

6. Using the list, please check each item of clothing that you are wearing:

| | | |
|---|---|---|
| ___ Short-Sleeve shirt | ___Long Sleeve Shirt | ___T-Shirt |
| ___ Long Sleeve Sweatshirt | ___Sweater | ___Vest |
| ___ Jacket | ___Knee-Length Skirt | ___Ankle Length Skirt |
| ___ Dress | ___Shorts | ___Athletic Sweatpants |
| ___ Trousers | ___Undershirt | ___Long Underwear |
| ___ Long Sleeve Coveralls | ___Overalls | ___Slip |
| ___ Nylons | ___Socks | ___Boots |
| ___ Shoes | ___ Sandals | Other: _____ |

7. What is your activity level?

| | |
|---|---|
| ___Reclining | ___Seated |
| ___Standing Relaxed | ___Light Activity Standing |
| ___Medium Activity Standing | ___High Activity |

Building Name: _____ Date: _____

## Satisfaction Survey

*Insert sketch of facility*

1. Place and X where you spend most of your time:

___ Basement ___1 ___2 ___3 ___4 ___Other

2. On which floor of the building are you located for normal hours?

___Yes ___No

3. Are you near an exterior wall (with in 15 ft)?

___Yes ___No

4. Are you near a window (with in 15 ft)?

5. Which of the following do you personally adjust or control in your space

___Windows blinds or shades
___Room air conditioning unit
___Portable heater
___Permanent heater
___Adjustable air vent
___Portable Fan
___Door to exterior space
___Adjustable floor air vent
___Operable window
___Door to interior space
___Thermostat
___Ceiling Fan
___None of these
Other _____

6. How satisfied are you with the temperature in your space?

Very satisfied 1 2 3 4 5 6 7 8 9 10 Very Dissatisfied
(Circle level of satisfaction)

7. If you are dissatisfied with the temperature in your space, which of the following contribute to your dissatisfaction? The temperature in my space is:

In warm/hot weather:

___Occasionally too hot ___Always too hot ___Often too hot

___Always too cold ___Occasionally too cold ___Often too cold

In cool/cold weather:

___Occasionally too hot ___Always too hot ___Often too hot

___Always too cold ___Occasionally too cold ___Often too cold

When is this most often a problem?

___Morning (before 11am) ___Midday (11am-2pm) ___Afternoon (2pm-5pm)

___Evening (after 5pm) ___Monday mornings ___Weekends/holidays

Other:_____ ___No particular time ___Always

8. How would you best describe the course of this discomfort?

___Humidity too high (damp)
___Air movement too high
___Incoming sun
___Drafts from windows
___My area is hotter/colder than other areas
___Thermostat is adjustable by other people
___HVAC system does not respond quickly enough
___Deficient window
___Humidity too low (dry)
___Air movement too low
___Heat from office equipment
___Drafts from vents
___Thermostat is inaccessible
___Clothing policy is not flexible
___Hot/cold surrounding surfaces

9. Describe any other issues related to being too hot or cold in your space.

# Full Time Construction Safety Officer Form

GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Dept. of Transportation & Works

## GUIDELINE FOR REQUIREMENTS OF A FULL TIME CONSTRUCTION SAFETY OFFICER, IN RELATION TO TENDER SPECIFICATIONS

A Construction Safety Officer will be employed full time on a site project where:

- ☐ The project is seen by the Department of Transportation and Works as "complex" in nature.

Or where at least three of the following conditions exist:

- ☐ The project budget exceeds 10 Million Dollars.
- ☐ The project will employ more than twenty workers (at one time) and involve multiple trades/specializations.
- ☐ The project may increase risk to public safety, Or takes place in an occupied facility.
- ☐ Phases or requirements of the project would be deemed high risk (high rise scaffolding, diving, etc.).
- ☐ The project's anticipated construction period 6 months or more.

**Project Title:** _____

**Project #:** _____

### Design Manager Review

Full time Construction Safety Officer is recommended for this project ☐ **Yes** ☐ **No**

Comments: _____

Completed by: _____

Director Approval: _____

Date: _____

### Construction Manager Review

Full time Construction Safety Officer is recommended for this project ☐ **Yes** ☐ **No**

Comments: _____

Completed by: _____

Director Approval: _____

Date: _____

**The recommendation of either manager will result in the utilization of a full time site Construction Safety Officer (CSO).**