# Current Facility Requirements

**Facility :** _____

**Address :** _____

_____

**Completed by :** _____

**Date :** _____

| Requirement | | Typical for Building | Offices | Lobby | Conference rooms | Computer / Server room | Laboratories | Other<br>- Storage<br>- Workshop | Notes |
|---|---|---|---|---|---|---|---|---|---|
| Normal operating schedule for occupancy | | | | | | | | | |
| Weekend schedule | | | | | | | | | |
| Holiday schedule | | | | | | | | | |
| Temperature requirements (cooling/heating) | Winter | 21.5°C to 26°C | | | | | | | **National Joint Concil, Occupational Health and Safety Directive, section 2.2.2**: In office accommodations, air (dry bulb) temperatures during working hours should be maintained within the ideal temperature range of 20oC to 26oC range.<br>**ASHRAE Standard 55-2010:** According to the Graphic Comfort Zone Method, the low limit of the operative temperature acceptable range is 21.5°C (for spaces that meet criteria specified in section 5.2.1.1). |
| | Summer | 21.5°C to 26°C | | | | | | | |
| Humidity requirements (%) | | | | | | | | | |
| Dehumidification requirements | | | | | | | | | |
| Pressure requirements | | | | | | | | | |
| Filtration requirements | | | | | | | | | |
| Ventilation requirements | | | | | | | | | |
| Air change requirements | | | | | | | | | |
| Sounds and noise level requirements | | | | | | | | | |
| Vibration Requirements | | | | | | | | | |
| Lab and office equipment status during holiday hours | | | | | | | | | |
| Lab and office equipment status during unoccupied hours | | | | | | | | | |
| Cleaning schedule | | | | | | | | | |
| Other requirements | | | | | | | | | |