



Standard Classification for Serviceability of an Office Facility for Structure and Building Envelope^{1,2}

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1. Scope

1.1 This classification covers pairs of scales (see Figs. 1-6) 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 structure and building envelope.

1.2 Within that aspect of serviceability, each pair of scales (see Figs. 1-6) are for classifying one topic of serviceability. Each paragraph in an Occupant Requirement Scale summarizes one level of serviceability on that topic, which occupants might require. The matching entry in the Facility Rating Scale 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 Figs. 1-6 are complimentary to and compatible with Practice E1334. 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 inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.

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 Documents:⁵

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

3.1.1.1 *Discussion*—A facility may be within a building, or 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.

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.

B.1. Structure and Building Envelope

Scale B.1.1. Typical office floors

Facility Management Requirement Scale	Facility Rating Scale
<p>9 <input type="checkbox"/> AREAS FOR HEAVY LOADS: Heavy loading is necessary in large areas, e.g. safes or compact filing.</p> <p>REQUIREMENT FOR LEVEL FLOORS: Floors must be so consistently level and even that no adjustments to furniture or screens are needed.</p>	<p>9 <input type="checkbox"/> Information on allowable loading: Information is readily available at the site, e.g. on drawings available to occupants.</p> <p>Floor load capacity: Floor load capacity meets or exceeds 150 psf (7.2 kPa) for office loads, plus 20 psf (1 kPa) for partitions in all office areas. Heavy loads of 250 psf (12 kPa) for office loads, plus 20 psf (1 kPa) for partitions are possible in generous-size zones (each at least one column bay between 4 columns), for at least 20% of each office floor.</p> <p>Levelness and evenness: Floors are superior, e.g. tall screens need no adjustment.</p>
<p>7 <input type="checkbox"/> AREAS FOR HEAVY LOADS: Operations require some areas for heavy loads.</p> <p>REQUIREMENT FOR LEVEL FLOORS: Overall, floors must be level and even.</p>	<p>7 <input type="checkbox"/> Information on allowable loading: Information is readily available, e.g. in Asset Management Plan.</p> <p>Floor load capacity: Floor load capacity meets or exceeds 60 psf (2.9 kPa) for office loads, plus 20 psf (1 kPa) for partitions. There are designated zones for heavy loads of 150 psf (7.2 kPa) for office loads, plus 20 psf (1 kPa) for partitions, equal to at least 10% of floor area.</p> <p>Levelness and evenness: Floors are good, e.g. furniture and screens seldom need adjustment.</p>
<p>5 <input type="checkbox"/> AREAS FOR HEAVY LOADS: Require a standard level of floor load capacity, with no designated areas for heavy loads necessary.</p> <p>REQUIREMENT FOR LEVEL FLOORS: Floors must be generally level and even; can tolerate making minor adjustments to screens, partitions and furniture.</p>	<p>5 <input type="checkbox"/> Information on allowable loading: Information is difficult to obtain, e.g. only from original specifications.</p> <p>Floor load capacity: Floor load capacity is standard, e.g. it meets local code requirements for normal loads. There is no designated zone for heavy loads, e.g. a safe or compact filing.</p> <p>Levelness and evenness: Floors are acceptable, e.g. screens, furniture and partitions need minor adjustments in some areas.</p>
<p>3 <input type="checkbox"/> AREAS FOR HEAVY LOADS: No designated areas for heavy loads are needed.</p> <p>REQUIREMENT FOR LEVEL FLOORS: Occupants are willing to tolerate problems with levelling furniture and screens.</p>	<p>3 <input type="checkbox"/> Information on allowable loading: Information is very difficult to obtain, e.g. requires an engineer's report.</p> <p>Floor load capacity: Floor load capacity is limited, due to a lack of information, or, it marginally meets local code requirements for older buildings, e.g. 50 psf (2.4 kPa) plus 20 psf (1 kPa) for partitions. There is no designated zone for heavy loads, e.g. a safe or compact filing.</p> <p>Levelness and evenness: Floors are marginal, e.g. furniture and screens are difficult to level in some areas.</p>

Scale B.1.1 continued on next page

FIG. 1 Scale B.1.1 for Typical Office Floors

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.

B.1. Structure and Building Envelope

Scale B.1.1. Typical office floors (continued)

Facility Management Requirement Scale	Facility Rating Scale
<p>1 <input type="checkbox"/> AREAS FOR HEAVY LOADS: Occupants have absolutely no requirement for heavy loading of floors.</p> <p>REQUIREMENT FOR LEVEL FLOORS: Levelness and evenness of floors does not affect operations.</p>	<p>1 <input type="checkbox"/> Information on allowable loading: No information is available despite an extensive search.</p> <p>Floor load capacity: Floor load capacity is limited, due to a lack of information, or, it is well below 50 psf (2.4 kPa), plus 20 psf (1 kPa) for partitions, and below current local code requirements for new construction.</p> <p>Levelness and evenness: It is unacceptable, e.g. furniture, screens cannot be leveled. Relocatable partitions are not usable.</p>
<p><input type="checkbox"/> Exceptionally important. <input type="checkbox"/> Important. <input type="checkbox"/> Minor Importance.</p>	
<p>Minimum Threshold level = <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 B.1.1 for Typical Office Floors (continued)

3.1.4 For standard definitions of additional terms applicable to this classification, as well as those in 3.1.1 – 3.1.3, see Terminology E631.

4. Significance and Use

4.1 Each Facility Rating Scale in this classification (see Figs. 1-6) 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 a 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.)

5. Basis of Classification

5.1 The scales in Figs. 1-6 contain the basis for classification.

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

6. Keywords

6.1 basements; buildings; building envelope and structures; facility; facility occupants; functions; offices; performances; ratings; rating scales; requirements; roofs; serviceability; serviceability of; structure and building envelopes; walls (external) and projections

B.1. Structure and Building Envelope

Scale B.1.2. External walls and projections

Facility Management Requirement Scale	Facility Rating Scale
<p>9 <input type="checkbox"/> ○ CONDITION OF BUILDING EXTERIOR WALLS: The exterior of the building needs to be in like-new condition.</p> <p>8 <input type="checkbox"/> ○ EVIDENCE OF WATER PENETRATION: Occupants expect no interior evidence of water penetration.</p>	<p>9 <input type="checkbox"/> ○ Permanence of exterior finishes: All finishes are permanent with no exterior painting needed.</p> <p>○ Water penetration: Sealants in wall joints are in new or as-new watertight condition. There is no evidence of moisture penetration to inside surfaces of exterior walls.</p> <p>○ Signs of deterioration: There are no visible signs of deterioration or failure in external walls.</p> <p>○ Exterior projections: Exterior features and projections are structurally sound, and the condition has been verified within the last 12 months.</p>
<p>7 <input type="checkbox"/> ○ CONDITION OF BUILDING EXTERIOR WALLS: The exterior of the building needs to be in good condition.</p> <p>6 <input type="checkbox"/> ○ EVIDENCE OF WATER PENETRATION: Occupants expect no interior evidence of water penetration.</p>	<p>7 <input type="checkbox"/> ○ Permanence of exterior finishes: Most finishes are of the type that do not require periodic refinishing, e.g. painting.</p> <p>○ Water penetration: Sealants in surface-sealed joints are watertight. There is no evidence of moisture penetration to inside surfaces of exterior walls.</p> <p>○ Signs of deterioration: There are minor defects, e.g. minor discoloration, stains or efflorescence immediately below the tops of walls, wall openings, or weeps, indicating past problems with flashings that may have been corrected. Some minor repair is needed to sealants in external wall joints or wall flashings.</p> <p>○ Exterior projections: Exterior features and projections are understood by the building manager to be structurally sound.</p>
<p>5 <input type="checkbox"/> ○ CONDITION OF BUILDING EXTERIOR WALLS: Occupants can accept exterior with some minor signs of deterioration.</p> <p>4 <input type="checkbox"/> ○ EVIDENCE OF WATER PENETRATION: Occupants can tolerate a history of occasional minor water stains on inside surfaces of exterior walls.</p>	<p>5 <input type="checkbox"/> ○ Permanence of exterior finishes: Some, e.g. about half, exterior surfaces are of the type that require periodic refinishing, e.g. painted walls and elements.</p> <p>○ Water penetration: Sealants in surface-sealed joints in walls are generally watertight. There is evidence of minor moisture penetration to inside surfaces of exterior walls.</p> <p>○ Signs of deterioration: Some defects, e.g. minor discoloration, stains or efflorescence immediately below the tops of walls, wall openings, or weeps. Some repair or periodic replacement is needed to sealants in external wall joints or wall flashings.</p> <p>○ Exterior projections: There is localized evidence of structural distress, e.g. canopies and cornices are starting to sag or crack, or otherwise require maintenance.</p>
<p>3 <input type="checkbox"/> ○ CONDITION OF BUILDING EXTERIOR WALLS: Occupants can tolerate exterior surfaces which are in a deteriorated condition.</p> <p>2 <input type="checkbox"/> ○ EVIDENCE OF WATER PENETRATION: Occupants can tolerate some water stains on inside surfaces of exterior walls.</p>	<p>3 <input type="checkbox"/> ○ Permanence of exterior finishes: Most exterior surfaces require periodic refinishing, e.g. painting.</p> <p>○ Water penetration: Surface-sealed joints in walls are not fully watertight and need repair. A few locations give evidence of localized moisture penetration to inside surfaces of exterior walls.</p> <p>○ Signs of deterioration: There are many defects, e.g. stains, discoloration, efflorescence immediately below the tops of walls, wall openings, or weeps.</p> <p>○ Exterior projections: There is localized evidence of structural distress, e.g. canopies and cornices are starting to sag or crack and require maintenance. There is localized seismic risk.</p>

Scale B.1.2 continued on next page

FIG. 2 Scale B.1.2 for External Walls and Projections

B.1. Structure and Building Envelope

Scale B.1.2. External walls and projections (continued)

Facility Management Requirement Scale	Facility Rating Scale
<p>1</p> <p><input type="checkbox"/> CONDITION OF BUILDING EXTERIOR WALLS: Condition of exterior walls is either completely irrelevant or completely unimportant to occupants.</p> <p><input type="checkbox"/> EVIDENCE OF WATER PENETRATION There is no requirement at this level.</p>	<p>1</p> <p><input type="checkbox"/> Permanence of exterior finishes: All exterior surfaces require periodic refinishing, e.g. painting.</p> <p><input type="checkbox"/> Water penetration: Surface-sealed joints in walls are not watertight and need replacement. There is evidence of extensive moisture penetration.</p> <p><input type="checkbox"/> Signs of deterioration: There are extensive defects, e.g. many areas of staining, discoloration, efflorescence, or, in cold winter conditions, icicles and moisture on outside walls immediately below the tops of walls, wall openings, or weeps.</p> <p><input type="checkbox"/> Exterior projections: There is widespread evidence of structural distress, e.g. canopies and cornices are sagging and cracked, and anchors are rusted or loose. There is widespread seismic risk.</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

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FIG. 2 Scale B.1.2 for External Walls and Projections (continued)

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B.1. Structure and Building Envelope

Scale B.1.3. External windows and doors

Facility Management Requirement Scale	Facility Rating Scale
<p>9 <input type="checkbox"/> ○ WEATHERTIGHTNESS OF WINDOWS AND DOORS: Doors and windows must be weathertight. ○ EASE OF OPERATION OF WINDOWS AND DOORS: All doors and windows must operate normally, with no evidence of potential problems.</p>	<p>9 <input type="checkbox"/> ○ Weather tightness: Windows and doors are completely weathertight, with no history of leaks. ○ Sealants: There is full adhesion of all perimeter sealants around openings. There has been a recent full inspection, test and repair. ○ Defects: All doors and windows operate normally with no evidence of potential problems.</p>
<p>7 <input type="checkbox"/> ○ WEATHERTIGHTNESS OF WINDOWS AND DOORS: Doors and windows must be weathertight. ○ EASE OF OPERATION OF WINDOWS AND DOORS: All doors and windows must operate normally.</p>	<p>7 <input type="checkbox"/> ○ Weather tightness: Windows and doors are mostly weathertight. ○ Sealants: There is apparent full adhesion of all perimeter sealants around openings, e.g. between frames and adjacent wall materials. ○ Defects: All doors and windows operate normally. If any potential problems are identified, remedial action is now scheduled.</p>
<p>5 <input type="checkbox"/> ○ WEATHERTIGHTNESS OF WINDOWS AND DOORS: Require that doors and windows be mostly weathertight. ○ EASE OF OPERATION OF WINDOWS AND DOORS: It is acceptable that a few doors and windows may be difficult to operate, or that occasionally a minor leak may have to be fixed.</p>	<p>5 <input type="checkbox"/> ○ Weather tightness: Windows and doors are generally weather tight, with occasional minor leaks. ○ Sealants: Some gaskets, weatherstripping and/or perimeter sealants around openings are at or near the end of useful life. ○ Defects: A few doors and/or windows are difficult to open or close, and are due for repair.</p>
<p>3 <input type="checkbox"/> ○ WEATHERTIGHTNESS OF WINDOWS AND DOORS: Require that doors and windows be mostly weathertight with some leaks of air and moisture permissible. ○ EASE OF OPERATION OF WINDOWS AND DOORS: It is acceptable that many doors and windows may be difficult to operate.</p>	<p>3 <input type="checkbox"/> ○ Weather tightness: Doors and windows are generally weathertight, but with some leaks of air and moisture during storms. ○ Sealants: Some sealants or flashings around openings have failed. ○ Defects: There are some defects, e.g. difficulty in opening or closing doors and windows, corroded fastenings. Some repair is required.</p>
<p>1 <input type="checkbox"/> ○ WEATHERTIGHTNESS OF WINDOWS AND DOORS: Condition of doors and windows is either completely irrelevant or completely unimportant to occupants. ○ EASE OF OPERATION OF WINDOWS AND DOORS: Condition of doors and windows is either completely irrelevant or completely unimportant to occupants.</p>	<p>1 <input type="checkbox"/> ○ Weather tightness: Doors and windows are not weather-tight. Significant leaks of air and water occur during storms. ○ Sealants: Perimeter sealants around openings have mostly failed. ○ Defects: There are many defects, e.g. difficulty in opening or closing doors and windows. Some replacement is required.</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 B.1.3 for External Windows and Doors