



Standard Classification for Serviceability of an Office Facility for Protection of Occupant Assets^{1,2}

This standard is issued under the fixed designation E1693; 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 to protect occupant assets.

1.2 Each pair of scales, shown in Figs. 1-8, printed side by side on a page, are for classifying one topic of serviceability within that aspect of serviceability. Each paragraph in an Occupant Requirement Scale (see Figs. 1-8) summarizes one level of serviceability on that topic that occupants might require. The matching entry in the Facility Rating Scale (see Figs. 1-8) is a translation of the requirement into a description of certain features of a facility that, 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. 1-8) are indicative and not comprehensive. They are for quick scanning, to estimate approximately, rapidly, 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

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.

E1334. The scales in this classification are complementary to and compatible with Practice E1334. Each requires the other.

1.6 *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

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

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

3.1.1.1 *Discussion*—A facility may be within a building, or a whole building, or a building with its site and surrounding

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>.

A.8. Protection of Occupant Assets

Scale A.8.1. Control of access from building public zone to Occupant reception zone

Occupant Requirement Scale	Facility Rating Scale
9 ☐ CONTROL OF STAFF AND VISITOR ENTRY: Operations require maximum control over staff and visitors entering occupant premises, including occupant reception zone, at all times, and complete absence of intrusions. All visitors entering occupant reception zone must be identified and accompanied in reception and operations zones. CONTROL OF MAIL AND DELIVERIES: Mail, courier and parcel delivery personnel must not have access to operations zone of occupant premises, and may only enter occupant reception zone when admitted by a receptionist or security guard.	9 ☐ Staffing of entry control station: Entry control station in building lobby is staffed 24 hours. Control of elevators: Entry control staff have control of movement of elevators during silent hours. TV monitoring: All entrances and all elevator lobbies on office floors can be monitored on TV from building entry control station, by security personnel. Control of deliveries: Mail sorting and mailboxes or places for occupant pick-up are in secure rooms. Parcels are delivered to entry control station, whose personnel inform occupants or mailroom staff by telephone.
7 ☐ CONTROL OF STAFF AND VISITOR ENTRY: Operations require special control over staff and visitors entering occupant reception zone, and complete absence of intrusions. CONTROL OF MAIL AND DELIVERIES: Mail, courier and parcel delivery personnel must not have access to operations zone of occupant premises, and may only enter occupant reception zone when a member of occupant staff or a security guard is present.	8 ☐ Entry to reception zone: The reception zone is separated from the public zone by a solid wall to the slab above, and from the operational zone by a high-security wall to the slab above. Entry from the public access zone to the reception zone can be controlled at all times, and closed if a staff member is not present.
5 ☐ CONTROL OF STAFF AND VISITOR ENTRY: Operations require that at all times when the premises are not locked, entry of staff and visitors to the reception zone of occupant premises is observed, persons entering the operations zone are challenged, and there must be no unauthorized intrusions. CONTROL OF MAIL AND DELIVERIES: Mail, courier and parcel delivery personnel must not have access to the operations zone of occupant premises.	7 ☐ Staffing of entry control station: Entry control station in building lobby is staffed during transition and silent hours. Control of elevators: Entry control staff have view of elevator lobby on main floor, and of display panel indicating elevator travel. TV monitoring: TV monitoring of all entrances and surrounding areas, and indoor parking access from entry control station. Control of deliveries: Mail sorting and parcel delivery have secure, locked holding rooms within view of entry control station, or TV monitoring to control station. Entry to reception zone: The reception zone is separated from the public access zone and from the operational zone by a wall to the slab above. Entry from the public access zone to the reception zone can be controlled at all times, and closed if a staff member is not present.
4 ☐ CONTROL OF STAFF AND VISITOR ENTRY: Operations require that at all times when the premises are not locked, entry of staff and visitors to the reception zone of occupant premises is observed, persons entering the operations zone are challenged, and there must be no unauthorized intrusions. CONTROL OF MAIL AND DELIVERIES: Mail, courier and parcel delivery personnel must not have access to the operations zone of occupant premises.	6 ☐ Staffing of entry control station: Entry control station is staffed during transition hours only. Each occupant controls visitors at their own reception. Control of elevators: One elevator is kept in automatic operation for occupants in silent hours. TV monitoring: Entry control station can monitor on TV the outside of the front entrance doors, unless the entry area outside the building is directly visible. Control of deliveries: Mail sorting room off loading dock has postal key. Adjacent mail pick-up room requires occupant key. Entry to reception zone: Reception zone is separated from the public access zone by a wall to the ceiling, not to slab above. The wall may include large windows, and doors which are normally open during working hours.

Scale A.8.1. continued on next page

FIG. 1 Scale A.8.1 for Control of Access from Building Public Zone to Occupant Reception Zone