

26 JAN 1983

MEMORANDUM FOR: Distribution

FROM:

[Redacted]

Chief, Building Planning Staff, OL

STAT

SUBJECT: Information Surveys

1. The architectural-engineering contractor has requested additional detailed information regarding the special equipment inventory and the working conditions at workstations. It is requested that the attached survey forms be disseminated to your components with a request to complete and return within five working days. We realize this is a short fuse, but it is unavoidable. If additional forms are required, components are requested to Xerox necessary copies.

2. The information requested on the Technical Equipment Data form is required to design proper power plant capacity as well as to identify potential, unique building design requirements. Attention is called to the instructions in the upper right-hand corner of the form limiting data collection to the more unique devices. To further define the requirement, only that equipment expected to be in service in 1987 need be inventoried. Where possible, also include estimated data sheets for equipment currently contained in the approved 1984-88 Program, noting that the requirement is projected.

3. The Visual Task Survey is self-explanatory. In instances where there may be more than one type of task area, i.e., offices and laboratory, multiple forms should be submitted.

[Redacted]

STAT

Chief, Building Planning Staff, OL

Distribution:

Orig - OL/BPS (Official)

- 1 - [Redacted] CI Area, BPC
- 1 - [Redacted] DA Area, BPC
- 1 - [Redacted] Area, BPC
- 1 - [Redacted] DDS&T Area, BPC
- 1 - [Redacted] O Area, BPC
- 1 - OL Reader

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OL/BPS

[Redacted]

(26 Jan 83)

OL 2005-83

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Attachments:

As Stated

# Technical Equipment Data

Complete one form for each separate equipment item.

Complete this form only for the equipment rated greater than 120V., 20A or requiring special electrical/mechanical connections

Existing Room No. \_\_\_\_\_  
Organizational Component \_\_\_\_\_  
(Office/Division/Branch) \_\_\_\_\_  
Equipment Description \_\_\_\_\_  
Manufacturer \_\_\_\_\_ Quantity \_\_\_\_\_  
Model No. \_\_\_\_\_  
Special Dimensions Required \_\_\_\_\_

Length \_\_\_\_\_  
Width \_\_\_\_\_  
Height \_\_\_\_\_  
Weight \_\_\_\_\_

### Mounting

Ceiling Mounted \_\_\_\_\_  
 Bolted to Floor \_\_\_\_\_  
 Wall Mounted \_\_\_\_\_  
 Vibration Pads \_\_\_\_\_  
 \_\_\_\_\_

### Mechanical HVAC

Integral Fan (See rating on name plate) \_\_\_\_\_ CFM  
 Exhaust Connection \_\_\_\_\_ CFM  
 Heat Ejection \_\_\_\_\_ BTU/Hr.

### Electrical

All electrical equipment will have an identifying nameplate. Copy complete data

Volts \_\_\_\_\_ Phase \_\_\_\_\_  
Amps \_\_\_\_\_ Watts \_\_\_\_\_  
Horsepower \_\_\_\_\_ KVA \_\_\_\_\_  
Power Factor \_\_\_\_\_

Emergency Power  Critical Power (UPS)  
 Voltage Regulation \_\_\_\_\_  
 or ON/OFF Switch \_\_\_\_\_  
 Plug Connection \_\_\_\_\_  
 Conduit Connection \_\_\_\_\_  
 Communication Connection \_\_\_\_\_

### Usage

Describe the user patterns. (How often and how long?)

Continuous Use \_\_\_\_\_ Hrs.  
 Long Duration Use \_\_\_\_\_ Hrs.  
 Short Duration Use \_\_\_\_\_ Min.  
 Cyclical Operation \_\_\_\_\_ Duration of Cycle \_\_\_\_\_  
\_\_\_\_\_ Cycles/Hr.  
 \_\_\_\_\_

### Special Venting Conditions

Canopy Hood \_\_\_\_\_  
 Dust \_\_\_\_\_  
 Noxious Fumes \_\_\_\_\_  
 Corrosive Fumes \_\_\_\_\_

### Special Air Requirements

Filtered Air \_\_\_\_\_  
 Temperature \_\_\_\_\_ %F  
 Relative Humidity \_\_\_\_\_ %  
 \_\_\_\_\_

### Mechanical Plumbing

Hot Water \_\_\_\_\_ GPM \_\_\_\_\_ Temp.  
 Cold Water \_\_\_\_\_ GPM \_\_\_\_\_ Temp.  
 Distilled Water \_\_\_\_\_ GPM \_\_\_\_\_ Temp.  
 Chilled Water \_\_\_\_\_ GPM \_\_\_\_\_ Temp.  
 Natural Gas \_\_\_\_\_ CFM \_\_\_\_\_ PSI  
 Compressed Air \_\_\_\_\_ CFM \_\_\_\_\_ PSI  
 Vacuum \_\_\_\_\_  
 Drain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach any additional technical data obtained from manufacturer's catalog and user manuals.

This survey is to facilitate the design of optimum lighting systems. It is to be completed by one representative employee of each general type of space.

Branch Designation \_\_\_\_\_  
 Space Description \_\_\_\_\_

1. Estimate the hours that you spend on the following tasks during a typical eight hour day.

- a. reading/writing \_\_\_\_\_
- b. drafting \_\_\_\_\_
- c. typing \_\_\_\_\_
- d. light table viewing \_\_\_\_\_
- e. CRT screen viewing \_\_\_\_\_
- f. microfilm reader viewing \_\_\_\_\_
- g. other \_\_\_\_\_

b. How important is it to perform the the above tasks rapidly?

1 (not critical) \_\_\_\_\_ 10 (critical) \_\_\_\_\_

c. How important is it to perform the the above tasks accurately?

1 (not critical) \_\_\_\_\_ 10 (critical) \_\_\_\_\_

2. Estimate the percentage (10% increments) of your reading/writing time that you spend on the following types of materials. Also note the color of paper used.

Material	%of Time	Color
a. pencil/lead	_____	_____
b. pen/ink	_____	_____
c. typed or printed material	_____	_____
d. xerox copies	_____	_____
e. photographs	_____	_____
f. maps	_____	_____
g. magazines/journals	_____	_____
h. other	_____	_____

4. Check the special lighting criteria that would apply to this space.

- a. dimming of lights \_\_\_\_\_
- b. RF shielded light fixture \_\_\_\_\_
- c. special color rendering characteristics \_\_\_\_\_
- d. special filters for photographic processing \_\_\_\_\_
- e. other \_\_\_\_\_

5. Indicate any other pertinent information for this space that may impact the lighting design.

3. Check the appropriate answer.

a. A majority of the occupants are between the ages of:

- 15 - 39 yrs. old \_\_\_\_\_
- 40 - 54 yrs. old \_\_\_\_\_
- 55 - 75 yrs. old \_\_\_\_\_