

Worksheet 3.8A

Indoor environment review

Use this review to identify issues and the measures that can be carried out to improve indoor environment quality. For benchmarking indoor environment quality use NABERS methodology (see www.nabers.com.au). This is an example only – adapt this worksheet to suit your organisation's requirements.

Property:	
Address:	
Tenant:	
Prepared by:	Date:
Approved by:	Date:

	Whole building	Actions required/ responsibility
Overall:		
Is there a tenant complaints register that includes indoor environment issues?		
Have tenant issues been satisfactorily resolved?		
Has an occupant satisfaction survey been undertaken?		
What remedial measures are in place as a result of the survey? (and when will they be carried out)		
• immediately		
• during ongoing maintenance		
• as part of refurbishment		
Has a NABERS Indoor Environment rating been undertaken?		
• Was it a self-assessment or accredited assessment?		
List all common areas in the building, e.g. foyers, lifts, stairwells, carpark, outdoor areas		

	Tenanted areas	Base building	Actions required/ responsibility
1 Thermal comfort			
Does the building management control system (BMCS) record:			
• space temperatures?			
• relative humidity?			
• outdoor temperatures?			
Is the BMCS system providing appropriate space temperatures and relative humidity?			
Have spot readings for the above also been taken?			
Have there been any tenant complaints about thermal comfort in common areas or in tenancies?			
What modifications have been made to the building or tenancies that may impact on the HVAC system?			
2 Air quality			
Is the BMCS providing optimum air quality and ventilation rates?			
Have there been any tenant complaints about air quality in common areas or in tenancies?			
Has testing been undertaken for:			
• carbon dioxide			
• carbon monoxide			
• particulate matter			
• airborne microbials			
• –formaldehyde			
• total volatile organic compounds (VOCs)			
Have possible and actual sources of indoor air pollutants been identified?			
What remedial measures can be undertaken? (and when)			
• immediately (safety issues)			
• during ongoing maintenance			
• as part of refurbishment			

	Tenanted areas	Base building	Actions required/ responsibility
Are procedures in place to encourage, or require, new tenancy fitouts to minimise the introduction of pollutants during fitout and in the ongoing management of premises?			
3 Lighting			
Have there been any tenant complaints about lighting in common areas or tenanted areas?			
Have luminance levels been assessed in the tenanted office spaces?			
What remedial measures can be undertaken? (and when)			
• immediately (safety issues)			
• during ongoing maintenance			
• as part of refurbishment			
4 Acoustic comfort			
Have there been any tenant complaints about noise in common areas or in tenanted areas?			
Have the ambient sound levels been measured in the tenanted office spaces?			
What remedial measures can be undertaken? (and when)			
• immediately (safety issues)			
• during ongoing maintenance			
• as part of refurbishment			
5 Office layout			
Are procedures in place for working with tenants to raise awareness of indoor environment issues?			
Has consideration been given to optimising:			
• air quality and ventilation			
• access to natural light			
• minimal noise			
• privacy			
• lighting, including task lighting			
• temperature			
• workstation design			

	Tenanted areas	Base building	Actions required/ responsibility
Are procedures in place to make sure new tenancy fitouts do not compromise air or water handling systems?			