

SUBMISSION TEMPLATE: SHORT REPORT

*Completing this template replaces the Short Report

MAN- 6 WORK SPACE EFFICIENCY

Project Name: _____

Project Number: GS- _____

Points available: 2

Points claimed: _____

Criteria	Points available	Points claimed
Fit for Purpose	1	_____
Spatial Efficiency	0.5	_____
Well Being /Occupant Performance	0.5	_____

Minimum Compliance (Fit for Purpose)

Points available: 1

Insert the following details:-

- Company vision

- The design brief

See attached:-

- Organisation chart
- Bubble diagrams indicating spatial relationships with the different areas
- Marked up plans/layouts indicating the final design and how it relates to the process indicated above]

Spatial Efficiency

Points available: 0.5

Insert the following details:-

- Description of benchmarks according to compliance with SANS 10400 part A:2010 – Class of Occupancy for Buildings and Design Population

I confirm that I have attached supporting documents that support these claims

OR

- A ratio of net usable area to net internal area to be measured (80%)
- Indicating that versatile/shared space has provided, including furniture and fittings that can be used for different activities.

I confirm that I have attached supporting documents that support these claims

Well Being / Occupant Performance

I confirm that a post occupancy user survey / evaluation been conducted to measure the fitout success.

I confirm that I have attached supporting documents that support these claims

Points available: 0.5



I CONFIRM

Supporting Attachments:

1. Attach a copy of the **Contract** or **Signed Confirmation** that confirms the undertaking of the Post-Occupancy Survey within the first 6-12 months of occupation.

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]