

SUBMISSION TEMPLATE: SHORT REPORT

\*Completing this template replaces the Short Report. However, a summary table & calculations must be submitted as supporting documentation

# IEQ – 4 VISUAL COMFORT

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Project Name: \_\_\_\_\_

Project Number: GS- \_\_\_\_\_

Points available: **3**

Points claimed: \_\_\_\_\_

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Criteria	Points available	Points claimed
Daylight Glare Control	<b>1</b>	_____
Daylight	<b>1</b>	_____
Views	<b>1</b>	_____

## Daylight Glare Control

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Points available: 1

[Insert the following information below]

- Identification of all spaces within the Nominated Area where glazing elements are provided and glare is to be controlled

- Description of the nominated solution(s) used to minimise glare in each space

**Additionally where internal blinds or screens are used**

- Statement of confirmation that the blinds/screens provided have compliant VLT and that occupants can control the operation of the blinds/screens.

I CONFIRM

## Daylight

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**[Insert the following information below]**

I confirm that a minimum of 30% of the floor area (occupied space) has daylight Illuminance level of at least \_\_\_\_\_ lux.

OR

I confirm that at least 30% of the occupied space has a Daylight Factor of not less than 2.0% at desk-height level (under a uniform sky), measured through either a Daylight Factor, Daylight Illuminance or Daylight Autonomy model / calculation.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1  I CONFIRM

# Views

[Insert the following information below]

I confirm that a minimum of \_\_\_\_\_% of occupied area has a direct line of sight to a high quality internal or external view

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

Points available: 1

I CONFIRM

### Supporting Attachments:

- a. Calculations of the total Nominated Area within eight metres of vision glazing and compliant daylight atrium; and
- b. Summary table demonstrating that compliant nominated area jointly accounts for the stipulated percentage of the nominated area

### Supporting Attachments:

- a. Attach a **daylight modelling report** (complete check list below)
- b. Attach **As Built drawings** marked up to show the following:-
  - Location of all blinds / shutters, or any glare control devices
  - Floor plans marked up to show the location of vision glazing and all Nominated Area within eight metres of vision glazing or daylight atrium and indicating sight lines where relevant;
  - Elevation drawings showing the location and dimensions of vision glazing
- d. Attach **manufacturer product datasheet(s)** or equivalent indicating the type and visual light transmittance of the blinds/screens

### Checklist: Daylight Modelling Report

Please confirm that all items below are covered in the Report	YES/NO
Summary table showing each floor space or floor, their nominated area, and the compliant area in both square meters and as a percentage basis	
Daylight model showing the amount of floor area that is compliant and the daylight values	
<b>Where manual calculations are used to demonstrate compliance, please confirm that the following has been included in the report:</b>	
Height and length of windows and any area of any skylight	
The window properties	
The amount of floor area that is compliant	
<b>Where point for views is claimed</b>	
The amount of compliant area	
The lines of sight showing that no obstructions exist	
Any internal features, if claimed, or showing that no obstructions exist externally	

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

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**Author Details:**

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Position]

\_\_\_\_\_  
[Contact Details]

\_\_\_\_\_  
[Date]