

SUBMISSION TEMPLATE : SHORT REPORT

*Completing this template replaces the Short Report

IEQ – 1 QUALITY OF INTERNAL AIR

Project Name: _____

Project Number: GS- _____

Points available: 4

Points claimed: _____

Criteria	Points available	Points claimed
Entry of Outdoor Pollutants	0.5	_____
Provision of Outside Air	2	_____
Use of CO ₂ Control	1	_____
Exhaust Pollutants	0.5	_____

Entry of Outdoor Pollutants

I confirm that a contract exists that requires regular replacement of air filters and maintenance of fresh air ducting.

Points available: 0.5

I CONFIRM

<See next page for Provision of Outside Air>

Provision of Outside Air

Please select one of the following options below in order to satisfy this credit:-

1. Naturally ventilated
2. Mechanically ventilated
3. Mixed mode ventilation
4. Underfloor displacement

Note: if the provision of outside air is 'mixed mode', please complete natural and mechanical ventilation sections below

Points available: 2

Naturally Ventilated Spaces

If naturally ventilated, complete the following information below:-

I confirm that 95% of the nominated area is naturally ventilated in accordance with SANS 10400-O: 2011.

Short report documentation:

I confirm that the system provides an alarm if CO₂ levels rise above 600ppm.

AND

I confirm that there is provision of CO₂ monitors in the nominated space and that monitoring is provided for each room or 100m².

AND

I confirm that the system provides an alarm if CO₂ levels rise above 600ppm

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

I CONFIRM

Supporting Attachments:

As Built drawings: Architectural floor plans and elevations showing the locations of ventilation openings.

Summary Table (see next page)

Complete the summary tables below which identifies:-

- each occupied space,
- floor area and
- the area of external openings in that occupied space expressed as a percentage of the occupied space floor area, demonstrating compliance with the 5% minimum requirement in SANS 10400-O:2011

Area No.	Area Description	Area Size (m ²)	Percentage of external openings to occupied space floor area	If naturally ventilated, does it Comply with SANS 10400-0:2011 (Y/N)
1				
2				
3				
4				
5				
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Mechanically Ventilated Spaces

If **mechanically ventilated**, complete the following information below:-

I confirm that 95% of the nominated area is outside air is provided at rates greater than the l/s per person requirements of SANS 10400-0:2011.

AND

The rates exceed the SANS 10400-0: 2011 benchmarks by _____%

I confirm that that the ventilation system(s) have been commissioned and operate as intended by the design.

AND

I confirm that that the system facilitates the continuous monitoring and adjustment of outside air rates

AND

I confirm that there is provision of CO₂ sensors to each zone or 100m², to no less than 95% of the nominated area.

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



I CONFIRM

Supporting Attachments:

- a. **As Built Drawings:** Mechanical services drawings, indicating the space served and nominating the outside-air supply rates.
- b. Extract(s) from Commissioning Reports
- c. Test certificate **OR** Manufacture datasheets

Summary Table (see next page)

Complete the summary tables below which identifies:-

- Each occupied space
- List of the AHU(s) or fan(s) that serve each space
- Minimum outside air rate supplied

Area No.	Area Description	Area Size (m ²)	List of AHU(s) or fan(s) that serve each space	Minimum outside rate supplied
1				
2				
3				
4				
5				
6				
7				
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Underfloor Displacement

*If **underfloor displacement** ventilation, complete the following information below:-*

I confirm that 95% of the nominated area is outside air is provided at rates greater than the l/s per person requirements of SANS 10400-0:2011.

AND

The rates exceed the SANS 10400-0: 2011 benchmarks by _____%

I CONFIRM

<See next page for CO₂ and Exhaust of Pollutants>

CO₂ Control

I confirm that there is a process in place to monitor outside air rates

AND

I confirm that the outside air rates are controlled such that CO₂ levels are kept at _____ppm.

Points available: 1

I CONFIRM

Exhaust of Pollutants

Is there photocopy or print equipment used in the space? _____ [insert YES/NO]

I confirm that a dedicated room is provided to house photocopy and print equipment and that this room is provided with a dedicated exhaust riser.

OR

I confirm that all printing or photocopy equipment located throughout the project is certified in accordance with one of the following test methodologies:-

<input type="checkbox"/>	ECMA-328
<input type="checkbox"/>	RAL – UZ 122
<input type="checkbox"/>	GGPS.003

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

Points available: 0.5

I CONFIRM

Supporting Attachments:

1. Attach a **document** showing the location of exhaust risers and the exhaust system provided to each printing/copy room

<See next page for discussion and Author sign off>

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

Author Details:

[Name]

[Position]

[Contact Details]

[Date]