

## 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 <sub>2</sub> 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



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&lt;See next page for Provision of Outside Air&gt;

# 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 CO<sub>2</sub> levels rise above 600ppm.

AND

I confirm that there is provision of CO<sub>2</sub> monitors in the nominated space and that monitoring is provided for each room or 100m<sup>2</sup>.

AND

I confirm that the system provides an alarm if CO<sub>2</sub> levels rise above 600ppm

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

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### 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 <sup>2</sup> )	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				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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46				

*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 CO<sub>2</sub> sensors to each zone or 100m<sup>2</sup>, to no less than 95% of the nominated area.

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



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**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 <sup>2</sup> )	List of AHU(s) or fan(s) that serve each space	Minimum outside rate supplied
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
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13				
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15				
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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-O: 2011 benchmarks by \_\_\_\_\_%



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<See next page for CO<sub>2</sub> and Exhaust of Pollutants>

## CO<sub>2</sub> 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 CO<sub>2</sub> levels are kept at \_\_\_\_\_ppm.

Points available: 1

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## 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

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### 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.

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**Author Details:**

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[Name]

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[Position]

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[Contact Details]

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[Date]