

## 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

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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

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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.

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### Author Details:

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

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

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

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