

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

Project Name: _____

Project Number: GS- _____

Points available: **3**

Points claimed: _____

| Criteria | Points available | Points claimed |
|------------------------|------------------|----------------|
| Daylight Glare Control | 1 | _____ |
| Daylight | 1 | _____ |
| Views | 1 | _____ |

Daylight Glare Control

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

[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:

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

Supporting Attachments:

- Attach a **daylight modelling report** (complete check list below)
- 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
- 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

Where manual calculations are used to demonstrate compliance, please confirm that the following has been included in the report:

Height and length of windows and any area of any skylight

The window properties

The amount of floor area that is compliant

Where point for views is claimed

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.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]