

SUBMISSION TEMPLATE

IEQ -4 Occupant Survey

1. Occupant Survey		YES	NO
A	Has at least one occupant survey been conducted during the performance period?		

Where multiple surveys have been conducted, please select one survey for the purpose of this credit.

2. Survey Compliance Checklist		YES	NO
Is the survey rating scale based on a 7-point scale system's 'Satisfaction' dimension?			
Is the survey configured according to all of the following occupant comfort categories?			
• Acoustic Comfort			
• Thermal Comfort			
• Lighting			
• Indoor Air Quality and Ventilation			
• Building Management (cleanliness, odours etc.)			

Attachments:

- Attach a copy of one the completed survey document
- Attach a copy of the Corrective Action Plan

Item	Document Title	Description

3. Survey Sample Size		
Survey	Population Size	Received Responses

4. Occupancy Satisfaction Levels

4.1 Survey Outcome	YES	NO
At least 80% of respondents 'Satisfied'		
At least 60% of respondents 'Satisfied'		

OR

4.2 Survey Outcome Improvement	YES	NO
At least 5% improvement on previous survey		
Corrective action plan in place to improve performance?		
If so, does the corrective action plan include the following?		
a. A clear list describing problematic or focus areas and services?		
b. Show action tasks required to address problematic areas?		
c. Allocate responsible resources to each action task		
d. Set action task start and completion dates?		

Attachments:

- Attach a short report containing results analysis and corrective action plan
- Attach a calculation of survey performance improvement where applicable

Item	Document Title	Description

Statement of Authenticity

I, _____, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: _____

NAME: _____

SIGNATURE: _____