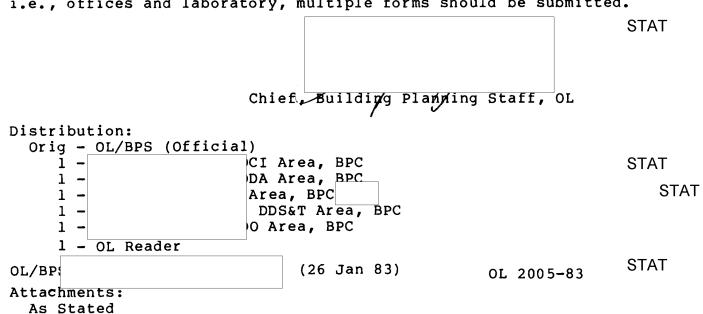
26 JAN 1983

MEMORANDUM FOR:	Distribution	
FROM:		STAT
L	Chief, Building Planning Staff, OL	

SUBJECT:

Information Surveys

- 1. The architectural-engineering contractor has requested additional detailed information regarding the special equipment inventory and the working conditions at workstations. It is requested that the attached survey forms be disseminated to your components with a request to complete and return within five working days. We realize this is a short fuse, but it is unavoidable. If additional forms are required, components are requested to Xerox necessary copies.
- 2. The information requested on the Technical Equipment Data form is required to design proper power plant capacity as well as to identify potential, unique building design requirements. Attention is called to the instructions in the upper right-hand corner of the form limiting data collection to the more unique devices. To further define the requirement, only that equipment expected to be in service in 1987 need be inventoried. Where possible, also include estimated data sheets for equipment currently contained in the approved 1984-88 Program, noting that the requirement is projected.
- 3. The Visual Task Survey is self-explanatory. In instances where there may be more than one type of task area, i.e., offices and laboratory, multiple forms should be submitted.



Technical Equipment Pat Release 2008/03/04 : CIA-RDP89-00244R000400710006-9 sch separate equipment item. Complete this form only for the equipment rated greater than 120V.,20A or requiring special electrical/mechanical connections **Existing Room No. Organizational Component** (Office/Division/Branch) -Equipment Description Length Manufacturer Quantity Width Model No. _ Height Special Dimensions Required _ Weight Mounting Mechanical HVAC Integral Fan Ceiling Mounted (See rating on name plate) **CFM Bolted to Floor CFM** Exhaust Connection Wall Mounted **Heat Ejection** BTU/Hr. Vibration Pads **Special Venting Conditions** Canopy Hood Dust All electrical equipment will have an identifying **Electrical** nameplate. Copy complete data **Noxious Fumes** Voits Phase Corrosive Furnes **Amps** Watts Special Air Requirements Horsepower _ KVA Filtered Air **Power Factor** %F Temperature **Emergency Power** Critical Power (UPS) Relative Humidity Voltage Regulation or ON/OFF Switch **Mechanical Plumbing Plug Connection Hot Water GPM** Temp. Conduit Connection **GPM Cold Water** Temp. Communication Connection **GPM Distilled Water** Temp. Usage Describe the user patterns. (How often and how long?) **GPM** Chilled Water Temp. Continuous Use Hrs. Natural Gas **CFM** PSI Long Duration Use Hrs. **CFM** PSI Compressed Air Short Duration Use Min. **Vacuum Duration** Cyclical Operation of Cycle Drain Cycles/Hr. Attach any additional technical data obtained from manufacturer's

catalog and user manuals.

This survey is to facilitate the design of optimum lighting systems. It is to be completed by one representative employee of each general type of space.			Branch Designation Space Description		
 Estimate the hours that you spend on the following tasks during a typical eight hour day. 			 b. How important is it to perform the the above tasks rapidly? 1 (not critical) 10 (critical) 		
a. reading/v	writing				
c. typing d. light table viewing			c. How important is it to perform the the above tasks accurately?		
e. CRT scre f. microfilm g. other	en viewing reader viewing		1 (not critical)	10 (critical)	
			4. Check the special lighti that would apply to this	_	
•			a. dimming of lights		
2. Estimate the percentage (10%			b. RF shielded light fixture		
increments) of your reading/writing time that you spend on the following types of materials. Also note the color of paper used.			c. special color rendering characteristics d. special filters for photographic processing		
a. pencil/le	ad				
b. pen/ink	***************************************				
c. typed or material	printed		Indicate any other pertinent information for this space that		
d. xerox co	pies	-	may impact the lighting	g design.	
e. photogra	phs				
f. maps	 				
g. magazine journals	es/ 	-			
h. other					
· · · · · · · · · · · · · · · · · · ·	ppropriate answer				
-	ty of the occupants the ages of:	s are			
15 -39 y	rs. old				
40 - 54 y					
55 - 75 v	rs. old				