

# ROOM ENVIRONMENT RISK ASSESSMENT FORM

DRAFT - ISSUED FOR REVIEW & COMMENT \*



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ASSESSMENT OF **EXISTING** SPACE

location: \_\_\_\_\_

SMALL MEDIUM CONFERENCE SPACE

completed by: \_\_\_\_\_

date: \_\_\_\_\_

PARAMETER	GUIDANCE	RISK PROFILE							
		LOW	MEDIUM	HIGH					
<b>ACOUSTICS</b>									
A1. Reverberation time measured	measured RT (seconds) using analyser small room < 100m <sup>2</sup> medium room - 100m <sup>2</sup> to 400m <sup>2</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<0.2	0.3	0.4	0.5	0.6	0.7	0.8	>0.9
		<0.4	0.5	0.6	0.7	0.8	0.9	1.0	>1.2
A2. Ambient Noise measured	measured pressure level (dBA) using SLM aircon and equipment operating normally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<25	25 to 30	35 to 40			40 to 45		
A3. Intrusive Noise subjective	assessed with doors shut, aircon and equipment operating normally. Listen for voices, door slams catering, footfall noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		just audible on occasions		audible & regular		clearly audible & distracting			
A4. Frequency Response subjective	tonality assessed during 2 min conversation across room. Move positions. Listen for overall tonality of voices, room resonances etc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		natural sounding speech		some colouration /ringing		excessive tonality, eg "boomy"			
<b>LIGHTING</b>									
L1. Modelling subjective	assessed by sitting at selection of seats observe shadows on face or flatness of features consider position of lighting wrto seat position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		well lit appearance		unevenly lit or featureless		unnatural heavy shadows			
L2. Light Levels measurement	measured vertical illuminance (lux) meter orientated towards camera - minimum -> level established at head height at each seat ratio of maximum to minimum illuminance ->	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		>500	450	400	350	300	250	200	150
		<100	x1.0	x1.3	x1.6	x1.9	x2.1	x2.4	x2.7
		x3.0							> x3.0
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L3. Distraction Potential subjective	overall subjective perception of the space glare from light fittings, uniformity of backdrop strong distracting light patterning on walls overlit backdrop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		minimal		moderate		significant			
L4. Mixed Colour Temp observation	presence of variable colour temp sources % of participants lit by consistent colour temp assessor also to establish criticality of locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		100%		90%		80%		<75%	
L5. Daylight Control observation	presence of external windows (excluding those with effective blackout) position with respect to camera shot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		no windows		with sunshade / out of shot		out of shot		in camera shot	
<b>OTHER</b>									
O1. Furniture Type observation		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Fixed furniture						Regularly rearranged	
O2. Room Layout observation	consider camera view to participants ratio of distance to near and far seats appropriateness of field of view to layout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		well designed - ratio 1:1						spatially challenged!	
<b>OVERALL</b>									
subjective	Overall perception of the room environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		excellent	very good	good	satisfactory	poor	very poor		

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