

SmartBuild Survey on Occupants' Behaviour

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Please carefully read the below questions and provide a true response.
This survey comprises two sets of questions:

- (a) The first set of questions is always obligatory and relates to yourself and to the room you are using.
- (b) The second set of questions may also be used to provide quick real-time feed-back from building occupants whenever an occupant identifies a mal-function of the ICT system (bad air, low temperature, high temperature, etc.). The occupant shall then be able to focus on one or a few responses only. In this specific case you select "I am giving feed-back outside a General Survey".

Note on privacy

This survey is anonymous. The record kept of your survey responses does not contain any identifying information about you unless a specific question in the survey has asked for this. If you have responded to a survey that used an identifying token to allow you to access the survey, you can rest assured that the identifying token is not kept with your responses. It is managed in a separate database, and will only be updated to indicate that you have (or haven't) completed this survey. There is no way of matching identification tokens with survey responses in this survey.

We need to ask you in which room(s) you are active because we need to analyse and improve the comfort conditions on room level. Rooms may use a slightly different control system and/ or other settings for its control.

*Required

1. **What is the first and the last letter of your Name? ***

Example: for "Thomas" enter Ts

2. **What is the first and the last letter of your Surname? ***

Example: for "Maier" enter Mr

3. **What is the last digit of your birth year? ***

Example: for 1990 enter 0

4. *

Mark only one oval.

- I am participating at an organised survey - please respond to all questions!
- I am giving feed-back outside an organised survey - in this case you may respond to single questions only

General Information

5. Current period

Mark only one oval.

- Heating period (heating system operational)
- Cooling period (cooling System operational)

6. My answers relate to the period starting on the below specified date *

IMPORTANT: if you are participating at a general survey for winter time please do answer only for cold days (WINTER heating system active). In this case do not answer the questions for summer time (SUMMER cooling system active).

Example: 15 December 2012

7. The below answers relate to the following room:

Mark only one oval.

- SCV Gymnasium, room A013
- SCV Gymnasium, room A014
- SCV Secondary School B101
- SCV Secondary School Gym B1
- SCV Secondary School C003
- SCV Secondary School C002
- SCV Secondary School C101
- SCV Secondary School Gym C1
- SCV Office D207
- SCV Office D208

What is your age and gender?**8. ***

Mark only one oval.

- Below 15
- 15 - 19
- 20 - 24
- 25 - 29
- 30 - 59
- Over 60

9. *

Mark only one oval.

- Female
- Male

(1) Heating system

To be surveyed EXCLUSIVELY in winter period!

10. **1.1) Do you have the impression that all windows and the doors in your room are air tight?**

Mark only one oval.

Yes

No

11. **1.2) Do you find condensation on the glass (corners) of the windows – inside window - during cold days in the early morning (outdoor air temperature < -5°C)?**

Mark only one oval.

Yes

No

12. **1.3) Is the temperature set-point for the heating radiators correct from your comfort perspective (controller located in boiler room of building)? If this set-point is set too low the room would not heat-up quick enough/ not reach comfort-level temperatures.**

Mark only one oval.

Yes

No

13. **1.4) Is the set-point of the radiator based thermostats set correctly from your comfort perspective?**

Question only for rooms with Thermostats or motor valve powered thermostats!

Mark only one oval.

Yes

No

14. **1.5) Is the setting of the daily heating period (class operational hours) correctly selected from your comfort perspective?**

Mark only one oval.

Yes

No

15. **1.6) Are any mobile objects positioned close to or on the radiator - distance lower than 50 cm?**

Mark only one oval.

Yes

No

16. **1.7) Are the radiators typically clean (no dust deposition)?**

Mark only one oval.

Yes

No

17. **1.8) Does the system turn-off automatically once the room is not used for longer than 10 minutes?**

Mark only one oval.

- Yes
 No

18. **1.9) Did you observe that rooms are heated when not utilized?**

Mark only one oval.

- Yes, I will inform the building responsible outside this survey about details
 No

19. **1.10) Do you have enough possibilities to adapt the heating control functions to your comfort needs?**

Mark only one oval.

- Yes
 No

20. **1.11) If you think about the other rooms that you often use in the building: Did you notice any room(s) in the building with poor temperature control in winter?**

Mark only one oval.

- Yes, I will inform the building responsible outside this survey about details.
 No

(2) Ventilation system / Cooling system

Questions starting with "SUMMER" to be surveyed only during summer period.

Questions starting with "WINTER" to be surveyed only during winter period.

21. **2.1) SUMMER: Do you cool the room after hot summer days by leaving the windows tilted during night time (at no wind, no rain, no danger of housebreaking)?**

Mark only one oval.

- Yes
 No

22. **2.2) SUMMER: Is room cooling via controlled automatic tilting of windows during night time after hot summer days scheduled effectively?**

Mark only one oval.

- Yes
 No
 No such system available

23. **2.3) Are the windows closed when you enter the room?**

Mark only one oval.

- Yes
 No

24. **2.4) Are the doors closed when you enter the room?**

Mark only one oval.

- Yes
 No

25. **2.5) SUMMER: Is the temperature of the air conditioning system properly set?**

Mark only one oval.

- Yes
 No
 No such system available

26. **2.6) SUMMER: Is the fan speed of the air conditioning system properly set?**

Mark only one oval.

- Yes
 No
 No such system available

27. **2.7) SUMMER: Do you have a possibility to control the ventilation or ac system?**

Mark only one oval.

- Yes
 No
 No such system available

28. **2.8) SUMMER: Would you prefer to have more room-level control functions (and responsibility for turning it off) for the air conditioning system?**

Mark only one oval.

- Yes
 No

29. **2.9) Do you have a visual control about the comfort conditions in your room (display of room temperature; CO2; humidity)?**

Mark only one oval.

- Yes
 No

30. **2.10) WINTER: Do you have to open the windows because the heating system setting is too hot?**

Note: this is a question for rooms with no room-level heat control

Mark only one oval.

- Yes
 No
 No room-level heat control installed

31. **2.11) WINTER: How do you ventilate the room in case fresh air is needed (please select only the key procedure applied):**

Question for rooms WITHOUT heat recovery ventilation system

Mark only one oval.

- By shortly OPENING all windows and doors (before and after the classes)
- By shortly TILTING all windows and opening all doors (before and after the classes)
- By shortly opening the windows (before and after the classes)
- By shortly opening the doors (before and after the classes)
- By continuously leaving some windows tilted and some doors open
- By continuously leaving some windows tilted
- By continuously leaving some doors open

32. **2.12) WINTER: How do you ventilate the room in case fresh air is needed (please select only the key procedure applied):**

Question for rooms WITH heat recovery ventilation system

Mark only one oval.

- By shortly opening all windows and doors (before and after the classes). Heat recovery ventilation system operation STOPS during window/door opening periods.
- By shortly opening all windows and doors (before and after the classes). Heat recovery ventilation system operation CONTINUES during window/door opening periods.
- By shortly tilting all windows and doors (before and after the classes). Heat recovery ventilation system operation STOPS during window/door tilting/ opening periods.
- By shortly tilting all windows and doors (before and after the classes). Heat recovery ventilation system operation CONTINUES during window/door tilting/ opening periods.
- By tilting windows or/and doors continuously during the classes and OPERATING the heat recovery ventilation system in parallel.
- Exclusively via the heat recovery ventilation system
- I can not judge if the heat recovery ventilation system is operational or not

33. **2.13) WINTER: Is the set-point of the heat recuperation air exchange/ ventilation system set correctly from your comfort perspective?**

Mark only one oval.

- Yes
- No
- No ventilation system installed

34. **2.14) WINTER: Did you observe that mechanical heat recuperation air ventilation systems are operating when the room is not utilized?**

Mark only one oval.

- Yes
- No
- No ventilation system installed

35. **2.15) Are any mobile objects positioned close to the mechanical heat recuperation air ventilation systems - distance lower than 50?**

Mark only one oval.

- Yes
 No
 No ventilation system installed

36. **2.16) WINTER: Does the system turn-off automatically once the room is not used for longer than 10 minutes (recommended)?**

Mark only one oval.

- Yes
 No
 No ventilation system installed

37. **2.17) WINTER: Do you make sure both windows and doors are closed when the class is over?**

Mark only one oval.

- Yes
 No

(3) Lighting

38. **3.1) Do you have sunshades at the windows to protect from sun glare?**

Mark only one oval.

- Yes
 No

39. **3.2) When using the sunshades during day time (excessive natural light from outside) is there a need to switch on the electric light?**

Mark only one oval.

- Yes
 No

40. **3.3) Are the working places positioned in a way to allow for a maximum use of natural light?**

Mark only one oval.

- Yes
 No

41. **3.4) Is/ are the electric light(s) positioned correctly from your point of view?**

Mark only one oval.

- Yes
 No

42. **3.5) Is the electric light always off when you enter the non-occupied room?**

Mark only one oval.

Yes

No

43. **3.6) Do you always dim the lights/ turn the lights off in your room when the natural light is strong enough?**

Mark only one oval.

Yes

No

44. **3.7) Do you turn the lights off in your room when the room is not used for longer than 5 minutes?**

Mark only one oval.

Yes

No

45. **3.8) Is the set-point of the lighting system set correctly from your comfort perspective?**

Question of relevance for automatic light control systems only!

Mark only one oval.

Yes

No

46. **3.9) Is the correct number of lights automatically switched on/ off as per demand?**

Question of relevance for automatic light control systems only!

Mark only one oval.

Yes

No

47. **3.10) Do you find enough light categories for your needs (including dim light for presentations, front light for frontal teaching, full light for reading, etc.)**

Question of relevance for automatic light control systems only!

Mark only one oval.

Yes

No

48. **3.11) Does the system turn-off automatically once the room is not occupied for longer than 5 minutes (recommended)?**

Question of relevance for automatic light control systems only!

Mark only one oval.

Yes

No

(4) Appliances / General

49. 4.1) Do you use any electrical appliances in the class room?

Mark only one oval.

- Yes, and the appliances are fully disconnected when not in use (not on stand-by)
- Yes, and the appliances are NOT disconnected when not in use (remain on stand-by)
- No

50. 4.2) If a PC is continuously in operation in your room: are settings programmed in a way to guarantee a minimum electricity demand?

Mark only one oval.

- No, there is no PC in the classroom OR the PC is normally switched off when not in use
- Yes, settings are programmed respectively
- No, settings are NOT programmed respectively

51. 4.3) If you have a printer or other appliances in your room which have to be on stand-by for longer periods of the day, are they programmed for minimum power consumption during stand-by mode?

Mark only one oval.

- No such appliance is installed in the room
- Yes, settings are programmed respectively
- No, settings are NOT programmed respectively

52. 4.4) Do you feel well enough informed about the topic energy efficiency in buildings?

Mark only one oval.

- Yes
- No

53. 4.5) Do you know that there is a touch-screen installed at the entrance of the building allowing you to check room- & building-level energy monitoring data and to give feed-back about your comfort and energy system mal-functions?

Mark only one oval.

- Yes
- No

54. 4.6) Did you already use this information system?

Mark only one oval.

- Yes
- No

55. 4.7) Did you already give specific feed-back about the buildings energy system; your comfort; any observed energy system malfunction outside this general survey?

Note: specific feed-back can be given for individual topics to alert the building energy manager. There is no need to always fill-in the complete questionnaire when providing specific feed-back.

Mark only one oval.

- Yes
- No

56. **4.8) Do you know that the person regularly providing the most qualified feed-back per pilot building will receive a prize?**

For details see: <http://www.smartbuild.eu/downloads.html>

Mark only one oval.

Yes

No

57. **4.9) Do you feel well enough informed about the energy management technology used in this specific building?**

Mark only one oval.

Yes

No

58. **4.10) Do you have the coordinates of the person in charge of keeping your heating and ventilation system tuned?**

Mark only one oval.

Yes

No

59. **4.11) Do you have the coordinates of the person in charge for routine repairs and regular O&M?**

Mark only one oval.

Yes

No

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