### **Appendix 2: Building User Questionnaire**

The purpose of this questionnaire is to gather feedback from building users on the effectiveness of systems controlling environmental conditions. Feedback from building users can help identify any areas of concern that may need further investigating during seasonal commissioning.

*An editable version of this questionnaire is downloadable from the UCL Website.*

**Questions:**

1. Which areas of the building do you spend most of your time in and for how long?

………………………………………………………….

1. Does the air quality in your area of the building feel fresh enough? Does it feel stale?

………………………………………………………….

1. Is the overall indoor air temperature during the summer too warm, too cool or is it about right?

………………………………………………………….

1. Is the overall indoor air temperature during the winter too warm, too cool or is it about right?

………………………………………………………….

1. Are there any uncomfortable draughts in your area?

………………………………………………………….

1. Do you feel that you do not have enough control of temperatures in your area or is it fine?

………………………………………………………….

1. Do you know how to make changes to the heating / cooling / ventilation systems?

………………………………………………………….

1. Apart from the answers already given above, do you think there are any other issues with the environment you work in from a heating / ventilation / air conditioning point of view? Please provide as much detail as you can to enable us to investigate any issues.

………………………………………………………….………………………………………

………………….………………………………………………………….……………………

…………………………………….………………………………………………………….…

……………………………………………………….…………………………………………

……………….………………………………………………………….………………………

………………………………….………………………………………………………….……

…………………………………………………….……………………………………………

…………….………………………………………………………….…………………………

……………………………….………………………………………………………….………

………………………………………………….………………………………………………

………….………………………………………………………….……………………………

…………………………….………………………………………………………….…………

……………………………………………….…………………………………………………

……….………………………………………………………….………………………………

………………………….………………………………………………………….……………