

Survey Setup

Please complete this form and email to cbesurvey@berkeley.edu to begin the survey process. Refer to the information packet for additional details.

Contact Information: (Liaison between CBE and Building Occupants)

Name: _____ Company: _____
 Phone: _____ Email: _____
 Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

Building Type: _____

Building Name: _____

Building Address: _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

Tentative Survey Start/End Date: _____ - _____
 (mm/dd/yy) 2 Week Period Suggested

Number of Occupants to be Surveyed: _____

Number of Floors in Building : _____

Floor Plan Orientations (Ex: "North: facing University Ave"):

Survey respondents identify their location as north, south, east, and west. For people not familiar with cardinal directions, we can add a clarifying note to each, for example, "North, facing Main Street." (For complex buildings we can add a floor plan legend, however this customization carries an additional cost.)

North: _____ East: _____
 South: _____ West: _____

Tenant Group: Please Select the tenant groups you would like to survey.

None, respondents do not need to indicate the department or organization they work for

Administrative

Professional

Managerial

Technical

Other: _____

Building Features: Please select up to four building features. The building(s) you survey may have specialized features about which you wish to gather occupant feedback.

Floor air vents	Roller Shades	Private meeting rooms
Thermostats	Adjustable furniture	Waterless urinals
Light switches [special kind]	Automatic faucets	Movable workstations
Automatic daylight controls	Low-flow sinks	Skip-stop elevators
Occupancy sensors for lighting	Low-flow toilets	Recycling systems
Window blinds	Composting toilets	Exterior shades
Other: _____		



LETTER OF AGREEMENT

Sponsor: _____
Sponsor Address: _____
Survey Period of Performance: _____
Building Name: _____
Building Address: _____

THIS LETTER OF AGREEMENT (Agreement) sets forth the terms and conditions for the University of California, on behalf of its Center for Environmental Design Research (University) to provide Sponsor certain services in assessing building performance using web-based surveys.

For **one calendar year** from the date of signature (UC Performance Period), University shall perform services in assessing building performance using web-based surveys as more fully set forth in the attached Exhibit A (Work). Lindsay Graham, PhD shall be the University's Project Manager for the Work. The parties agree that while Sponsor's representative may confer as necessary with University Project Manager, Sponsor has no authority to supervise, direct or control the performance of Work.

TOTAL COMPENSATION: \$ _____

Sponsor will pay Total Compensation made payable to UC REGENTS specified above within thirty (30) days after execution of this Agreement to the Center for Environmental Design Research at 390 Wurster Hall, Mail Code 1839, University of California, Berkeley, CA 94720-1839.

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By signing below, Sponsor agrees to be fully bound by the terms and conditions set forth above.

SPONSOR

Printed Name

Title

Signature

Date