

Pustaka Negeri Sarawak, Miri

Schedule of Workplace Physical Factors and Conditions

No.	Workplace	Physical Factors Recommended Levels			
		Temperature	Humidity	Brightness	Cleanliness
1	Management Office on the First Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
2	Technical Services Office on the Ground Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
3	Information Resource Centre (I.R.C) on the 1 st Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
4	Multimedia Galeri™ (M.M.G) on the Ground Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
5	Children's Infotheque on the Ground Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.
6	Special Collection Room on the 1 st Floor	20 - 26 (°C)	40 - 60%	200 Lux for general background. 400 Lux for routine office work. 600 Lux for work with poor contrast (proof reading).	Desk or workstation should be dusted at least once in 2 days. Carpet floor should be vacuumed at least once in 2 days. Trash bins should be emptied daily.

Online copy of this documented information is the latest

No.	Physical Factors	Indicators		
		Measures	Location (whichever relevant)	Frequency
1	Temperature	Degree Celsius (°C)	Working Area, Public Area	Once a week
2	Humidity	Percentage (%)	Working Area, Public Area	Once a week
3	Brightness	Lux (lx)	Entire Building	Annually
4	Cleanliness	Clean	Entire Building	Daily As and When Required.

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