

Pustaka Negeri Sarawak

Schedule of Workplace Physical Factors and Conditions

A Headquarters

No.	Workplace	Physical Factors Recommended Levels			
		Temperature	Humidity	Lighting	Cleanliness
1.	Staff Working Area	20 - 26 degree Celsius	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	Multimedia Gallery (MMG)	20 - 26 degree Celsius	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	Pusat Sumber Maklumat (PSM) or Reference Area	20 - 26 degree Celsius	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	Special Collection (Sarawakiana)	20 - 26 degree Celsius	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.

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Document No. : CHT-FM-01
Revision No. : 1
Effective Date : 1st April 2019

B State Records Repository

No.	Workplace	Physical Factors Recommended Levels			
		Temperature	Humidity	Lighting	Cleanliness
1	Main Office	20 - 26 degree Celsius	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	Reference Area	20 - 26 degree Celsius	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	Processing Room, Level 2	20 - 26 degree Celsius	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	Reprography Room, Level 2	20 - 26 degree Celsius	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.

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No.	Physical Factors	Indicators		
		Measures	Location (whichever relevant)	Frequency
1	Temperature	Degree Celsius	Working Area, Public Area	Weekly (Office Hours)
2	Humidity	Percentage	Working Area, Public Area	Weekly (Office Hours)
3	Cleanliness	Clean	Entire Building	Daily As and When Required.
4	Lighting	Lux Meter Reading	Entire Building	Once in Two Years
5	Smoking	Non-Smoking Signage	Parking, Cafe, Toilets, Lobby, Corridor, Galeri™ Pustaka, Building Perimeter	Nil
6	Welfare Facilities	Facilities Provided	Working Area, Loading Bay, Gym Room	Nil

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