

Occupant survey (element 5)

Assessing the occupant's levels of satisfaction and perception of their control and comfort provides understanding in terms of how they use and interact with their environment. This can be undertaken through a number of methods, both one-off measurements and more long-term monitoring. Depending on objectives, occupancy survey methods can be alternative sources for collecting occupancy patterns and estimated operation of systems or even windows.

General note about timing: It is often recommended that when possible; administer questionnaires / surveys after a minimum of one year of occupancy. This ensures that occupants experience the full range of seasonal variation in the building.

Level 4: Occupant focus group

Cost: ₹	Time: ⌚⌚⌚	Skills: 🙋🙋
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When intensively focusing on the qualitative results of a building study, there may be an interest in further understanding questionnaire responses. This can be done through a focus group with occupants.

Potential tools needed:

- Pen and paper for notes
- Camera
- Audio recording device

How: Review questionnaire responses for interesting findings. Develop further questions. Arrange a focus group meeting with occupants.

Timing: This can be done at any time during the study preferably after some analysis has been performed that can be used to discuss.

Potential barriers: Lack of interest

