Steps in carrying Out the Site Survey
Revision 1.0, 15th October 2017

The following is a list of steps to be followed for the survey project.

A. Preparation
1. Decide on a suitable site. A suitable site is one that:
   a. Has a clear arrival or departure peak.
   b. Preferably with a single entrance.
2. Find the peak time (e.g., Banks will be between 07:45 to 08:15).
3. Get approval from building management (letters can be provided by the Department).

B. Passenger Survey
4. Prepare a suitable survey form (column hh:mm:ss, number of passenger arrivals, number of passenger departures, notes).
5. Base the survey on arrivals per minute.
7. Do not select an unusual day (e.g., holiday…).
8. Find the total number of people working in the building (e.g., ask management or reception). Approximate numbers are fine. Total population is U.
9. Calculate AR%.

C. Measure Kinematics
10. Install a suitable accelerometer application (e.g., AccDataRec).
11. Place on the floor, start recording, and make a full run from lowest floor to top floor and then stop recording. Download the acceleration data to a spreadsheet. Process it to find the acceleration, rated velocity, rated jerk and full distance.
12. Measure door closing time and door opening time.

D. Carry out a Traffic Design
13. Carry out a full design of the building (based on $INT_{tar} = 30$ second, AR% surveyed).