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FORMATION

Section:	Survey Introduction (SI)
SI_101	We are doing a survey of Federal Government employees in buildings under the responsibility of Public Works and Government Services Canada (PWGSC) concerning the quality of services.
	This information will help PWGSC to better understand your needs and use the information to improve the services in your building. Your opinion is very important. Your answers will be kept confidential under the Statistics Act and will be used only for statistical purposes.
	While participation is voluntary, your assistance is essential if the results of the survey are to be accurate.
MON_R01	Before we begin, I would like to let you know that this call nay be monitored for survey quality control.
SI_Q04	How many people are using (telephone number) (+xten 'ion number)?
	(3 spaces) [Min: 1 Max: 995]
Note:	(Telephone number) and (extention number) come from L tabase. If (extention number) is blank then show (telephone number) only.
SI_Q05	Is the name of your building (building name)?
1 2	Yes No(Go to SI_Q05S) DK, RF(Go to SI_Q06)
Default:	(Go to SI_Q06)
Note:	(Building name) corres from Database. Display only first 80 alpha-numeric characters. If blank then go to SI_Q05S.
SI_Q05S	What is the name of your building?
	(გე spaces)
SI_Q06	address of your building (building address)?
1	Yes
2	No (Go to SI_N06) DK, RF (Go to SI_Q07)
Default:	(Go to SI_Q07)
Note:	(Building address) comes from database. Display only 5 characters for civic number, 50 characters for street name, 30 characters for city name and 2 characters for province.

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SI_N06	What is the building's address?
	INTERVIEWER: Enter address
SI_Q07	Is the name of your department (department name)?
1 2	Yes No (Go to SI_Q07A) DK, RF
Default:	(Go to WS_Q01)
Note:	(Department name) comes from Database. Display only first 80 alpha-numeric characters. If blank then go to SI_Q07S.
SI_Q07A	What is the name of your department?
	(4 spaces)
SI_Q07S	(What is the name of your department?)
	(80 spaces)
Section:	Workspace (WS)
SEX_Q01	INTERVIEWER: Enter gender.
1 2	Male Female DK, RF
WS_Q01	Which of the following best describes your workspace?
01 02 03 04 05 06 07	INTERVIEWER: Reac categories to respondent. A single offic, in open concept (cubicle) A shar, i office in open concept (shared cubicle) A closed office, not shared A closed office, shared A varehouse A varehouse A varehouse A varehouse A varehouse A specify
Default:	(Go to WS_Q02)
WS_Q01S	(How do you best describe your workspace?)
	(80 spaces)

WS_Q02	How many years have you worked in this building?
1 2 3 4	Less than 1 year 1 to 2 years 3 to 5 years More than 5 years DK, RF
WS_Q03	How long have you been in your current office?
1 2 3 4	Less than 1 year 1 to 2 years 3 to 5 years More than 5 years DK, RF
WS_E03	The answer in WS_Q03 should be less than or equal to the answer in WS_Q02. If not, pop up hard edit with the following text: "Time spent in your current office is more than number of years working in the building, this is in correct. Please correct value.".
WS_Q04	Would you like to see any improvements made to your physical work environment and related services in your building?
12	Yes

WS_Q05	Which ones?
	INTERVIEWER: Mark all that apply.
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21	Air quality Temperature Office - Size/Layout Interior Finishes Cleaning and Repairs - Office Areas Cleaning and Repairs - Washrooms Cleaning and Repairs - Common Use Areas Cleaning and Repairs - Carpets Lighting - Natural Lighting - Natural Lighting - Artificial Privacy/Noise Elevators/Escalators Furniture/Ergonomics Drinking Water Food Services Building System Noise Parking Fitness Facilities/Bike Racks Smoking Area/Smoke Free Area Recycling/Garbage Other - Specify
Default:	DK, RF (Go to SS_I01)
WS_Q05S	(Which improvements would you like to see made to your physical work environment and related services in your building?) (80 spaces)
Section:	Satisfactory Service (SS)
SS_101	In the following section, you will be asked to rate specific services in terms of their importance to you personally and your level of satisfaction regarding these services. If some services do not apply to you, please onewer 'Service does not apply to me'.
SS_Q01	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is nighest importance or satisfaction, how would you rate:
Y	the importance of natural lighting (for you)?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me

SS_Q02	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the natural lighting?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SS_Q03	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of task lighting?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SS_Q04	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the task lighting?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, Rr
SS_Q05	Or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of overhead lighting?
01 02	1 2
03 04	3 4
05 66	5 Does not apply to me(Go to SS_Q07) DK, RF

SS_Q06	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the overhead lighting?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SS_Q07	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of temperature (too hot or too cold)?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SS_Q08	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfacter with the temperature (too hot or too cold)?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, Rr
SS_Q09	Or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is his best importance or satisfaction, how would you rate: the importance of air quality?
01	1
02	2
03 04	3 4
05	5
66	Does not apply to me(Go to SS_Q11) DK, RF

SS_Q10	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the air quality?
01	1
02	2
03	3
04	4 5
05 66	ວ Does not apply to me
00	DK, RF
SS_Q11	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of parking availability?
01	1
02	
03 04	3 4
04 05	5
66	Does not apply to me
	DK, RF
SS_Q12	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the parking availability?
01	1
02	2
03	3
04	
05 66	5 Does חכז מאיף!y to me
00	DK, Ri
SS_Q13	Or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is
	hishest importance or satisfaction, how would you rate:
	the importance of outside lighting?
01	1
02	2
03	3
04	4 5
05 66	o Does not apply to me(Go to SS_Q15)
50	DK, RF

SS_Q14	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the outside lighting?
	your rever or satisfaction with the outside lighting?
01	1
02 03	2 3
03	4
05	5
66	Does not apply to me
	DK, RF
SS_Q15	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of building security services (after hours access and security guards)?
04	
01 02	
03	3
04	4
05	
66	Does not apply to me(Go to SS_Q17) DK, RF
SS_Q16	On a scale of 1 to 5, where 1 is low, st importance or satisfaction and 5 is highest importance or satishection, how would you rate:
	your level of satisfaction with the building security services (after hours access and security ఆంజారిక)?
01	1
02	2
03	3
04	4
05 66	5 Does not apply to me
00	OF RE
SS_Q17	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is nighest importance or satisfaction, how would you rate:
Y	the importance of snow removal?
01	1
02	2
03	3
04 05	4 5
66 66	Does not apply to me(Go to SS_Q19) DK, RF

SS_Q18	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the snow removal?
01	1
02	2
03	3
04	4
05	5 Description of a market of
66	Does not apply to me DK, RF
SS_Q19	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of office cleaning services?
01	1
02	2
03	3
04	4
05	5 Decement combute me
66	Does not apply to me(Go to SS_Q21) DK, RF
SS_Q20	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the office cleaning services?
01	1
02	2
03	3
04	4
05	5 Dece du hite me
66	Does חסי אין to me DK, Ri
SS_Q21	Or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of washroom cleaning services?
01	1
02	2
03	3
04	4
05	5 Description (0. (* 00. 000)
66	Does not apply to me
	DK, RF

SS_Q22	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the washroom cleaning services?
01	1
02	2
03 04	3 4
05	5
66	Does not apply to me DK, RF
SS_Q23	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of cleaning services for hallways, elevators and common
	areas?
01	1
02	2
03 04	3 4
04 05	5
66	Does not apply to me
SS_Q24	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the cleaning services for hallways, elevators and commit, creas?
01	1
02	2
03	3 4
04 05	4 5
66	Dres no, apply to me
SS Q25	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is
00_420	nighest importance or satisfaction, how would you rate:
	the importance of reliability of elevators?
01	1
02	2
03 04	3 4
04 05	4 5
66	Does not apply to me
	DK, RF

SS_Q26	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the reliability of elevators?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SS_Q27	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of accessibility of building for people with obsabilities?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SS_Q28	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfactor with accessibility of building for people with disabilities?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DY, RF
SS_Q29	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
X	the importance of building system noise levels?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
	DK, RF

SS_Q30	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the building system noise levels?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SS_Q33	DK, RF On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of the food services?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SS_Q34	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the food services?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, Rr
SS_Q35	or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate: the importance of privacy?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
00	Dies not apply to me

SS_Q36	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the privacy?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SS_Q37	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of drinking water?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
~~ ~~~	
SS_Q38	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
SS_Q38	
01 02 03 04 05 66	highest importance or satisfaction, how would you rate:
01 02 03 04 05	highest importance or satisfaction, how would you rate: your level of satisfaction with the drinking water? 1 2 3 4 5 Does not app!y to me DK, Rr Pr = scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is his hest importance or satisfaction, how would you rate:
01 02 03 04 05 66	highest importance or satisfaction, how would you rate: your level of satisfaction with the drinking water? 1 2 3 4 5 Does not app!y to me DK, Ri 7 a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is

SS_Q40	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the shower facilities?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
Section:	Service Availability (SA)
SA_I01	Using the same scales, we would like to know the importance of having specific services available in your building or in the surrounding areas and your level of satisfaction regarding their availability.
SA_Q01	On a scale of 1 to 5, where 1 is lowest importance readisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of access to public transportation?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SA_Q02	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the access to public transportation?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF

SA_Q03	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of access to daycare?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SA_Q04	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the access to daycare?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SA_Q05	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
	DK, Rr
SA_Q06	Or a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
01 02 03 04 05 66	 your level of satisfaction with the access to fitness facilities? 1 2 3 4 5 Does not apply to me DK, RF

SA_Q07	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of access to shopping areas?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me(Go to SA_Q09) DK, RF
SA_Q08	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the access to shopping areas?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
SA_Q09	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
01 02 03 04 05	1 2 3 4 5
66	Does חכי מאך y to me(Go to SA_Q11) DK, Rr
SA_Q10	r a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate: your level of satisfaction with the access to bank machines?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF

SA_Q11	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	the importance of access to bike racks?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me
SA_Q12	On a scale of 1 to 5, where 1 is lowest importance or satisfaction and 5 is highest importance or satisfaction, how would you rate:
	your level of satisfaction with the access to bike racks?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
Section:	Building Services (BS)
BSER_STR	СНЕСК
Note:	If WS_Q02=1 or WS_Q02=2 or WS_Q02=RF then go to BSER_Q05. Else go to BSER_Q01.
BSER_Q01	Compared to 1 yea، عرب, are there any services which have improved?
1 2	Yes No
÷.	No

BSER_Q02	Which ones?
	INTERVIEWER: Mark all that apply.
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21	Air quality Temperature Office - Size/Layout Interior Finishes Cleaning and Repairs - Office Areas Cleaning and Repairs - Washrooms Cleaning and Repairs - Common Use Areas Cleaning and Repairs - Common Use Areas Cleaning and Repairs - Carpets Lighting - Natural Lighting - Natural Lighting - Artificial Privacy/Noise Elevators/Escalators Furniture/Ergonomics Drinking Water Food Services Building System Noise Parking Fitness Facilities/Bike Racks Smoking Area/Smoke Free Area Recycling/Garbage Other - Specify
Default:	(Go to BSER_Q03)
BSERQ02S	(Are there any other services which have improved?)
	(80 spaces)
BSER_Q03	Compared to 1, ear ago, are there any services which have deteriorated?
1 2	Yes No
÷,	R

BSER_Q04	Which ones?
	INTERVIEWER: Mark all that apply.
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21	Air quality Temperature Office - Size/Layout Interior Finishes Cleaning and Repairs - Office Areas Cleaning and Repairs - Washrooms Cleaning and Repairs - Common Use Areas Cleaning and Repairs - Carpets Lighting - Natural Lighting - Natural Lighting - Artificial Privacy/Noise Elevators/Escalators Furniture/Ergonomics Drinking Water Food Services Building System Noise Parking Fitness Facilities/Bike Racks Smoking Area/Smoke Free Area Recycling/Garbage Other - Specify
Default:	DK, RF (Go to BSER_Q05)
BSERQ04S	(Are there any other services which have deteriorated?)
BSER_Q05	(80 spaces) Overall, how sa sfield are you with the services in your building?
1 2 3 4	Very sintisfied Somewhat satisfied Somewhat dissatisfied Very dissatisfied DK, RF
BSER_Q\6	To whom would you report problems or concerns in your building?
T	INTERVIEWER: Read categories to respondent.
1 2 3 4 5	Administration area
Default:	(Go to BSER_Q07)

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BSERQ06S	(To whom would you report problems or concerns in your building?)
	(80 spaces)
BSER_Q07	Have you ever reported a problem or concern to one of these people?
1	Yes
2	No(Go to BSER_Q10) DK, RF(Go to BSER_Q10)
BSER_Q08	How often were the problems or concerns resolved or answered to your satisfaction?
	INTERVIEWER: Read categories to respondent.
1 2	Always
3	Never
	DK, RF(Go to BSER_Q10)
BSER_Q09	Why were you not completely satisfied with the response?
	INTERVIEWER: Mark all that apply.
01	Slow response to concern/complaints
02 03	Rude/unpleasant staff Poor/bad service
04	Problem still exists
05 06	Nobody came to solve the problem Poor communication
07	Other - Specify
	DK, RF
Default:	(Go to BSER_Q.)
BSERQ09S	(Why were you not completely satisfied with the response?)
	(b
BSER_Q10	Did you ever have a problem that you did not report?
1	Yes
2	No(Go to BSER_Q12)
	DK, RF(Go to BSER_Q12)

BSER_Q11	Why did you not report this issue to anyone?
	INTERVIEWER: Mark all that apply.
01 02 03 04 05 06 07 08	Thought someone else would report Don't know who to report to Thought nothing would be done anyway Wasn't important to me Embarrassed Rude/unpleasant staff Worried about the repercussions Other - Specify
Default:	(Go to BSER_Q12)
BSERQ11S	(Why did you not report this issue to anyone?)
	(80 spaces)
BSER_Q12	Do you deliver Real Property services to employees of your department?
	INTERVIEWER: Definition: manage day to day Facilities Management operations (ie: parking, signage, move managemer't, clecom management, etc).
4	
1 2	Yes No
BSER_Q13	Overall, how satisfied are you with the ability of your building's property manager/managers (e. m to support your business and operational needs?
	INTERVIEWER: Real cutegories to respondent.
1	Very satisfied
2	Somewhat satisfied
3	Somewhar upsatisfied
4	Very alssatisfied
_	DK, RF
BSER_Q14	On a scale of 1 to 5, where 1 is lowest and 5 is highest, please rate your satisfaction with the following aspects from the property management team:
	your level of satisfaction with their responsiveness?
01	1
02	2
03	3
04	4
05	5
66	Does not apply to me DK, RF

BSER_Q15	On a scale of 1 to 5, where 1 is lowest and 5 is highest, please rate your satisfaction with the following aspects from the property management team:
	your level of satisfaction with their knowledge?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
BSER_Q16	On a scale of 1 to 5, where 1 is lowest and 5 is highest, please rate your satisfaction with the following aspects from the property management team:
	your level of satisfaction with their courteousness?
01 02 03 04 05 66	1 2 3 4 5 Does not apply to me DK, RF
BSER_Q17	On a scale of 1 to 5, where this lowest and 5 is highest, please rate your satisfaction with the following aspects from the property management team:
	your level of satisfaction with their communication skills?
01 02 03 04 05 66	1 2 3 4 5 Dcos not apply to me Dr(RF
BSER_Q13	Overall, how satisfied are you with the level of Project Management services received from PWGSC's team?
	INTERVIEWER: Read categories to respondent.
1 2 3 4	Very satisfied Somewhat satisfied Somewhat dissatisfied Very dissatisfied DK, RF
CAI_SO	END OF INTERVIEW

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