

# Workspace Interiors Services



## How to Input Your Designer

### Needs Assessment

Designers don't just need input on square footage and budget. They want to stimulate your thinking about your organization and your workplace to tap the full potential of the individuals who come to work every day. The following questions are intended to help you gauge the current workplace culture of your organization and how you hope it will be transformed with the new space.

### Client Information

Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
No. of Direct Reports \_\_\_\_\_ Date Information Submitted \_\_\_\_\_

### Workspace

Estimated Square Footage \_\_\_\_\_ No. of Current Private Offices \_\_\_\_\_  
No. of Future Private Offices \_\_\_\_\_ No. of Workstations (Current and Future) \_\_\_\_\_  
Functions Within Each Department \_\_\_\_\_

### Support Rooms

Conference Rooms (Quantity, Room Numbers/Names, Square Footage & Description) \_\_\_\_\_  
Equipment Rooms (Square Footage & Description) Storerooms (Square Footage & Description) \_\_\_\_\_  
File Rooms (Square Footage & Description of file cabinets) \_\_\_\_\_  
Library (Square Footage & Description) \_\_\_\_\_  
Breakroom (Square Footage & Description) \_\_\_\_\_  
Reception (Square Footage & Description) \_\_\_\_\_  
Multi-purpose/Training (Square Footage & Description) \_\_\_\_\_  
Copy Area (Square Footage & Description) \_\_\_\_\_  
Mail Room (Square Footage & Description) \_\_\_\_\_  
Server Room (Square Footage & Description) \_\_\_\_\_  
Coat Room (Square Footage & Description) \_\_\_\_\_



# Workspace Interiors Services

Other (Square Footage & Description) \_\_\_\_\_  
\_\_\_\_\_

## General Questions

1. Is there a strategic business plan that will impact your departmental growth? \_\_\_\_\_  
\_\_\_\_\_
2. Which areas will have the greatest expansion or reduction? \_\_\_\_\_  
\_\_\_\_\_
3. What new technological initiatives could influence departmental space requirements? \_\_\_\_\_  
\_\_\_\_\_
4. Which departments need to have a physical adjacency to each other? Why? \_\_\_\_\_  
\_\_\_\_\_
5. What aspects of your department's current space work well? \_\_\_\_\_  
\_\_\_\_\_
6. What aspects of your department's current space would you prefer to eliminate? \_\_\_\_\_  
\_\_\_\_\_
7. Identify any special features that your department currently has. \_\_\_\_\_  
\_\_\_\_\_

## Workstations

(Fill out as needed per employees or job function in the department.)

1. What percentage of time do you spend on each of these tasks at your workstation? (Word Processing, Reading, Calculating/Computing, Filing, Meeting, Talking, Other) \_\_\_\_\_  
\_\_\_\_\_
2. How long does work remain in your work area? (A few hours to a month) \_\_\_\_\_
3. How does work arrive at your desk? (In stacks, one at a time) \_\_\_\_\_
4. Where is uncompleted work stored? (On the desk, in files, on shelves, other) \_\_\_\_\_
5. Indicate the four materials you use the most. (Binders, books, CDs, hard disks, file folders, catalogs, manuals, paper forms, flip chart, oversized books) \_\_\_\_\_  
\_\_\_\_\_
6. Does your work require lockable storage? \_\_\_\_\_
7. Do you use a flat desk with drawer? \_\_\_\_\_
8. How many hours a day do you sit in your chair at your workstation? \_\_\_\_\_
9. Do you need to display large graphic materials in your workstation? \_\_\_\_\_
10. Do you use a board for writing in your workstation? \_\_\_\_\_
11. How many business-related phone conversations occur in a day in your workstation? \_\_\_\_\_
12. What percentage of your phone calls require privacy? \_\_\_\_\_
13. How many computers are used at your workstation? \_\_\_\_\_
14. What office distractions do you experience in your current space? (Machine noise, phone conversations, employee conversations, general noise, music, PA system, total quiet, office equipment) \_\_\_\_\_  
\_\_\_\_\_
15. What percentage of your work is conducted individually? As part of a team? \_\_\_\_\_
16. How long do team assignments last? \_\_\_\_\_



# Workspace Interiors Services

17. **How do you like to work in a team?** (Desk-facing: workstation entry, windows, away from entry; conventional desk; long, narrow desk; table desk with conference seating; low table with seating; stand-up desk; work area visually separated from rest of office) \_\_\_\_\_  
\_\_\_\_\_
18. **What are your equipment needs? Computer? Additional equipment?** (Quantity, dimensions, volts, amps, BTU's, new or existing) \_\_\_\_\_  
\_\_\_\_\_
19. **What aspects of your current workstation or office work well?** (Filing, Storage, size, etc.) \_\_\_\_\_  
\_\_\_\_\_
20. **How would you improve the layout of your current workstation/office to increase your productivity?** \_\_\_\_\_  
\_\_\_\_\_

## Meeting Space

1. **How often does your team have to schedule meetings in rooms other than the office/workspace because your regularly assigned space is too small, inadequately equipped or insufficiently private?** (Daily, weekly, monthly, never) \_\_\_\_\_  
\_\_\_\_\_
2. **If the office/individual workspace is used for meetings, discussions or interviews, how many people are present?** \_\_\_\_\_  
\_\_\_\_\_
3. **How important is visual and acoustical privacy in meetings?** \_\_\_\_\_  
\_\_\_\_\_
4. **What is the best arrangement for meeting?** (Conference room, open seating area, desk and chairs) \_\_\_\_\_  
\_\_\_\_\_

## Shared Space

1. **What furniture items are shared by employees?** (Desk, work table, credenza, conference table, bookcase, file cabinet, other) \_\_\_\_\_  
\_\_\_\_\_
2. **Do space and furniture-sharing interfere with productivity?** \_\_\_\_\_  
\_\_\_\_\_
3. **Where is the copy machine located?** (Immediate work area, nearby adjacent area, same floor, different floor) \_\_\_\_\_  
\_\_\_\_\_

## Storage

1. **How much information is filed for future reference?** (0 to 100%) \_\_\_\_\_
2. **How many 4 and 5-shelf bookcases are used?** \_\_\_\_\_
3. **How many file drawers does each person need?** \_\_\_\_\_
4. **Are files shared?** \_\_\_\_\_
5. **How many drawers contain "dead files"?** \_\_\_\_\_
6. **Are the files in the immediate workstation contained in lateral file drawers?** \_\_\_\_\_
7. **Does your department have additional storage requirements for files, manuals and miscellaneous items that need to be located near the workstations? How many and what kind?** (Lateral, vertical, bookcase, cabinet) \_\_\_\_\_  
\_\_\_\_\_
8. **How often does your team use reference material?** \_\_\_\_\_
9. **Where do they go for reference material?** (Library, workstation, other) \_\_\_\_\_

