

How to Input Your Designer

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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.

Fill out this worksheet and answer the general questions in one or two sentences to get the process started.

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

1. Conference Rooms (Quantity, Room Numbers/Names, Square Footage & Description) _____
2. Equipment Rooms (Square Footage & Description) Storerooms (Square Footage & Description) _____
3. File Rooms (Square Footage & Description of file cabinets) _____
4. Library (Square Footage & Description) _____
5. Breakroom (Square Footage & Description) _____
6. Reception (Square Footage & Description) _____

- 7. Multi-purpose/Training (Square Footage & Description) _____
- 8. Copy Area (Square Footage & Description) _____
- 9. Mail Room (Square Footage & Description) _____
- 10. Server Room (Square Footage & Description) _____
- 11. Coat Room (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 employee 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) _____

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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) _____

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) _____