

OPN Workplace Evaluation Survey

This questionnaire concerns the effect of the office environment and facilities upon your work activities and is being used as part of an independent assessment of how BUILDING meets your requirements. The evaluation forms part of ORGANISATION standard design process and the results are used to improve the workplace.

The consultants will collect completed questionnaires this afternoon. If you were out today but wish to reply then please forward your response to NAME in LOCATION by DATE.

Please attempt to answer all the questions. Do not take too much time over your answers, just indicate your initial response. It is important that you record your own personal views, not those of your colleagues. Your responses will remain anonymous and the information gathered will be passed on as averaged data.

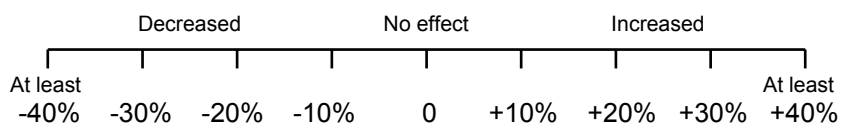
Please answer the questionnaire by ticking the circles or entering numbers in the boxes.

Office facilities

How satisfied are you that the following office facilities support your work activities?
(tick one circle per facility)

		Very dissatisfied	Dissatisfied	Indifferent	Satisfied	Very satisfied
Chair	01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desk space and furniture	02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage space	03	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Circulation space	04	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layout	05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal meeting rooms	06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading and quiet areas	07	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Informal meeting space	08	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video conferencing	09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant and catering facilities	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal computer and software	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Printers and peripherals	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fax and photocopier facilities	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telephone system	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Network and e-mail	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mail/post services	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning services	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall office facilities		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In general, approximately how much is your performance at work increased or decreased due to the current office facilities?



Which three of the above facilities do you consider are the most important to "get right" so that you can work well?

(write the number in the box e.g. 05 = layout)

<input type="text"/>	<input type="text"/>	Most important	<input type="text"/>	<input type="text"/>	2 nd most important	<input type="text"/>	<input type="text"/>	3 rd most important
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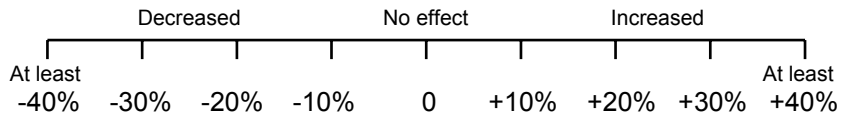
Environmental conditions

How satisfied are you that the following environmental conditions support your work activities?

(tick one circle per environmental condition)

		Very dissatisfied	Dissatisfied	Indifferent	Satisfied	Very satisfied
Indoor temperature in winter	01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor temperature in summer	02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air movement in winter (draught)	03	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air movement in summer (breeze)	04	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ventilation (freshness/stuffiness)	05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor air quality (odours etc)	06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise from telephones & equipment	07	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise from talking & movement	08	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise from outside	09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Privacy from being seen & overheard	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electrical lighting	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daylight	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Glare	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aesthetics – art, colour, plants	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall environmental conditions		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In general, approximately how much is your performance at work increased or decreased due to the current environmental conditions?



Which three of the above environmental factors do you consider are the most important to “get right” so that you can work well?

(write the number in the box e.g. 13 = glare)

<input type="text"/>	<input type="text"/>	Most important	<input type="text"/>	<input type="text"/>	2 nd most important	<input type="text"/>	<input type="text"/>	3 rd most important
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Work duties

When in your normal work location, approximately what percentage of your work time do you spend carrying out the following activities during a typical day? (please ensure they add up to 100%)

Informal meetings/discussion	<input type="text"/>	<input type="text"/>	%	Telephone usage	<input type="text"/>	<input type="text"/>	%
Formal meetings - <4 staff	<input type="text"/>	<input type="text"/>	%	PC/VDU Work	<input type="text"/>	<input type="text"/>	%
Formal meetings - 4 to 8 staff	<input type="text"/>	<input type="text"/>	%	Quiet work (e.g. reading/thinking)	<input type="text"/>	<input type="text"/>	%
Formal meetings – 9 to 15 staff	<input type="text"/>	<input type="text"/>	%	Paperwork/writing	<input type="text"/>	<input type="text"/>	%
Formal meetings - >25 staff	<input type="text"/>	<input type="text"/>	%	Using office equipment (e.g. fax)	<input type="text"/>	<input type="text"/>	%
Video conferencing	<input type="text"/>	<input type="text"/>	%	Filing and retrieval	<input type="text"/>	<input type="text"/>	%

Downtime factors

Estimate the amount of your work time that you consider is wasted per week (if any) due to the following factors. (Please give your answer in minutes, e.g. 1 hour is "060").

Walking to and waiting in line at fax machines, printers, copiers etc.	<input type="text"/>	minutes/week	Extra work due to software incompatibility e.g. file formats	<input type="text"/>	minutes/week
Repeating work due to inadequate office equipment e.g. fax, copier	<input type="text"/>	minutes/week	Time spent organising meetings and booking meeting rooms	<input type="text"/>	minutes/week
Walking to pick up documents etc. from file/paper storage	<input type="text"/>	minutes/week	Time spent on unnecessary or complex paperwork/administration	<input type="text"/>	minutes/week
Walking to pick up consumables, supplies & equipment from storage	<input type="text"/>	minutes/week	Repeating/correcting work due to feeling too warm	<input type="text"/>	minutes/week
Waiting for and requesting archive retrieval (paperwork etc.)	<input type="text"/>	minutes/week	Repeating/correcting work due to feeling too cold	<input type="text"/>	minutes/week
Searching for paperwork and documents etc.	<input type="text"/>	minutes/week	Time lost outside core hours due to lack of security (unable to work late)	<input type="text"/>	minutes/week
Repeating/correcting work due to interruptions and being disturbed.	<input type="text"/>	minutes/week	Losing work time due to lack of office support outside of normal work hours	<input type="text"/>	minutes/week
Repeating/correcting work due to glare on computer screen	<input type="text"/>	minutes/week	Walking to meetings etc between COMPANY buildings	<input type="text"/>	minutes/week
Repeating work due to inadequate IT kit e.g. PC, network, printer	<input type="text"/>	minutes/week	Waiting for Lifts	<input type="text"/>	minutes/week

Workplace activities

How satisfied are you that the environmental conditions and facilities support your ability to conduct the following specific work activities?

(tick one circle per item)

	Very dissatisfied	Dissatisfied	Indifferent	Satisfied	Very satisfied
Being creative at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducting quiet work and concentrating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working on a PC/VDU	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minimising errors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holding informal meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holding formal meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holding private face-to-face conversations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holding telephone conversations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video or audio conferencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team-working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal Details

This section records background and personal details for use in the analysis.

What is your name?	<input type="text"/>	On average how many hours per week do you usually work in total?	<input type="text"/> <input type="text"/> Hours/week
What is your job title?	<input type="text"/>	How many hours per week do you usually work in BUILDING?	<input type="text"/> <input type="text"/> Hours/week
What department are you in? (tick one circle or specify if other)	1 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> Other <input type="text"/>	How many hours per week do you usually work in other COMPANY buildings?	<input type="text"/> <input type="text"/> Hours/week
Where is your desk located? (tick floor and area)	Ground <input type="radio"/> Front of building <input type="radio"/>	How many hours per week do you usually spend at client sites?	<input type="text"/> <input type="text"/> Hours/week
	1 <input type="radio"/> Back of building <input type="radio"/>	How many hours per week do you usually travel on business?	<input type="text"/> <input type="text"/> Hours/week
	2 <input type="radio"/>	How many hours per week do you usually work from home?	<input type="text"/> <input type="text"/> Hours/week
	3 <input type="radio"/>		
Which type of space do you sit in most of the time, when at BUILDING?	4 <input type="radio"/>		
	Enclosed room <input type="radio"/>	How many hours per <u>day</u> do you usually spend working at your desk?	<input type="text"/> <input type="text"/> Hours/week
	Shared room <input type="radio"/>		
	Edge of open plan <input type="radio"/>		
	Middle of open <input type="radio"/>		

Final comments

Please use this space to write down any final comments on issues of workplace design and performance.

Thank you for your co-operation