

[AGENCY]

TEMPLATE

Pre-Occupancy Employee Survey

Start of Block: Intro

This workplace survey will ask a series of questions about the type of work you do, where it's accomplished, what's important to you, and to what degree your needs are currently being met. When answering the questions, please refer to the time before any stay-at-home orders were issued. The survey takes about 20 minutes to complete and should be completed in one session. Please use your desktop computer when filling this out as it will be easier to provide adequate information. When responding to this study, think about how you do your work on a typical day. If you are acting in a position, please answer the questions for your permanent position and not your acting role. All responses to this survey will remain anonymous and will be aggregated into larger groups. Any specific comments you contribute will be grouped anonymously with others. Questions about this survey can be sent to GSA at workplace@gsa.gov

End of Block: Intro

Start of Block: Section 1: Background Information

SECTION 1: BACKGROUND INFORMATION

AGENCY ORGANIZATION TIERING HERE

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1. Which type of position do you hold at your organization?

- Federal full-time (1)
 - Federal part-time (2)
 - Contract full-time (3)
 - Contract part-time (4)
 - Seasonal full-time (5)
 - Seasonal part-time (6)
 - Volunteer (7)
-

2. How would you categorize your job function?

▼ Administrative Assistant / Clerical (1) ... Other (2)

3. When working in your organization's primary work location (your assigned duty station), what kind of individual workspace do you primarily use?

- An enclosed single-person office (1)
 - An enclosed multi-person office (2)
 - A workstation or cubicle where all dividers are high enough that most people cannot see over when standing (3)
 - A workstation or cubicle with some dividers that most people cannot see over when seated (8)
 - A workstation or cubicle with some dividers that most people can see over when seated (9)
 - Open workspace with no partitions (6)
 - Other (7) _____
-

4. Approximately how many years have you worked in this building?

- Less than 1 year (1)
 - 1 – 2 years (2)
 - 3 – 5 years (3)
 - More than 5 years (4)
-

5. Approximately how long have you worked in your present workspace?

- Less than 3 months (1)
- 4 – 6 months (2)
- 7 – 12 months (3)
- More than 1 year (4)

End of Block: Section 1: Background Information

Start of Block: Section 2: How you do your work

SECTION 2: HOW YOU DO YOUR WORK

In this section, your primary work location refers to the location to which you are assigned to by your organization (your duty station). Your responses must equal total time identified for each question.



6. How many hours (on average) do you work in a typical work week? (total pay period hours divided by number of weeks in pay period, e.g. 80 hrs/pp divided by 2 wks = 40 hrs/wk)



7. On a typical week, approximately what portion of your work time do you spend at each of these locations? Your total time must equal 100%.

At your desk in your primary work location : _____ (1)

Away from your desk in your primary work location (such as in another workstation, meeting room, break area, etc.) : _____ (2)

Working at home : _____ (3)

At other locations away from your primary work location (such as visiting client locations, project sites, attending conferences/training, working in a coffee shop) : _____ (4)

Total : _____



8. Of the hours that you spend in your primary work location (from question above), what percentage of your time do you typically spend conducting the following activities?

Collaborating by face-to-face interaction (such as meeting with colleagues, supervisory work, customer service, etc.) : _____ (1)

Collaborating on the phone (all phone use, including conference calls) : _____ (2)

Doing focused work that requires long periods of concentration, including reading or writing (such as research, writing complex documents, contracting or legal work, computer programming, etc.) : _____ (3)

Doing more routine work processing information that requires short periods of concentration (such as e-mail, clerical tasks, data processing, using standard forms, information searches, etc.) : _____ (4)

Conducting other activities at your desk : _____ (5)

Total : _____

9. Please describe the other activities that you accomplish at your desk:

End of Block: Section 2: How you do your work

Start of Block: Section 3: Teleworking & Mobile Work Preferences

SECTION 3: TELEWORKING & MOBILE WORK PREFERENCES

10. How many workdays per pay period (2 weeks) do you currently telework (work away from your primary work location)?

- 0 (1)
 - 1 (2)
 - 2 (3)
 - 3 (4)
 - 4 (5)
 - 5 (6)
 - 6 (7)
 - 7 (8)
 - 8 (9)
 - 9 (10)
 - 10 (11)
-

11. Please evaluate the following aspects of your current work environment and how they may or may not affect your ability to telework:

	Does not affect my ability to telework (1)	Somewhat affects my ability to telework (2)	Significantly affects my ability to telework (3)
Core hour restrictions (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information technology (IT) tools and infrastructure (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic vs. paper files (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee/supervisor perceptions (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culture and office etiquette (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12a. Do you share a desk with others (hoteling, hot-desking) on a regular basis?

- Yes (1)
- No (2)

Display This Question:

If Do you share a desk with others (hoteling, hot-desking) on a regular basis? = Yes

12b. Please rate your satisfaction with the following aspects of desk-sharing:

	Extremely dissatisfied (30)	Somewhat dissatisfied (31)	Neither satisfied nor dissatisfied (32)	Somewhat satisfied (33)	Extremely satisfied (34)
Sharing workspace (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Making reservations for your workspace (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of non-reservable or touchdown workspace (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functionality of the workspace (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. If your work and personal needs were met (space, availability, storage, equipment, supplies, hygiene, scheduling, training, support, etc.), how comfortable would you be with sharing an unassigned workstation or office with your co-workers, in other words, working at a desk not used exclusively by you.

- Very Unsatisfied (1)
- Unsatisfied (2)
- Neutral (3)
- Satisfied (4)
- Very Satisfied (5)

14. Please explain why:

End of Block: Section 3: Teleworking & Mobile Work Preferences

Start of Block: Section 4: Interaction with your co-workers

SECTION 4: INTERACTION WITH YOUR CO-WORKERS

15. Generally speaking, how often do you interact with your co-workers in your immediate organizational unit?

- Daily or several times a day (1)
 - 2-4 times a week (2)
 - Once a week (3)
 - A couple times a month (4)
 - Less than once a month (5)
-

16. Evaluate the following factors regarding communication and collaboration within your immediate organization:

17. How important is it for your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
In-person, face-to-face communication (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology enabled communication (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rapid sharing of information within your immediate organization (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Locating others when you need to work with them (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of what others in your organization are working on (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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18. Evaluate the following factors regarding communication and collaboration within your immediate organization:

19. How well is this activity being supported?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
In-person, face-to-face communication (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology enabled communication (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rapid sharing of information within your immediate organization (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Locating others when you need to work with them (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of what others in your organization are working on (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Block: Section 4: Interaction with your co-workers

Start of Block: Section 5: Interaction with other organizations

SECTION 5: INTERACTION WITH OTHER ORGANIZATIONS

20. Generally speaking, how often do you interact, in person, with colleagues from other groups in your agency who are not in your immediate organizational unit?

- daily or several times a day (1)
 - 2-4 times per week (2)
 - once a week (3)
 - a couple times a month (4)
 - less than once a month (5)
-

21. Generally speaking, how often do you interact with people outside of your agency?

- daily or several times a day (1)
- 2-4 times per week (2)
- once a week (3)
- a couple times a month (4)
- less than once a month (5)

End of Block: Section 5: Interaction with other organizations

Start of Block: Section 6: Quality of your individual work space

SECTION 6: QUALITY OF YOUR INDIVIDUAL WORK SPACE

22. Please evaluate the following factors regarding your individual work space:

23. How important is it for your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
Sufficient desk surface for working with paper (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient file and book storage (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to use your computer and review paperwork at your desk, at the same time (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with other people at your desk (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to concentrate for 1 or more hours without interruption (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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24. How important is it for your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
Ability to have a private conversation (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to a window view when you are seated at your desk (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility of paper files (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility of electronic files (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to choose your individual workspace (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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25. Please evaluate the following factors regarding your individual work space:

26. How well is it performing?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
Sufficient desk surface for working with paper (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient file and book storage (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to use your computer and review paperwork at your desk, at the same time (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with other people at your desk (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to concentrate for 1 or more hours without interruption (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. How well is it performing?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
Ability to have a private conversation (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to a window view when you are seated at your desk (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility of paper files (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility of electronic files (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to choose your individual workspace (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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28. Please rate your satisfaction with the following items:

	Extremely satisfied (18)	Somewhat satisfied (19)	Neither satisfied nor dissatisfied (20)	Somewhat dissatisfied (21)	Extremely dissatisfied (22)
The comfort of your office furnishings (chair, desk, computer, equipment, etc) (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The availability of enclosed meeting spaces (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The availability of open meeting spaces (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The individual work space choices (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Block: Section 6: Quality of your individual work space

Start of Block: Section 7: Document Use

SECTION 7: DOCUMENT USE

29. On average, how frequently do you use the following paper-based resources at your desk?

	Every day (1)	Few days a week (2)	Few days a month (3)	Rarely (4)	Never (5)
Large-volume, paper-based materials (e.g. reference or law books, regulations, binders) (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information that can only be accessed while in the primary work location (e.g. personnel records, sensitive documents or records) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oversized documents (e.g. maps, posters, architectural or engineering drawings) (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. How frequently do you use the following paper-based resources away from your desk, such as in a library or conference room?

	Every day (1)	Few days a week (2)	Few days a month (3)	Rarely (4)	Never (5)
Large-volume, paper-based materials (e.g. reference or law books, regulations, binders) (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information that can only be accessed while in the primary work location (e.g. personnel records, sensitive documents or records) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oversized documents (e.g. maps, posters, architectural or engineering drawings) (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. If you store documents (files or reference materials) at your desk, approximately how much of them do you use on a daily basis?

- Most of my stored documents (1)
- Some of my stored documents (2)
- A few of my stored documents (3)
- None of my stored documents (4)

End of Block: Section 7: Document Use

Start of Block: Section 8: Use and quality of support spaces

SECTION 8: USE AND QUALITY OF SUPPORT SPACES

32. Please evaluate the following factors regarding support spaces in your primary work location:

33. How important is it to your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
2-4 person meeting room (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5-8 person meeting room (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9-15 person meeting room (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15+ person meeting room (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Please evaluate the following factors regarding support spaces in your primary work location:

34. How important is it to your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
Space to participate in video teleconferences (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for activities that require focused concentration, such as writing reports (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking work phone calls that your coworkers should not hear (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talking on a speaker phone (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

35. How important is it to your work?

	Not at all important (11)	Slightly important (12)	Moderately important (13)	Very important (14)	Extremely important (15)
Space to heat or store food (e.g., kitchen facilities) (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to display, store, and track group or project work (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Space for impromptu or informal meetings (e.g., open meeting tables, unreserved meeting rooms, etc.) (13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for social interaction (e.g., break areas, corridors, lobbies) (14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space to be quiet, reflect, or restore mental energy (e.g., a Wellness or quiet space) (15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space to pause and chat while transitioning through spaces or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

into/out of the building (e.g., touchdown spaces in circulation or near meeting areas) (16)

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Please evaluate the following factors regarding support spaces in your primary work location:

36. How well is it supporting your work?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
2-4 person meeting room (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5-8 person meeting room (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9-15 person meeting room (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15+ person meeting room (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Please evaluate the following factors regarding support spaces in your primary work location:

37. How well is it supporting your work?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
Space to participate in video teleconferences (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for activities that require focused concentration, such as writing reports (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking work phone calls that your coworkers should not hear (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talking on a speaker phone (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

38. How well is it supporting your work?

	Not well at all (11)	Slightly well (12)	Moderately well (13)	Very well (14)	Extremely well (15)
Space to heat or store food (e.g., kitchen facilities) (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to display, store, and track group or project work (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for impromptu or informal meetings (e.g., open meeting tables, unreserved meeting rooms, etc.) (13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space for social interaction (e.g., break areas, corridors, lobbies) (14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space to be quiet, reflect, or restore mental energy (e.g., a Wellness or quiet space) (15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space to pause and chat while transitioning through spaces or into/out of the	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

building (e.g.,
touchdown
spaces in
circulation or
near meeting
areas) (16)

End of Block: Section 8: Use and quality of support spaces

Start of Block: Section 9: Interaction with visitors

SECTION 9: INTERACTION WITH VISITORS

The following questions apply to external visitors from customers agencies, vendors, and other organizations that are not part of your organization.

39. Generally speaking, how often do you meet with external visitors in your building?

- Daily or several times a day (1)
- 2-4 times a week (2)
- Once a week (3)
- A couple times a month (4)
- Less than once a month (5)
- Never (6)

Skip To: #41 If Generally speaking, how often do you meet with external visitors in your building? = Never

40. Select the most commonly-used locations where these meetings typically occur. You may choose up to 2 locations.

- My workstation or private office (1)
 - In a workstation or private office of my colleague or supervisor (2)
 - In an enclosed meeting or conference room (3)
 - In an open meeting or reception area (4)
 - Other (5)
-

41. Excluding your organization's personnel, what is the average size of the visiting party for a typical meeting?

- 1 – 4 visitors (1)
 - 5 – 8 visitors (2)
 - 9 – 15 visitors (3)
 - More than 15 visitors (4)
-

42. Does your work space enhance or inhibit your ability to meet with people visiting from outside of your building?

	Inhibits (1)	Somewhat inhibits (2)	Neutral (3)	Somewhat enhances (4)	Enhances (5)
(1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

End of Block: Section 9: Interaction with visitors

Start of Block: Section 10: Current workplace performance

SECTION 10: CURRENT WORKPLACE PERFORMANCE

The following questions will help generally identify your current workstation/office location in order to help analyze existing indoor environmental conditions in those areas/zones. For reference please see the diagram below. **The following questions and level of information TBD for each project.**

43. What floor is your current workstation/office located?

- -
 -
-

44. What building wing is your current workstation/office located?

- -
 -
-

45. [FLOOR PLAN ILLUSTRATION] (Optional: Not Required)

46. What building zone is your current workstation/office located?

-
-
-

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47. How satisfied are you with the following aspects of your current office environment?

	Extremely dissatisfied (13)	Somewhat dissatisfied (14)	Neither satisfied nor dissatisfied (15)	Somewhat satisfied (16)	Extremely satisfied (17)
Network Access (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Furniture comfort, adjustability (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Temperature control (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Views to the outdoors (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

48. How satisfied are you with the following aspects of your current office environment?

	Extremely dissatisfied (13)	Somewhat dissatisfied (14)	Neither satisfied nor dissatisfied (15)	Somewhat satisfied (16)	Extremely satisfied (17)
Daylighting (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric lighting (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting Control (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acoustical Conditions (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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49. How much do you agree or disagree with the following statements regarding air and temperature?

	Strongly agree (13)	Somewhat agree (14)	Neither agree nor disagree (15)	Somewhat disagree (16)	Strongly disagree (17)
The air in the open work areas I use often seems stuffy or has a stale smell. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When I first enter bookable (or reservable) meeting spaces, the air seems fresh. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When I am using bookable (or reservable) meeting spaces, the air stays fresh and pleasant the entire time. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

50. How much do you agree or disagree with the following statements regarding air and temperature?

	Strongly agree (13)	Somewhat agree (14)	Neither agree nor disagree (15)	Somewhat disagree (16)	Strongly disagree (17)
I feel the need to prop open doors to enclosed meeting spaces to alter the air flow (not temperature) in the room. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel the need to prop open doors to enclosed meeting spaces to alter the temperature (not air flow) in the room. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have noticed cold or warm zones as I pass through the open work area. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I notice a draft or unwanted air movement near my workstation/office. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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51. How satisfied are you with the air quality?

- Extremely satisfied (23)
- Somewhat satisfied (24)
- Neither satisfied nor dissatisfied (25)
- Somewhat dissatisfied (26)
- Extremely dissatisfied (27)

Skip To: #53 If How satisfied are you with the air quality? = Neither satisfied nor dissatisfied
Skip To: #53 If How satisfied are you with the air quality? = Somewhat satisfied
Skip To: #53 If How satisfied are you with the air quality? = Extremely satisfied

52. Given your level of dissatisfaction with air quality, please identify any air quality issues you have routinely observed in your primary workspace or meeting/collaboration rooms. Check all that apply:

	Primary Workspace (1)	Enclosed Meeting/ Collaboration Rooms (2)
Odor (1)	<input type="checkbox"/>	<input type="checkbox"/>
Stiffness (4)	<input type="checkbox"/>	<input type="checkbox"/>
Too dry (5)	<input type="checkbox"/>	<input type="checkbox"/>
Too humid (6)	<input type="checkbox"/>	<input type="checkbox"/>
Dust or allergens (7)	<input type="checkbox"/>	<input type="checkbox"/>

Page Break

53. How satisfied are you with the following aspects of your office environment throughout the year?

54. Overall, is the current heating, ventilation, and cooling (HVAC) comfortable?

Yes (1)

No (2)

55. How satisfied are you with the temperature conditions?

Extremely satisfied (18)

Somewhat satisfied (19)

Neither satisfied nor dissatisfied (20)

Somewhat dissatisfied (21)

Extremely dissatisfied (22)

Skip To: #57 If How satisfied are you with the temperature conditions? = Extremely satisfied

Skip To: : #57 If How satisfied are you with the temperature conditions? = Somewhat satisfied

Skip To: #57 If How satisfied are you with the temperature conditions? = Neither satisfied nor dissatisfied

56. Given your level of dissatisfaction with temperature conditions, please specify your level of comfort for each season. (Select N/A if you do not work during that season or have not worked during that season yet).

	Too Cold (1)	Neutral (2)	Too Warm (3)	N/A (4)
Spring (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Autumn (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

57. Please identify any additional air quality issues you have routinely observed in your primary workspace or meeting/collaboration rooms:

Page Break

58. Please indicate all that apply for ventilation:

	Not enough air flow (stuffy) (1)	Neutral (2)	Too much air flow (drafty) (3)
Spring (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Autumn (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

59. The noise from the HVAC system is:

- Too loud (1)
- Too frequent (2)
- Not noticable (3)
- No opinion (4)

60. Do you have other comments about the HVAC?

Page Break

61. How much do you agree or disagree with the following statements regarding lighting?

	Strongly agree (11)	Somewhat agree (12)	Neither agree nor disagree (13)	Somewhat disagree (14)	Strongly disagree (15)
I do not experience glare or reflected light coming off my work surface. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I do not experience glare or reflected light in my eyes through the windows of the workspace (such as from a nearby building). (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can control nearby blinds or window shades when I feel the need to alter the amount of sunlight at my workstation/office. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is easy for me to look toward a window from my workstation/office and judge the time of day or weather outside. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

62. What is the approximate distance to exterior windows from your workspace?

▼ 0 feet (1) ... 80 feet (9)

63. Approximately how often are the blinds closed so you can't see outside the window?

- Never (1)
 - Rarely (2)
 - Sometimes (3)
 - Often (4)
 - Always (5)
-

64. Do you have task lighting at your primary desk?

- Yes (4)
- No (5)

Skip To: #66 If Do you have task lighting at your primary desk? = No

65. On a typical work day, approximately how many hours a day is your task lighting on?

▼ 0 hours (1) ... 10 hours (25)

Page Break

66. How would you rate the lighting in your workspace for each of the following tasks? Mark all that apply.

	Too dim (1)	Just right (2)	Too bright (3)	Does not apply (4)
Paper tasks (reading, writing, filing) (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading a computer screen (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keyboard typing (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face-to-face conversations (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

67. Overall, is the current lighting in your workspace comfortable?

Yes (4)

No (5)

68. Please identify any electric lighting issues you have routinely observed in your primary workspace or meeting/collaboration rooms. Check all that apply:

	Primary Workspace (1)	Enclosed Meeting/Collaboration Rooms (4)
Too dim (1)	<input type="radio"/>	<input type="radio"/>
Too bright (4)	<input type="radio"/>	<input type="radio"/>
Too much glare or contrast (5)	<input type="radio"/>	<input type="radio"/>
Automatic lighting turns off, on, or dims when not desired (6)	<input type="radio"/>	<input type="radio"/>
Flickering (7)	<input type="radio"/>	<input type="radio"/>
Undesirable light color (too cold/blue, too warm/orange, etc.) (8)	<input type="radio"/>	<input type="radio"/>

69. Please identify any additional electric lighting issues you have routinely observed in your primary workspace or meeting/collaboration rooms:

70. Do you have other comments about lighting?

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71. How much do you agree or disagree with the following statements regarding acoustics?

	Always (18)	Most of the time (19)	About half the time (20)	Sometimes (21)	Never (22)
I can overhear others' phone calls (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am distracted by nearby face-to-face conversations (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can hear and make out words from conversations in nearby focus or breakout rooms (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am distracted by mechanical noises from building systems (such as HVAC or elevators) (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

72. How much do you agree or disagree with the following statements regarding acoustics?

	Always (18)	Most of the time (19)	About half the time (20)	Sometimes (21)	Never (22)
I use headphones with music or white noise to block out other noises in my workspace (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use headphones, with or without sound coming through them, to signal that I don't want to be disturbed (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have trouble finding a spot to take a phone call without being overheard or being disturbed by others (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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73. Is your office chair adjustable?

Yes (23)

No (24)

Skip To: #75 If Is your office chair adjustable? = No

74. Do you feel that you know how to adjust it for the best working position?

Yes (28)

No (29)

75. Do you have sufficient access to adjustable height desks?

Yes (5)

No (6)

Skip To: #77 If Do you have sufficient access to adjustable height desks? = No

76. Do you feel that you know how to adjust it for the best working position?

Yes (28)

No (29)

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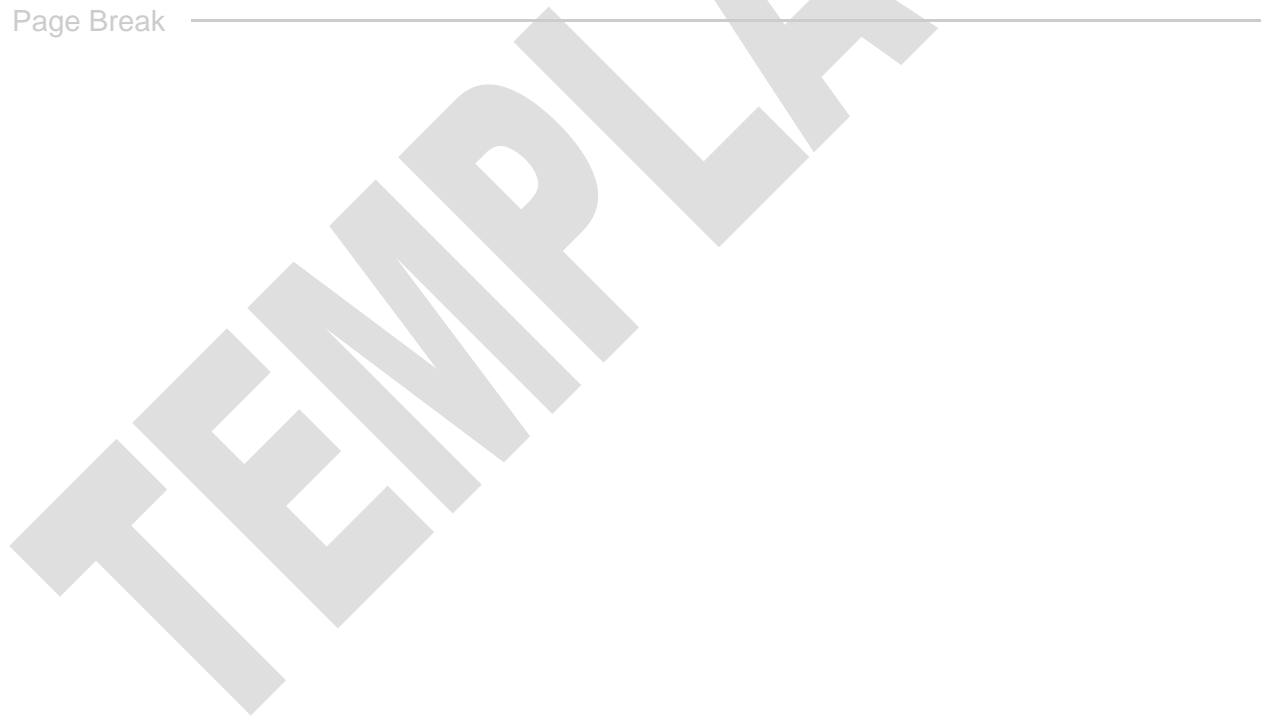
77. Indicate how strongly you agree or disagree with the following statements about your current workplace.

	Strongly disagree (11)	Somewhat disagree (12)	Neither agree nor disagree (13)	Somewhat agree (14)	Strongly agree (15)
The workplace heightens my awareness of the organization and its mission. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The workplace makes me proud to be part of the organization. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The workplace makes me feel like I am part of a community. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The workplace energizes me. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

78. Indicate how strongly you agree or disagree with the following statements about your current workplace.

	Strongly disagree (11)	Somewhat disagree (12)	Neither agree nor disagree (13)	Somewhat agree (14)	Strongly agree (15)
The workplace supports health and well being. (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proud to show this office to visitors. (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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79. To what extent does your current workplace inhibit or support ...

	Significantly inhibits (1)	Somewhat inhibits (2)	Neither inhibits nor supports (3)	Somewhat supports (4)	Significantly supports (5)
... your individual productivity? (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... your ability to work effectively with others? (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... your team's productivity? (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

TEMPLATE

80. Indicate how strongly you agree or disagree with the following statements about communication within your current workplace.

	Strongly disagree (11)	Somewhat disagree (12)	Neither agree nor disagree (13)	Somewhat agree (14)	Strongly agree (15)
I learn a lot by overhearing others talk. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know what is going on in the organization. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I often stop by others' workspaces to have brief conversations. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interrupting others is ok if you need to get quick feedback. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

TEMPLATE

81. Indicate how strongly you agree or disagree with the following statements about communication within your current workplace.

	Strongly disagree (11)	Somewhat disagree (12)	Neither agree nor disagree (13)	Somewhat agree (14)	Strongly agree (15)
I enjoy having conversations with co-workers around the office. (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer to communicate by email rather than face-to-face. (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid having conversations at some locations in the office because I am worried I will distract someone. (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid having conversations at some locations in the office because I am worried I will be overheard. (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are some amenities in the office (either work or break areas) that I feel are too far from my workstation. (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

82. Is there anything missing from your current work environment that could possibly improve your work performance or job satisfaction if they were available?

83. Overall, how would you rate the performance of ...

	Extremely bad (11)	Somewhat bad (12)	Neither good nor bad (13)	Somewhat good (14)	Extremely good (15)
... your workspace (furniture, layout, spaces, amenities, etc)? (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... your technology (computer, phone, network access, scheduling software, IT support, etc)? (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... your organization's telework policy? (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

84. Creating a better workplace can only be successful with your help! Please share 3 things that you feel the project team should be aware of when obtaining your new workplace:

End of Block: Section 10: Current workplace performance

TEMPLATE