

Office space survey

Please leave your name off. Answer about the office where you work most, as it is in a normal week.

Floor or area

Date

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

1 In a typical week, how many days do you work in this office?

- ☐ Under 1 ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 or 5 days

2 Which days do you usually work here? (tick all that apply)

- ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

3 What do you mostly come into the office for? (tick all that apply)

- ☐ Meetings ☐ Focused work ☐ My team ☐ Equipment or files ☐ Social time ☐ It is required

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
4 Noise rarely breaks my concentration here.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
5 My private calls stay private here.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
6 I can get a desk that suits the day's work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
7 I can get a meeting room when I need one.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
8 The temperature where I sit is comfortable.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
9 I have enough room for my work and my things.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
10 Overall, this office helps me do my best work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					

11 Which one change would help you most?

- ☐ Quiet space ☐ Call booths ☐ Meeting rooms ☐ Better desks ☐ Temperature control

12 What would make coming into the office more worth your while?

Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Desk, light and air

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
13 My chair and desk adjust to fit me.	1	2	3	4	5
14 The light at my desk suits screen and paper work.	1	2	3	4	5
15 The air where I sit feels fresh, not stuffy.	1	2	3	4	5
16 Which of these do you need at a desk to do your job? (tick all that apply)					
☐ Second screen ☐ Dock ☐ Headset ☐ Standing desk ☐ Desk phone ☐ Just a laptop					

Meetings, calls and focus

17 How many people are in most of your meetings?

☐ Just me on a call
 ☐ 2 to 4
 ☐ 5 to 8
 ☐ 9 to 15
 ☐ Over 15

18 How many of your meetings have someone joining by video?

☐ None
 ☐ A few
 ☐ About half
 ☐ Most
 ☐ All

19 When you need to focus, where do you go?

☐ My desk
 ☐ A quiet room
 ☐ A booth
 ☐ Home
 ☐ Nowhere works

20 How many calls do you take at your desk on a typical day?

☐ None
 ☐ 1 or 2
 ☐ 3 to 5
 ☐ 6 or more

Hybrid days and desk booking

21 How do you get a desk when you come in?

☐ My own desk
 ☐ Book ahead
 ☐ First come
 ☐ Team area
 ☐ It varies

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
22 Booking a desk or room here is quick.	1	2	3	4	5
23 On my office days, the people I need are here.	1	2	3	4	5
24 If it were up to you, how many days a week would you work here?					
☐ Under 1 ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 or 5 days					

Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Kitchen, amenities and the trip in

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
25 Shared areas like the kitchen are kept clean.	1	2	3	4	5
26 Which of these would you use every week? (tick all that apply)					
☐ Quiet room ☐ Call booth ☐ Lockers ☐ Bike storage ☐ Showers ☐ Parking					
27 How long is your trip to the office, one way?					
☐ Under 15 min ☐ 15 to 29 min ☐ 30 to 44 min ☐ 45 to 59 min ☐ 1 hour or more					

Planning a move or redesign (team leads answer)

28 How many people are on your team now?

☐ 1 to 5 ☐ 6 to 10 ☐ 11 to 20 ☐ 21 to 50 ☐ Over 50

29 How will your team size change over the next two years?

☐ Smaller ☐ About the same ☐ A little bigger ☐ Much bigger ☐ Not sure

30 Which special spaces does your team need? (tick all that apply)

☐ Locked storage ☐ Lab or workshop ☐ Client room ☐ Quiet room ☐ Print room ☐ None

31 Which teams do you need to sit near, and why?

Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Coworking and shared offices (members answer)

32 Which membership do you have?

- ☐ Day pass ☐ Part-time ☐ Hot desk ☐ Dedicated desk ☐ Private office

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
33 My membership is good value for what I use.	1	2	3	4	5					
34 Problems I report here get fixed quickly.	1	2	3	4	5					
35 I have met people here who help my work.	1	2	3	4	5					
36 How likely are you to recommend this space to a friend or colleague?										
Not at all likely 0 1 2 3 4 5 6 7 8 9 10 Extremely likely										

About you (optional)

37 Which best describes where you sit?

- ☐ Private office ☐ Shared office ☐ Open plan ☐ Hot desk ☐ A mix

38 How close is your usual desk to a window?

- ☐ Next to one ☐ A few desks away ☐ Far from any