

# Office space survey results

Floor or area

Date

Number of answers

Tally how many staff ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

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

## 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 |
|---------|-------|--------|--------|-------------|
|         |       |        |        |             |

### Strengths

The two statements with the highest percent agree.

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### Fix first

The two statements with the lowest percent agree.

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### What the open answers say

Sort the comments into three or four themes.

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### You said, we will

What we heard, what will change in the space, and by when.

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