

Workspace Needs Assessment

Solutions for all your workspace needs



Designers seek more than just details on square footage. They aim to engage your thoughts about your organization and workplace to unlock the full potential of the people who work there daily. The following questions are designed to assess your organization's workplace and explore how you envision it evolving into a 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 _____

Key Factors to Consider in Your Workspace

1. **Functionality and Layout** – Ensure the space supports the work activities, flow of your team, and allowing for both collaboration and privacy.
2. **Technology Integration** – Plan for the inclusion of the latest technology to enhance productivity, such as wireless internet, video conferencing tools, and smart office solutions.
3. **Employee Well Being** – Consider ergonomics, adequate lighting, and biophilia.
4. **Flexible Spaces** – Create adaptable areas that can serve multiple purposes, such as meeting rooms that double as quiet zones.
5. **Aesthetics and Branding** – Incorporate your company's brand and culture into the environment.
6. **Future Growth**: Plan for scalability and future expansion to accommodate company growth without major overhauls.
7. **Sustainability** – Use eco-friendly materials and energy efficient systems to reduce environmental impact.

General Questions

1. What are your main goals? _____
2. What kind of cultural environment does your company foster? _____
3. What new technology trends are likely to affect your space? _____

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4. Which departments need to have a physical adjacent to each other? Why? _____

5. What works within your space, what doesn't work in your space? _____

6. Describe any special characteristics your company offers. _____

Open Plan - Workstations and Benching

[Corporate Look Book- Open Plan](#)

(Fill out as needed per employee or job function in the department.)

1. What percentage of time do you spend on focused work? _____

2. What percentage of time do you spend on collaborating? _____

3. Do you share your workspace? _____

4. Do you need height adjustability at your workspace? _____

5. What kind of storage requirements do you have? _____

6. What kind of technology or connectivity is essential for your work? _____

7. Do you have any ergonomic considerations? _____

8. What must be present in your workspace for you to function effectively? _____

Enclosed and Private Spaces - Private offices and independent stations

[Corporate Look Book- Enclosed and Private Spaces](#)

1. Do you need height adjustability in the office? _____

2. What kind of storage requirements do you have? _____

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3. Do you need a meeting space in the office? _____
4. Do you need a lounge seating area for informal conversations? _____
5. What kind of audio/visual requirements do you have? _____

Gathering Spaces - Formal to casual spaces

[Corporate Look Book- Gathering Spaces](#)

1. How often do you use an enclosed room for internal/external meetings? _____
2. What type of technology do you need? (Audio/Visual, Power/Data) _____
3. What kind of presentation tools are needed? (Whiteboards, Display Boards, Easels) _____
4. Does the space need to incorporate flexibility with easily movable tables to accommodate different configurations, meeting sizes, and functions? _____
5. How often do you use impromptu, casual meeting spaces? (not an enclosed space) _____

Cafe and Break Rooms - Help your staff stay energized

[Corporate Look Book- Cafe-Break Rooms](#)

1. How many people do you need to accommodate? _____
2. What type of seating configurations? (tables, booths, lounge seating, flexible seating, community seating) _____
3. What type of technology do you need? _____
4. Do you need cabinetry? _____

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Welcoming and Lounge Areas - Welcome employees, customers & visitors

[Corporate Look Book- Welcome and Lounge Areas](#)

1. How many people do you need to accommodate in the reception/waiting area? _____
2. What type of seating configurations? (single seats, sofa, modular seating) _____
3. What type of technology do you need? _____
4. Do you need storage or anything else in the space? _____

Additional Areas

[Corporate Look Book- Learning Spaces](#)

1. Hybrid Working Spaces (Hoteling vs. Assigned) _____
2. Outdoor Spaces _____
3. Learning Spaces _____
4. Wellness/Biophilia _____
5. Quiet Zones _____