Post-Move Survey

Part of the Facilities Department mission is to provide a safe, productive, and comfortable work environment. We respectfully ask that you take a moment to answer the below questions. We thank you in advance for your cooperation!

General Location Information
Building Location: __________________ Floor: ______
Workspace Type: ☐Enclosed Office ☐Cubicle ☐Open Desk

Communication
Did you receive clear notification & instruction prior to the move? ☐ Yes ☐ No
Were the communications received early enough to adequately prepare? ☐ Yes ☐ No ☐ Somewhat
Were moving instructions clear and understandable? ☐ Yes ☐ No ☐ Somewhat

Move Logistics
Were the provided moving supplies adequate? ☐ Yes ☐ No
Did your items arrive safely? ☐ Yes ☐ No
Did the Facilities Department respond promptly to issues? ☐ Yes ☐ No ☐ Somewhat

Workspace
What is the location of co-workers with whom you must frequently interact to accomplish work? ☐Adjacent Space ☐Other Part of Building ☐Adjacent Building ☐>1mile
How satisfied are you with the following for your job function?

| Evaluation Scale: (5) Excellent (4) Great (3) Good (2) Fair (1) Poor |
|------------------|------------------|------------------|------------------|------------------|
| Visual Privacy   | 5  4  3  2  1    |
| Noise Privacy    | 5  4  3  2  1    |
| Chair Comfort    | 5  4  3  2  1    |
| Amount of Surface Space | 5  4  3  2  1 |
| Amount of Storage Space | 5  4  3  2  1 |

For how many years do you store documents in your workspace? ☐0 ☐0-1 ☐1-2 ☐3+

Aesthetics
1) Opinion on selected color scheme: ☐Appealing ☐Dissatisfactory ☐No Opinion
2) Overhead Lighting: ☐Dark ☐Dim ☐Just Right ☐Too Bright
3) Task Lighting at your desk: ☐Dark ☐Dim ☐Just Right ☐Too Bright

Additional Comments
Please provide comments below regarding your workspace and recommendations for future moves.

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Survey created by FM360, LLC – Facility Management Consulting fm360consulting.com