

# Stakeholder Survey

The Facilities Department is a service-oriented team, whose mission is to provide a safe, productive, and comfortable work environment that helps our stakeholders to achieve their business objectives, returning value to the organization's triple bottom line.

## General Stakeholder Information

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Interviewee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Locations of Employees: \_\_\_\_\_

Organizational Structure:  See Back of Page  Copy Requested

## Business Objectives (not facility related)

*Obtain copies for all of these if possible*

Key initiatives & goals for this year: \_\_\_\_\_

\_\_\_\_\_

Significant business or process changes planned/anticipated: \_\_\_\_\_

\_\_\_\_\_

Primary challenges to success: \_\_\_\_\_

\_\_\_\_\_

Personnel/Hiring Plan (anticipated changes): \_\_\_\_\_

\_\_\_\_\_

Current Disaster Recovery Plan:  Yes (request copy)  No (plan to revisit)

## Facility Needs

*Obtain copies for all of these if possible*

Anticipated building use changes (e.g. more or less space, different location, re-organizations, & moves):

\_\_\_\_\_

\_\_\_\_\_

Plans to purchase items or equipment that require significant space, atypical power, or environment:

\_\_\_\_\_

Facility-Related Challenges: \_\_\_\_\_

\_\_\_\_\_

## Additional Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interview Conducted By: \_\_\_\_\_

Date: \_\_\_\_\_