## **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!

Building Location:	General Location Information							
Communication  Did you receive clear notification & instruction prior to the move?	•							
Did you receive clear notification & instruction prior to the move?	Workspace Type: □Enclosed Office	□Cubicle	□Open Des	k				
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? □ Adjacen Space □ Other Part of Building □ Adjacent Building □ >1 mile  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  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? □ □ □ □ 1 □ 1 - 2 □ 3 +  Aesthetics  1) Opinion on selected color scheme: □ Appealing □ Dissatisfactory □ No Opinion  2) Overhead Lighting: □ Dark □ Dim □ Just Right □ Too Bright  Additional Comments	Communication							
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 Building □ >1 mile         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         Additional Comments	Did you receive clear notification & ins	struction prior	to the move?	· 🗆	Yes	□ No		
Move Logistics  Were the provided moving supplies adequate?	Were the communications received ea	arly enough to	o adequately p	orepai	re? □`	Yes I	□ No □	Somewhat
Were the provided moving supplies adequate?	Were moving instructions clear and un	nderstandable	e? □ Yes	□N	o 🗆 :	Somew	hat	
Were the provided moving supplies adequate?	Move Logistics							
Did your items arrive safely?	•	dequate? E	J Yes □ No	)				
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For how many years do you store documents in your workspace?   10	Amount of Surface Space		5	4	3	2	1	
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	Amount of Storage Space		5	4	3	2	1	
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3) Task Lighting at your desk: □Dark □Dim □Just Right □Too Bright  Additional Comments	1) Opinion on selected color scheme:	□Appealing	□Dissatisfa	ctory	□No (	Opinion		
Additional Comments	2) Overhead Lighting: □Dark □Dir	n □Just Ri	ght □Too E	3right				
	3) Task Lighting at your desk: □Dar	k □Dim □	Just Right	□То	Bright			
		arding your wo	orkspace and	recon	nmenda	itions fo	or future m	oves.