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Corporate Programming Questionnaire

Name: _____ Date: _____

Employee Workplace Strategy:

Please attach an organizational chart. You will need to copy the following for each department.

By department, please answer the following questions:

Do you work in Leadership teams? If yes, How many? _____

Quantity of private office spaces? _____ Table or worktable desking system? _____

Quantity of resident workers? _____ Special configurations? _____

Quantity of non-resident team members that will need a workspace? _____

Can we implement a hoteling scheme to save square footage? _____

Do you currently use a form of Touchdown spaces? _____ Business centers? _____, Lounge spaces? _____
_____, Quiet Rooms _____ or Enclaves (enclosed space for 1-3)? _____

Explain _____

Do you have heavy computing areas? _____

Do you have a call center? _____

Does your company promote a mobile work strategy? _____ What percentage of employees? _____

What percentage of your staff is:

Traditionals (1928-1945) _____ Gen X'rs (1965-1980) _____

Boomers (1946-1964) _____ Millennials or GenY (1981-1991) _____

Besides HR, who else has a confidential position that needs acoustical or visual privacy? _____

Does any of your departments need to be locked separate from the rest of the company? _____

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Space Adjacencies:

In order to create an environment that is conducive to communication, creativity and innovation, what key adjacencies are essential within your organization? How can we help you develop mentoring and knowledge transfer?

Conference Rooms:

How many conference rooms will you need? _____

How many people will you want to sit in each? _____

What type of AV equipment will you need for each? i.e.: video conferencing, in-focus, will you require power in the floor? At table top? _____

Will any of these rooms be a multi-purpose room in which you will need flexible tables and flexible seating? _____

Will you be serving food in these conference rooms in which you need a servery or would an adjacent kitchen be sufficient? _____

Do you need a projection screen? _____ Motorized? _____

Do you have an existing system you will be taking? Dimensions? _____

Will you require special lighting dimming? _____

Which rooms will require tackboards? _____ Whiteboards? _____ Display rails? _____

Do you need quiet zones/enclaves for 1-3 people? _____

Do you need learning/sharing/training spaces? _____ Size? _____

Do you throw parties at your office? _____ Catered? _____

Do you have an AV consultant that you are working with? _____ If not, we have recommendations for good ones.



Corporate Programming Questionnaire

Storage:

Quantity of Files: Note by number of drawers followed by length i.e. 5/36-5 high x 36"wide

(Please attach on separate sheet by department) _____

Quantity of Storage Cabinets: Note by height _____

Are there security concerns for any particular department? _____

Do you store promotional products or displays there? _____

Technology/Computer Room:

Do you have a wireless network enabling an "active office"? _____ What percentage use laptops vs. desktops _____

Do you need 24-hour cooling in the computer room? _____

Who is your MIS/IT person (add phone #)? Will they be designing the computer room layout?

Do you need a window into this room? _____ Is a card reader required? _____

Specialty Spaces:

Reception- How many guests do you typically have seated? _____ Is it used for branding? _____

Do you a receptionist? How many? _____ Do you have multiple receptions? _____

Do you have a library or resource center? How many lineal feet of books/binders/etc? _____

Do you have a health and wellness program? Will you need space for that function? _____

Do you require shower? _____

Are there other personal amenities you provide for your staff? Will it require space? _____



Corporate Programming Questionnaire

Mail/Copy/Equipment/Workrooms:

Do you have a room designated for equipment? _____

Are supplies kept in one central location or within each department? How much space is required?

Are the copy machines in one central location or dispersed throughout the space? _____

Do you need a storage room or a junk room? How big? _____

Do you do fulfillment at this location? _____

Furniture:

Can we design the space using a new furniture model? _____

Do you have a national furniture standards program? _____

Do you have a contract or a relationship with a particular furniture dealer? _____

Budget:

Do you have a budget? _____ Will you be using strictly the landlord allowance? _____

Sustainability:

KDG specifies products that can help create healthy work environments and minimize environmental impact. We provide an environmental statement on the specified sustainable products at the end of each project so clients can share their experience with their stakeholders, local communities and marketing partners. Does your company have sustainable policies, initiatives and objectives? Please share your thoughts and comments.



Corporate Programming Questionnaire

Art:

Do you have a budget set aside for artwork? _____

Do you have an art consultant that you are working with? _____ If not, we have recommendations for good ones.

Acoustics:

Do you have any spaces needing special acoustic treatment? _____

Do your employees wear headphones in the office? _____ Do they find the office generally quiet or noisy? _____

Do you have an AV/acoustical consultant that you are working with? _____ If not, we have recommendations for good ones.

Lighting:

KDG designs to meet the local energy codes. Unfortunately, this means less incandescent and more fluorescent fixtures. We implement dimming systems in special areas and specify occupancy sensors.

Do you have any spaces needing special lighting conditions? _____

Branding:

Do you want to change your logo/branding? _____

Are there any woods, colors, finishes, or styles that you strongly like/dislike? Would you like me to visit any offices that you have been in that you liked? This is all about you... We want to deliver the most appropriate product that will suit your corporate image.

What else can we do to make you more successful?

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Equipment:

How many and what type of the following equipment do you have in your company?

Printers + where?	Refrigerator (need icemaker?)
Personal Printers + which offices/wkstns	Under-counter Refrigerator
Fax + where?	Water Cooler
Copier + where?	Microwave (s)
Stand-alone computer	Coffee Machine (s)
Server (if no dedicated computer room)	Dishwasher
Video Conferencing	Latte Maker-built in?
Film/Fiche	Ice machine?
Flat Screen TV- in any offices?	Vending Machines
AV equip	Binding Machine
TV/DVD player (in which rooms)	Folding Machine
Mail Machines	Typewriter (yes some still use them)
Switchboard	Overhead Projector (counter?)
Scanner	Stand Alone Shredder

Add additional equipment on a separate sheet by department.