

W.O.W Worksheet



Embrace the Wide Open Workspace Worksheet

The workforce today is comprised of four very different generations of employees, each with their own set of ideas on how work should be completed as well as workspace preferences. It is with this knowledge that organizations are realizing they must reinvent their workspace to fulfill everyone's needs. Whether it is removing cubicles to create a more open, collaborative environment or providing your employees the tools for wider mobility, most companies are implementing widespread changes.

Use this worksheet to inventory your physical workspace and generate new ideas for improvement within your organization.

Presented By:

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1 What does your current office space look like?

How many locations do you have?

What is your total square feet for all locations?

What is your square feet for each location?

Building 1

Building 5

Building 9

Building 2

Building 6

Building 10

Building 3

Building 7

Building 11

Building 4

Building 8

Building 12

What types of workspaces do you have?

Types:

How Many?

Utilization?

Open Office

Team Space

Cubicle

Private Office

Team Room

Touch Down

Conference Rooms

Brainstorm Room

Meeting Point

Break Area

Games Room

How many employees do you have?

Assigned workspaces

Flexible workspaces

Combination of both - % of each

2 Service delivery

How do you engage your workforce?

Phone

Email

Social Networking & Social Media

Mobile Technology & Apps

Gamification

Newsletters, Posters, Print

Conference Rooms

Brainstorm Room

Meeting Point

Break Area

Games Room

How is the FM Dept perceived?

Very helpful

Somewhat Helpful

Neither

Not so Helpful

The Opposite of Helpful

36% of employers use one or more mobile technology tools to promote health engagement.

3 Space aesthetics

Do you have access to light?

Is your office bright & colorful?

What types of ammenties do you offer?

Break Areas

Game Room

Nap Areas

Outdoor Access

Located near Restaurants

Located near Shopping

Social Areas

Activity Areas

Bring on the Fun!

The average worker spends approximately 46 hours per week at work. We spend as much if not more time at our jobs than we do at home. And while at work, we are expected to be 100% productive. As a result, workers should feel comfortable taking breaks, allowing for a little time to relax and socialize. They may be spending less time working, but their **productivity will increase**.

4 Technology

Do you offer WIFI?

Has your organization adopted BYOD?

What technology resources are available in meeting rooms?

Video Monitors

Internet

Conferencing

Are your employees provided mobile tools?

Laptops

Smart Phones

Tablets

4 Human Resources

What are the workplace expectations?

What is HR hearing, experiencing from interviewees?

What do think employee expectatins are?

Why are people staying or leaving?

What information do they have about the current employee population that would help you better define the work-space for their needs? i.e. Job type, title, age.



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