Office environment: interactions at work and adequacy of space

1.   **How often did you interact with others at work in the ways described below? Please estimate the <u>frequency</u> and <u>average duration</u> of:**

Formal meetings: pre-scheduled meetings with colleagues and external parties, including telephone and video conferences.

Informal discussions: ad hoc meeting or conversation (not necessarily related to work) taking place away from your desk (e.g., in work space, lounge, printer/copier area, corridor, kitchen, tea room).

Collaborative working: working together with colleagues over something while sharing the same space.

Please do NOT include having lunch with others in the above categories.

	Times in last 7 days	**Average duration (min)**
Formal meetings		
Informal discussions		
Collaborative working		

2.   **Below are questions about spaces for formal meetings, informal discussion and collaborative working.**

 For each of the questions below, please choose the response that best applies to your workplace. When considering <u>informal discussion</u> spaces, please think about spaces away from your desk. Please note that "functionally adequate" refers to quality aspects (e.g., equipment, furnishing, lighting, comfort, etc).

	Strongly disagree	**Disagree**	**Neither disagree nor agree**	**Agree**	**Strongly agree**	**NA**
There is a sufficient amount of space for formal meetings in my workplace.	☐	☐	☐	☐	☐	☐
The space for formal meetings is functionally adequate. (Select NA if no such space exists.)	☐	☐	☐	☐	☐	☐
There is a sufficient amount of space for informal discussion in my workplace.	☐	☐	☐	☐	☐	☐
The space for informal discussion is functionally adequate. (Select NA if no such space exists.)	☐	☐	☐	☐	☐	☐
There is a sufficient amount of space for collaborative working in my workplace.	☐	☐	☐	☐	☐	☐
The space for collaborative working is functionally adequate. (Select NA if no such space exists.)	☐	☐	☐	☐	☐	☐