

Work Environment Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

All seven questions are optional and always visible. The first identifies the space used; the next five ask about conditions relevant to work; the last seeks one change. Keep the four-week reference consistent.

1. Which work area did you use most during the past four weeks?

- ☐ Private office
- ☐ Shared office
- ☐ Open-plan workspace
- ☐ Front desk or customer area
- ☐ Workshop or production area
- ☐ Several areas equally
- ☐ Another area
- ☐ I did not work on site

2. During the past four weeks, how often did sound make your main tasks harder?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Very often
- ☐ I did not work on site
- ☐ Not sure

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3. How comfortable was the temperature in your usual work area?

- ☐ Not at all comfortable
- ☐ Slightly comfortable
- ☐ Moderately comfortable
- ☐ Very comfortable
- ☐ Completely comfortable
- ☐ I did not work on site
- ☐ Not sure

4. How acceptable was the air quality in your usual work area?

- ☐ Not at all acceptable
- ☐ Slightly acceptable
- ☐ Moderately acceptable
- ☐ Very acceptable
- ☐ Completely acceptable
- ☐ I did not work on site
- ☐ Not sure

5. How well did the lighting support your main tasks?

- ☐ Not at all well
- ☐ Slightly well
- ☐ Moderately well
- ☐ Very well
- ☐ Extremely well
- ☐ I did not work on site
- ☐ Not sure

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6. How well did the layout of your usual work area support your main tasks?

- ☐ Not at all well
- ☐ Slightly well
- ☐ Moderately well
- ☐ Very well
- ☐ Extremely well
- ☐ I did not work on site
- ☐ Not sure

7. What one change to the physical workspace would help you do your work more comfortably?
