***Real Estate, Planning, and Space Management***

***Space Needs Questionnaire***

1. In your own words, describe the nature of the issue you’re experiencing.
2. Where is your existing space? Include the building, floor, and the number of single offices, workstations, lab benches, classrooms, support spaces, etc. Please be comprehensive in your list and include room numbers where available.
3. What is your unit’s current head count? How many people in your unit require single offices? How many require workstations? How many are fully remote? Does anyone in your unit work on a hybrid schedule and if so, how is the schedule organized?
4. Are you experiencing staff, faculty, or student headcount growth? If so, please describe the growth and the timeline for when new people will be added.
5. Do you require any specialized (non-office) spaces to address your current issue? If so, what types of spaces do you require? How many of each type of space do you require? What are the maximum occupancy needs for these spaces? What would be their frequency of use (include approximate times and days they would be in use)?
6. Does your unit require adjacency to any other units or support spaces? If so, please describe?
7. Are there any critical timeline considerations that need to be accounted for in our planning for your new space? If so, please describe?
8. Do you have a preferred alternative for solving your space needs? If so, please describe?
9. Is there anything else you feel we should know?