

# Checklist for the preparation of a Workplace Occupancy Study

1. A digital floor plan (pdf) of the floors that are being measured.
2. Is it possible for us to use the wifi network during the study? If yes, what is the wifi name and password?
3. Is there a room/lobby which the Observers can use in between the measuring rounds during the study? Also is there a place where the Observers can store their belongings, for example a locker?
4. Is it required to have an entrance pass to access various parts of the workplace? If yes, entrance passes need to be arranged for the Observers. If needed we will provide their details upfront.
5. Do your employees/colleagues know that a Workplace Occupancy Study is being undertaken? If not, we can provide a template for your internal communication.
6. Would you like a breakdown per department in the report? If yes, we would like a detailed Excel-list of floorplan of such departments. Because of the GDPR, we cannot report departments smaller than ten workstations.
7. Do you have various types of workplaces? If yes, we would like to know this in advance and a description on how to recognize them.
8. Do you have different kind of meeting areas, for example: meeting rooms, conference rooms, restaurant, lobby, etc? If yes, we would like to know this in advance and a description on how to recognize them.
9. Do you have an overview available that lists details concerning meeting rooms and workstations. If yes, we would like to receive this in Excel.