

# Office Design Checklist

## Our Goals

With our office fit-out, our main goals are:
1/
2/
3/

## Our Needs

Number of occupied floors within the building:	Space (square meters) per floor:
Total number of staff:	Total number of departments:
Department name & staff numbers:	
1/	5/
2/	6/
3/	7/
4/	8/
Departments who frequently collaborate:	
1/	&
2/	&
3/	&

Chosen working style:
The design needs to accommodate these activities:
We need the following specific workspaces:
Departments that specialist equipment:

## Current Office Issues

Our current office issues to address are:
1/
2/
3/

## Planning & Key Information

We have a plan and details of my office  We require a site survey

Our preferred deadline is:
Our growth plans are:
Our budget is:
Our branding preferences are: