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:	

This Office Design Checklist is free to use as you wish. Designed and created by Flexiform, a UK office furniture manufacturer, interior designer and fit out company. Please contact sales@flexiform.co.uk if you would like a tailored form or to discuss your results.

