

Read the survey. Write the headings in the box in the correct place (A-D).

Meetings and meeting rooms Other facilities The work day The workplace

EMPLOYEE SURVEY

In order to make our workspace and facilities better, we would like your opinion on how to improve it. Please complete the survey and give extra information where possible.

A _____

- 1 How do you get to work?
 Bicycle Car Motorcycle Public transport Walk Other
- 2 What are your working hours?
- 3 How much time do you spend at your desk?

B _____

- 4 Which department do you work in?
- 5 Do you have a problem with noise in your work area? Yes Sometimes No
- 6 Does your workspace have a desk lamp? Yes No

C _____

- 7 How many hours a week do you spend in meetings? 0-2 2-5 More than 5
- 8 Does your office have enough meeting rooms? Yes No
- 9 How often do you have problems booking meeting rooms?
 Never Sometimes Often Always I don't book them

D _____

- 10 How often do you use the company gym?
- 11 How many times a week do you eat in the canteen?
- 12 Where do you take a break?