



# FOUR POINT DESIGN

Workplace Assessment Checklist



# ➤ THE PURPOSE OF OUR WORK-PLACE ASSESSMENT CHECKLIST



When speaking with business owners and facilities managers, we often hear how you feel you are more reactive than proactive when it comes to keeping your interior environments at peak performance: struggling to balance competing priorities, tight annual budgets, and challenges to attract and retain great talent. So much of your business's success is affected by how employees and potential recruits feel in your spaces. Your facility is a critical component of your business's success.



Here are some reasons why your workplace can have a positive effect on business outcomes:

## ➤ **Your Facility Can (or Cannot) Help in Attracting Talent**

Finding the right talent in your organization can be difficult, and turnover is incredibly expensive. Does your facility engage or disengage your employees?

## ➤ **Your Facility Can Affect Your Employees Wellness.**

By creating a healthy environment for employees, you increase productivity and engagement. In addition, wellness amenities such as fitness equipment and healthy food choices in your facility can empower employees to make better health choices away from the office as well.

## ➤ **Your Facility Can Influence an Employee's Efficiency and Performance.**

Offering flexible work environments, tailored to the style of work of each employee can drastically increase output. Also, people want choice, so providing it increases morale. Don't forget to address ergonomics as well.

## **Your Facility Can Enhance Your Overall Company Perception and Brand.**

➤ Access to natural light and good artificial light can improve productivity and overall wellbeing. Branding and way-finding in your facility will also positively influence the impression employees and guests have of your company.

Let's take a look at the relevant categories Four Point Design utilizes to complete our VisionCasting assessment projects.

# ➤ WORKPLACE CHECKLIST



As interior design professionals, it is frequent that business owners will hire us to complete third party assessments. In doing this, we have created a powerful, efficient process; one that includes various categories we know are critical to maintaining your facility's effectiveness and condition. Combining this onsite inventory with our professional evaluation on condition and priority, we have created a tool we call VisionCasting.

For workplaces, here is a list of categories we cover in our VisionCasting Assessment.

RATINGS	
3	Optimum
2	Fair
1	Unsatisfactory

CHARACTERISTIC	BASELINE CRITERIA	RATING	COMMENT
<b>ADA Accessibility</b>	All applicable code requirements are met. Wheelchair accessibility and movement in space is not hindered by equipment, furniture, or clutter.		
<b>Ceiling Finish</b>	Ceiling finish is appropriate for space. Ceiling tiles are clean, undamaged, and fit tight in grid. No grid damage. No drywall damage.		
<b>Functional Adequacy</b>	Space is clean and organized. Space supports intended function of the company. Allows for independent working and collaborating. Technology, power, and data are integrated into the design to support the function.		
<b>Lighting</b>	Light fixtures, levels, and controls are appropriate for each zone. Controls are conveniently placed and intuitive. LED lighting.		
<b>Wall Finish</b>	Wall finish material is appropriate. Walls have no major damage and are free of holes, scuffs, knicks.		
<b>Casework</b>	Material use is appropriate for space. Solid surface material at all sink locations. Caulk joints at backsplash are clean and not cracked. No damage to surface finishes. Handles, locks, and hinges are all functioning correctly.		
<b>Daylight Access</b>	View to natural light from collaboration areas and open workspaces.		
<b>Flooring + Base</b>	Appropriate flooring is installed. Flooring has no major damage, scratches, or stains. No-wax resilient flooring is installed. Rubber base (cove) at least 4" high is installed.		
<b>Aesthetic Considerations</b>	Finish palette is updated and fresh. The space creates a sense of company culture and collaboration.		
<b>Branding + Wayfinding</b>	Branding is consistent with company culture. Wayfinding is integrated into the design. Signage is consistent across building and/or campus.		
<b>Window Treatment</b>	Window treatment is clean and appropriate for function of space.		
<b>Furniture + Upholstery</b>	Adequate furniture for space and use type. All moving parts are functional. Upholstery is clean and undamaged. Wood, metal, and poly finishes are in good condition.		
<b>Artwork</b>	Artwork is installed with appropriate safety hardware and is in good condition. Artwork content supports the company's mission, brand, and culture.		

# ➤ SO NOW WHAT?



You understand the impact your facility can have on your business and bottom line. There is a way to evaluate your current state that engages leadership and key stakeholders and gives them a fair voice in what is important.

The question now is what to do with this information?

If you don't think you can do it on your own, let's talk further about how we can help.



## H0 - CENTRAL STERILE



### Summary Score:

Although the building has been only in existence for 10 years, the lack of proper maintenance has created some challenging areas that need to be addressed before additional costs are required. This assessment will help you to prioritize those areas.

CHARACTERISTIC	BASELINE CRITERIA	RATING	COMMENTS
Functional Adequacy	Spaces are adequately sized and offer space to allow for some multi functional use. Space is clean and organized.	2	Inadequate space for furnishings and functions.
Daylight Access	View to natural light and outdoor space from lounge.	n/a	Staff lounge was located within the interior of the suite.
ADA Accessibility	All applicable code requirements are met. Wheelchair accessibility and movement in space is not hindered by equipment, furniture, or clutter.	2	Inadequate space for furnishings and functions.
Flooring + Base	Appropriate flooring is installed. Flooring has no major damage, scratches, or stains. No-wax resilient flooring is installed. Rubber base (cove) at least 4" high is installed.	3	Some damage/cracked floor tiles, but overall in good condition.
Wall Finish	Wall finish material is appropriate. Walls have no major damage and are free of holes, scuffs, knicks.	4	Some general wear/tear observed.

Example detail evaluation

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## VisionCasting Assessment

For more information, contact us at:  
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