

Workplace Design Brief

Document Download | Edition 1.0 | 2021



Just answer what you can...

The questions in this document have been created to provide the foundations of your design brief. This information will drive your project and is a great point of reference as your project moves forward to help the project team maintain focus.

You may not know the answer to every question initially, but that's OK... this document can remain 'live' and be updated as more information becomes available.

Page	Section
03	General Information
04	Workplace brief
06	Client facing facilities
08	Staff facilities
09	Emotive brief

GENERAL INFORMATION

① Your Details

Date _____
Name _____
Email _____
Mobile number _____

② Company Details

2.0 What is your company name?

2.1 What is your business address?

State _____ Post code _____

2.1 What is your industry sector? (finance, legal, media etc)

2.2 Are you:
Refurbishing your current office?
Relocating to a new office?

2.3 What is the size of your new office space (sqm)?

2.4 When do you need to move into you new office?

2.5 When do you take possession of your new office space?

2.6 What is the total number of employees in your office?
Current head count _____
1 year projected head count _____
3 year projected head count _____
5 year projected head count _____

③ Workplace style

3.1 What type of workplace do you want to create?

- 100% open plan with assigned seats
 - 100% open plan with hot desking
 - Open plan and private offices
 - Agile environment - no dedicated seats
 - Agile environment - team neighborhoods
 - ABW environment - no dedicated seats & a mix of settings
 - Other - please expand:
-

3.2 What is your preferred workstation style?

- Linear (rectangle 1600x800)
 - Linear (rectangle 1800x800)
 - 120 degree
 - Circular
 - Sit-to-stand height adjustable
 - Other - please expand:
-

3.3 What size staff meeting rooms are required? (select all that apply)

- client meeting rooms are discussed separately.

- 1-2 person
 - 4 person
 - 6 person
 - 8 person
 - 10 person
 - 12 person
 - Larger (specify size)
-

3.4 Do you require any private offices?

- No
- Yes Quantity

3.5 Do you require any teams to sit adjacent?

CLIENT FACING FACILITIES

④ Reception & entry

4.1 What type of reception do you require?

Formal & traditional desk

Informal concierge

Simple meet and greet

Visitor sign-in point

Secure holding space

No reception

Other - please expand:

4.2 Do you require visitor seating?

No

Yes Quantity

4.3 Do you require specialist storage close to reception?

No

Yes

Please expand:

4.4 Do you require secure access from reception to the office area?

No

Yes

Please expand:

4.5 Do you require a post room close to reception?

No

Yes

Please expand:

4.6 Do you require a dedicated service kitchen/tea point close to reception?

No

Yes

Please expand:

CLIENT FACING FACILITIES

⑤ Client meeting rooms

5.1 Do you require dedicated client meeting rooms?

(select all that apply)

1-2 person

4 person

6 person

8 person

10 person

12 person

Larger (specify size) _____

5.2 What audio visual do you require in the client meeting rooms?

5.3 Do you require an operable wall in any of the client meeting rooms?

No

Yes

Please expand:

5.4 Provide any additional information for client facing facilities?

⑥ Back of house office

6.1 What type of breakout facility would you prefer?

Multiple small local tea points spread across the floor

One large open breakout

One large enclosed breakout

6.2 Do you require staff lockers?

No

Yes

6.3 Do you require staff training facilities?

No

Yes

Please expand:

6.4 How many printer utility areas do you require?

6.5 How many IT racks do you require in your comms room?

6.6 What are your general storage requirements?

Minimal paperless office

Personal desk pedestals

Dedicated team storage

Secure store room

Other - please expand:

⑦ Primary drivers

7.1 What are the primary drivers behind your new office?

- End of lease / renewal
 - Merger / takeover
 - Re-branding / new culture
 - A catalyst to retain / attract staff
 - Growth
 - Downsizing
 - Other - please expand
-

7.2 Which of the following are important to you?

- Maximise workstation numbers in the office space
 - Promote a collaborative working environment
 - Empower staff with a choice of workplace settings
 - An office I can invite my clients to
 - An office I can entertain in
 - Other - please expand
-

7.3 Which of these best describe the desired feel for your new office?

- Sophisticated & classic
 - Minimal & clinical
 - Vibrant & colourful
 - Timeless & warm
 - Scandinavian & neutral
 - Rich & considered
 - Other - please expand
-

7.4 What works well in your current office?

7.5 What does not work well in your current office?

7.7 Additional comments:

7.6 What one thing would you like to see in your new office?

Fancy sharing...

If you would like to discuss your new office project with us, click the submit button below to generate an email and we'll be in touch for a chat...free of charge!

DESIGNTRUE

Sydney, Australia

e info@designtrue.com.au

