

**Bolton Town Hall
Space Needs Questionnaire**

Name: _____

Dept.: _____

1. How many people work in your department and what are their functions? Please indicate full time and part time personnel. What do you anticipate will be your future staffing?
2. How do members of your staff interact with each other in performing their duties?
3. What hours is your department open? Do you post evening hours? Do you anticipate your hours changing?
4. Is it desirable or necessary for your department to interact with the public? If yes, what is the nature of this interaction? How frequent is this interaction? If no, is it undesirable for the public to have easy access to your department offices?
5. With what other departments does your department interact? What is the nature of this interaction and how frequent is it? Do you share any equipment (e.g., copiers, printers, faxes) and if so, with whom? Is sharing a problem?
6. Do you or your department have any need for privacy? Please describe a typical situation where privacy is needed.
7. Do you or your department have need for meeting space? How many people would be meeting? How often do you meet?
8. Evaluate your current space in meeting the needs you have described. What problems do you have with your space?
9. What other spaces in the building would you like to have that you do not currently have (e.g., lunch room, storage)?
10. Please provide a list of your current furnishings and equipment that you will keep or will need to have replaced with comparable items. Please be as specific as possible.

Desks:

Workstations (L-shaped):

File cabinets:

Lateral file cabinets:

Flat file cabinets:

Tables (please indicate sizes):

Chairs:

Safes:

Bookcases:

Computers:

Printers:

Copiers:

Faxes:

Other:

11. Do you anticipate needing additional furniture? If, so, please list.