

Appendix D-1: Questionnaire



General Staff/Facility Questionnaire 2011-2016 Space Utilization Study

Instructions

You should complete one questionnaire for each of your divisions or groups.

For assistance in completing this survey, please contact the County Architect by phone (568-3085) or email: countyarchitect@co.santa-barbara.ca.us

Question 2: Intra-Departmental

2.1 Primary Contact refers to the requirement that your division or group will not function properly if not located immediately adjacent to other divisions or groups within your department.

2.2 Secondary Contact refers to the requirement that your division or group will function properly if located within a short distance to other divisions or groups within your department.

2.3 Remote Contact refers to the requirement that your division or group will function properly if not located immediately adjacent to other divisions or groups within your department.

Question 3: Inter-Departmental

Same questions as above 2.1, 2.2 and 2.3

Examples:

The Treasurer must be **Primarily** adjacent to the Auditor-Controller in order to function properly.

PW Transportation Construction must be **Primarily** adjacent to Transportation Maintenance because they share equipment resources.

Department: Number:

Division: Number:

Staff Contact: Phone:

Email:

1. Where is your division located?

Please complete this questionnaire for each division separately.

- Carpinteria Area Santa Barbara Goleta Gaviota Area Buellton
 Solvang/Santa Ynez Lompoc Orcutt Area Santa Maria
 New Cuyama/Cuyama Other:

2. Considering other divisions or group within your department?

2.1 Indicate those your group requires **Primary Contact** with:

2.2 Indicate those your group requires **Secondary Contact** with:

2.3 Indicate those your group requires **Remote Contact** with:

3. Considering other divisions or group outside your department?

3.1 Indicate those your group requires **Primary Contact** with:

3.2 Indicate those your group requires **Secondary Contact** with:

3.3 Indicate those your group requires **Remote Contact** with:

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Question 4: Current Location

Does your division or group need to remain where it is today? If the services you provide can be characterized as "regional" then your response would be Yes. In other words, if your group provides services to Orcutt, being located in Goleta may not make for efficient use of resources.

Question 5: Specialized Space

Does your division or group need specialized facilities, like: Fire Stations, Paint Booth, Evidence Storage, etc. If so, please list them with the required area in square feet. If you need additional room, attach a separate sheet.

Question 6: General Public

This refers to your customer public. There is no need to indicate; mail delivery, package delivery or other service delivery. We are looking for the intensity of interaction with the general public. If there is inadequate space to accommodate the general public, please indicate that in the comments.

Question 7 & 8: Parking

These questions tell us if there is adequate space to accommodate parking by your staff or the public.

On-site could be a central employee parking lot or a parking lot associated with your building. It could be the use of the public streets or a private parking lot rented by employees.

4. Does your division/group need to remain in its current location?

Yes No Don't Know

Please explain: Example: Our Division serves the New Cuyama Valley

5. Please list functions or tasks that require specialized work areas or environments that cannot be accommodated within regular office space.

Example: equipment maintenance shop/cover, 1000sf

6. Does the general public need regular access to your division? Yes No

If yes, is a public lobby/waiting area provided for now? Yes No

If yes, how many visitors a week (average)? _____

Comments:

7. Where does the majority of your staff park?

On-site parking Park on the street Private parking lot Don't know

Comments:

8. Where does the majority of the public park?

On-site parking Park on the street Private parking lot Don't know

Comments:

9. Does your division/group use alternative work scheduling? Yes No

If, yes, please continue to question 10.

If, no, please complete the *Staff Worksheet Questionnaire*.

Comments:

Question 10: General Public

Alternative work schedules have proven to be an effective means of managing facilities in organizations like the County of Santa Barbara.

Please indicate what methods your division or group currently uses and how effective they are. Indicate any challenges you have implementing alternative work methods in Question 12.

THANK YOU FOR YOUR TIME AND ATTENTION THIS REQUEST!

ALTERNATIVE WORK SCHEDULE

10. Please indicate all that may apply?

Staff Scheduling Options: 5/40 9/80 4/10 3/12 Other: _____

Staff Telecommuting (TC) Options: (working at home or remote locations)

TC-1 (one day) TC-2 (two days) TC-3 (three days) TC-4 (four days)

Comments: _____

11. How has the use of alternative work schedules helped your division/group?

12. What challenges have you had in implementing alternative work schedules?

13. Do you have any concerns, comments or suggestions about county facilities?

14. Finally, would you like the County Architect to contact you regarding this survey?

Yes No, please contact: _____

—End—

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