

November 25, 2019

LPA Project Name: OUSD Facilities Master Plan
LPA Project No. 19193.10

OUSD ADMINISTRATIVE STAFF & LIBRARIAN SURVEY DRAFT

INTRODUCTION

Orange Unified School District is embarking on an effort to create a Facilities Master Plan. The information gathered in this survey will provide the District's Facilities and Planning Department with a more thorough understanding of the features within the school facility that you believe are most crucial in supporting your needs in relation to the work that you do.

The following survey will take about 5 to 10 minutes at most to complete. The intent of these questions is to better understand the degree to which various features and resources currently exist in your school, as well as to learn which features are most important in supporting and enhancing your work experience moving forward. From this information, we will get a better sense of what is needed, long-term, to support your school. We thank you in advance for your participation!

If you have any questions about the survey or the master planning process, please feel free to contact: Ymisserah Eddington, Planning Analyst at yeddington@orangeusd.org.

Please submit your responses by **date**.

START SURVEY →

1. Please select the name of the school/location where you currently work:
(select from a pull-down menu of school names)
2. How many years have you been working at this school/location:
 - 0-5 years
 - >5-10 years
 - >10-15 years
 - >15-20 years
 - 20+ years
3. What is your current title? (this question is optional to answer)

DIRECTIONS:

For each of the following statements, please indicate the degree/extent to which the particular feature currently exists in your space on a scale of 1 to 3, where

1= Exists (to a high degree)

2= Exists Somewhat (to some extent/in some areas)

3= Does Not Exist

After reading each question, remember to consider:

If the statement accurately describes what exists at your school, indicate a 1 (exists as stated/exists to a high degree). If the statement presents a feature or characteristic that is somewhat evident at

your school, indicate this with a 2 (somewhat exists). And if the statement does not accurately describe what exists at your school, indicate your response with a 3 (does not exist).

(Online version will provide the 1-3 scale directly to the right of each question.)

Overall Impressions & Quality

1. Clearly visible entry to school that is branded and easy to identify by visitors
2. Spacious and welcoming front office and waiting area to support staff and incoming visitors each day
3. Highly visible, dedicated area in the main office or front of the building that is used to post important information and materials for visitors and parents, as well as to display student work
4. Main office and staff located directly adjacent to front entry, with appropriate visibility to support supervision of entrance
5. Appealing visual appearance of the interior of the school building – a pleasant place to work
6. Pleasant views to the outside (through windows) and access to abundant daylight in your work area
7. Helpful adjacencies and connections from your work area to other interior spaces, to support collaboration and communication with colleagues
8. Ability to effectively control different features within your working environment (e.g., responsive temperature controls, operable windows, control of lighting levels-natural and artificial, noise levels)
9. Quiet space(s) to do heads-down, individual work that requires concentration – without being disrupted by noise or distractions
10. Adequate power sources located throughout your work environment (e.g., in offices, workstations, meeting rooms, collaborative areas)
11. Technology that is up-to-date, well-maintained, and effectively supports and enhances your daily work experience
12. Seamless and consistent wireless access
13. Secured storage space for sensitive files and personal items
14. Appropriate number of meeting rooms to accommodate all meetings that need to take place throughout the day
15. Adequately-sized conference room/meeting area to accommodate larger staff meetings, training sessions, professional development
16. Adequately-sized and fully-equipped health office to support the needs of the school
17. Spacious, centralized staff workroom that accommodates a number of people at one time
18. Sufficient storage space to accommodate your needs

*Of the items listed above, please select **up to five** that stand out to you as particularly important in supporting and enhancing your work experience moving forward.

ADDITIONAL QUESTIONS

19. Please briefly describe a specific feature or space within the administrative area that could be improved upon, and how.
20. Please feel free to provide additional input here: