

2022-2023 GCworkplace Design Survey - Sondage de la conception du Milieu de travail GC

Start of Block: Cover page - Page de couverture

Q0 GCworkplace follows a user-centric approach to design, which includes the GCworkplace design survey as part of the functional needs assessment of a project or organization. In order to identify future workplace requirements for your organization, we need to hear directly from you! The purpose of the following survey is to gather data on how you work and specify your functional needs and preferences for your future workplace. The survey results will contribute to the design of your workplace, informing the basic components and workpoint distributions that will make up your space. When responding, please think about the workplace in a **post-pandemic context** (i.e. no restricted access to the workplace or physical distancing). All information collected is anonymous and confidential.

Q0 Le Milieu de travail GC adopte une approche de conception plus centrée sur l'utilisateur, qui comprend le sondage sur la conception du Milieu de travail GC. Afin d'identifier les futures exigences en matière de milieu de travail pour votre organisation, nous avons besoin de vous entendre directement! Le but du sondage suivant est de vous donner l'occasion de nous dire comment vous travaillez et de préciser vos besoins fonctionnels ainsi que vos préférences. Les résultats du sondage nous aideront à concevoir votre milieu de travail, à choisir les composantes de base et les points de travail qui créeront votre espace. Lorsque vous répondez, veuillez penser au milieu de travail dans un **contexte non pandémique** (c'est-à-dire sans accès restreint au milieu de travail ni de distanciation physique). Toutes les informations recueillies sont anonymes et confidentielles.

End of Block: Cover page - Page de couverture

Start of Block: Demographics - Démographie

Q1

Please select your branch and/or directorate:

Branch 1 (1)

Branch 2 (2)

Branch 3 (3)

Q1

Veillez indiquer votre département et/ou division:

Département 1 (1)

Département 2 (2)

Département 3 (3)

End of Block: Demographics - Démographie

Start of Block: Activities - Activités

Q2 Which of the following tasks do you typically perform as part of your job function? (select all that apply)

- Concentrating (i.e. writing, analysis, reading, or research) (1)
 - Routine tasks (i.e. email and administrative tasks) (2)
 - Calling or communicating (phone call or virtual meeting without others physically present) (3)
 - Filling and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (4)
 - Information sharing (i.e. peer-to-peer learning or presentations) (5)
 - Idea generation (i.e. creative work, brainstorming or collective development of outputs) (6)
 - In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (7)
 - Using technical equipment or materials (i.e. secure network or specialized workstation terminal) (10) _____
 - Using specialized collaborative or support spaces (i.e. resource libraries, interview rooms, or other program-specific spaces not including Special Purpose Spaces such as laboratories or warehouses) (11)
-

Q2 Parmi les tâches suivantes, lesquelles effectuez-vous généralement dans le cadre de votre fonction ?(Veuillez sélectionner toutes celles qui s'appliquent)

- Concentration (écrire, analyser, lire ou faire des recherches) (1)
 - Tâches de routine (courriel et tâches administratives) (2)
 - Appeler ou communiquer (appel téléphonique ou réunion virtuelle sans personne d'autres de physiquement présent) (3)
 - Classement de document et utilisation de l'équipement (numérisation/photocopie, impression ou travail sur papier) (4)
 - Partage d'informations (apprentissage entre pairs ou présentation) (5)
 - Génération d'idées (travail créatif, remue-méninges ou développement collectif de résultats) (6)
 - Réunions en personne/hybrides (réunions avec plus d'un occupant physique colocalisé) (7)
 - Utilisation d'équipements ou de matériels techniques (réseau sécurisé ou terminal de poste de travail spécialisé) (10)
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- Utilisation d'espaces de collaboration ou de soutien spécialisés (bibliothèques de ressources, salles d'entrevue ou d'autres espaces spécifiques à un programme n'incluant pas les espaces à usage particulier comme les laboratoires ou les entrepôts) (11)
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Carry Forward Selected Choices from "Which of the following tasks do you typically perform as part of your job function? (select all that apply)"



Q3 Where do you expect to perform the following activities?

	Select activities that you perform or you will perform...	
	At the office (1)	Remotely (2)

Concentrating (i.e. writing, analysis, reading, or research) (x1)	<input type="checkbox"/>	<input type="checkbox"/>
Routine tasks (i.e. email and administrative tasks) (x2)	<input type="checkbox"/>	<input type="checkbox"/>
Calling or communicating (phone call or virtual meeting without others physically present) (x3)	<input type="checkbox"/>	<input type="checkbox"/>
Filling and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (x4)	<input type="checkbox"/>	<input type="checkbox"/>
Information sharing (i.e. peer-to-peer learning or presentations) (x5)	<input type="checkbox"/>	<input type="checkbox"/>
Idea generation (i.e. creative work, brainstorming or collective development of outputs) (x6)	<input type="checkbox"/>	<input type="checkbox"/>
In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (x7)	<input type="checkbox"/>	<input type="checkbox"/>
Using technical equipment or materials (i.e. secure network or specialized workstation terminal) (x10)	<input type="checkbox"/>	<input type="checkbox"/>
Using specialized collaborative or support spaces (i.e. resource libraries, interview rooms, or other program-specific spaces not including Special Purpose Spaces such as laboratories or warehouses) (x11)	<input type="checkbox"/>	<input type="checkbox"/>

Q3 Où comptez-vous effectuer les activités suivantes ?

Sélectionnez les activités que vous effectuez ou que vous allez effectuer ...

	Au bureau (1)	À distance (2)
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Concentration (écrire, analyser, lire ou faire des recherches) (x1)	<input type="checkbox"/>	<input type="checkbox"/>
Tâches de routine (courriel et tâches administratives) (x2)	<input type="checkbox"/>	<input type="checkbox"/>
Appeler ou communiquer (appel téléphonique ou réunion virtuelle sans personne d'autres de physiquement présent) (x3)	<input type="checkbox"/>	<input type="checkbox"/>
Classement de document et utilisation de l'équipement (numérisation/photocopie, impression ou travail sur papier) (x4)	<input type="checkbox"/>	<input type="checkbox"/>
Partage d'informations (apprentissage entre pairs ou présentation) (x5)	<input type="checkbox"/>	<input type="checkbox"/>
Génération d'idées (travail créatif, remue-méninges ou développement collectif de résultats) (x6)	<input type="checkbox"/>	<input type="checkbox"/>
Réunions en personne/hybrides (réunions avec plus d'un occupant physique colocalisé) (x7)	<input type="checkbox"/>	<input type="checkbox"/>
Utilisation d'équipements ou de matériels techniques (réseau sécurisé ou terminal de poste de travail spécialisé) (x10)	<input type="checkbox"/>	<input type="checkbox"/>
Utilisation d'espaces de collaboration ou de soutien spécialisés (bibliothèques de ressources, salles d'entrevue ou d'autres espaces spécifiques à un programme n'incluant pas les espaces à usage particulier comme les laboratoires ou les entrepôts) (x11)	<input type="checkbox"/>	<input type="checkbox"/>

Carry Forward Selected Choices from "Select activities that you perform or you will perform..."



Q4 What is the typical duration of activities performed **at the office**?

	Less than 1 hour (1)	1 to 2 hours (2)	Half-day (3)	Full-day (4)
Concentrating (i.e. writing, analysis, reading, or research) (xx1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Routine tasks (i.e. email and administrative tasks) (xx2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calling or communicating (phone call or virtual meeting without others physically present) (xx3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filling and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (xx4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information sharing (i.e. peer- to-peer learning or presentations) (xx5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Idea generation (i.e. creative work, brainstorming or collective development of outputs) (xx6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (xx7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using technical equipment or materials (i.e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

secure network or
specialized
workstation
terminal) (xx10)

Using specialized
collaborative or
support spaces
(i.e. resource
libraries, interview
rooms, or other
program-specific
spaces not
including Special
Purpose Spaces
such as
laboratories or
warehouses)
(xx11)



Q4 Quelle est la durée type des activités exercées **au bureau**?

	Moins d'une heure (1)	1 à 2 heures (2)	Une demi- journée (3)	Une journée complète (4)
Concentrating (i.e. writing, analysis, reading, or research) (xx1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Routine tasks (i.e. email and administrative tasks) (xx2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calling or communicating (phone call or virtual meeting without others physically present) (xx3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filling and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (xx4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information sharing (i.e. peer- to-peer learning or presentations) (xx5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Idea generation (i.e. creative work, brainstorming or collective development of outputs) (xx6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (xx7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using technical equipment or materials (i.e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

secure network or specialized workstation terminal) (xx10)

Using specialized collaborative or support spaces (i.e. resource libraries, interview rooms, or other program-specific spaces not including Special Purpose Spaces such as laboratories or warehouses) (xx11)



Carry Forward Selected Choices from "Select activities that you perform or you will perform..."



Q5 Which of the following features are required to perform these activities **at the office**?

	Limited visual distractions (1)	Quiet space or acoustic privacy (2)	Casual or lounge furnishing (3)	Formal or ergonomic furnishing (4)
Concentrating (i.e. writing, analysis, reading, or research) (xx1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Routine tasks (i.e. email and administrative tasks) (xx2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calling or communicating (phone call or virtual meeting without others physically present) (xx3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filling and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (xx4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information sharing (i.e. peer-to-peer learning or presentations) (xx5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Idea generation (i.e. creative work, brainstorming or collective development of outputs) (xx6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (xx7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using technical equipment or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

materials (i.e. secure network or specialized workstation terminal) (xx10)

Using specialized collaborative or support spaces (i.e. resource libraries, interview rooms, or other program-specific spaces not including Special Purpose Spaces such as laboratories or warehouses) (xx11)



Q5 Parmi les caractéristiques suivantes, lesquelles sont nécessaires pour effectuer ces activités **au bureau**?

	Distractions visuelles limitées (1)	Espace silencieux ou confidentialité acoustique (2)	Ameublement décontracté ou informel (3)	Ameublement formel ou ergonomique (4)
Concentrating (i.e. writing, analysis, reading, or research) (xx1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Routine tasks (i.e. email and administrative tasks) (xx2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calling or communicating (phone call or virtual meeting without others physically present) (xx3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Filing and use of equipment (i.e. scanning/copying, printing, or routine paperwork) (xx4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information sharing (i.e. peer-to-peer learning or presentations) (xx5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Idea generation (i.e. creative work, brainstorming or collective development of outputs) (xx6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-person/ hybrid meetings (meetings with more than one physical occupant co-located) (xx7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Using technical equipment or materials (i.e. secure network or specialized workstation terminal) (xx10)

Using specialized collaborative or support spaces (i.e. resource libraries, interview rooms, or other program-specific spaces not including Special Purpose Spaces such as laboratories or warehouses) (xx11)

End of Block: Activities - Activités

Start of Block: Workpoints - Points de travail

Q6 Do you have any accessibility needs that require a Duty to Accommodate (not including ergonomic assessments)?

No (1)

Yes (please specify) (2) _____

Q6 Avez-vous des besoins en matière d'accessibilité qui nécessitent une obligation de prendre des mesures d'adaptation (ne pas inclure les évaluation ergonomique)?

Non (1)

Oui (Veuillez préciser) (2) _____

Q7 Do you require any specialized equipment to perform your job function (other than standard computer equipment or office furnishings)?

- No (20)
- Yes (please specify) (21) _____

Q7 Avez-vous besoin d'équipement spécialisé pour effectuer votre travail (autre que du matériel informatique standard ou du mobilier de bureau)?

- Non (20)
 - Oui (Veuillez préciser) (21) _____
-

Q8 In addition to shared coat closets and general equipment/supply storage, please indicate which **personal storage** solution best meets your needs when working in the office:

- Access to a small lockable cubby on an as-needed basis (1)
- Access to a full-height locker on an as-needed basis (2)
- Dedicated half-height locker (3)

Q8 En plus des garde-robes partagés et du rangement général de l'équipement/des fournitures de bureau, veuillez indiquer quelle solution de **rangement personnel** répond le mieux à vos besoins lorsque vous travaillez au bureau :

- Accès à un petit casier verrouillable au besoin (1)
- Accès à un casier pleine hauteur au besoin (2)
- Casier demi-hauteur dédié (3)

End of Block: Workpoints - Points de travail
