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Departmental Needs Survey

Department Name / Description _____

Department Head _____

	RESPONSIBILITIES IN AREA OF MINISTRY	MINISTERS TO WHOM?	# OF PEOPLE ACTIVELY INVOLVED IN EPARTMENT	# OF PEOPLE MINISTE RED TO
CURRENT				
PROJECTED 0-2 YEARS				
PROJECTED 3-5 YEARS				
PROJECTED 5-10 YEARS				

Interaction with other Departments

DEPARTMENT	SHARE SPACE?	VISUAL	CLOSE PROXIMITY	SHARED RESOURCES	OTHER (DESCRIBE)

Proximity Requirement

C O P I E R	S E C R E T A R Y	L I B R A R Y	F O Y E R	S A N C T U A R Y	M U L T I- P U R P O S E	K I T C H E N	C L A S S R O O M S	R E S T R O O M S	O T H E R (D E S C R I B E)
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W=WITHIN SPACE

N=NO NEED FOR

C=CLOSE TO

R=REMOTE ACCESS

Special Departmental Needs

P R I V A C Y	S E C U R I T Y	F L E X I B I L E L A Y O U T	S O U N D I S O L A T I O N	C O M P U T E R L I N K	E A S Y C L E A N I N G	L A Y O U T S P A C E	W A T E R	O T H E R (D E S C R I B E)
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V=VERY IMPORTANT

N=NOT IMPORTANT

S=SOMEWHAT
IMPORTANT

Type of Storage Needed _____

Amount of storage _____

Existing problems with your area? _____

Improvements desired in a five year plan? _____

What current aspects of your workspace do you wish to retain? _____

What type and size of space do you feel you would need to expand your ministry in the next five years?

Describe primary functions of your department _____

Do you need to have easy access to the congregation? _____

Special activities / projects within your department. _____

Do your operations and equipment continually change? (Explain) _____

WORKSPACE FURNITURE (amount of each required)

Write names of workspaces below.	FURNITURE / ACCESSORIES																			
	FOLDING TABLES	LECTERN	STORAGE CABINET	EXEC DESK	SECRETARY'S DESK	CREDENZA	COMPUTER	DRAWING / LAYOUT AREA	CONFERENCE TABLE	CHAIRS	LOUNGE / SOFA	VERTICAL FILE	HORIZONTAL FILE	BULLETIN BOARD	CHALK / CHINA BOARD	AV SCREEN	PROJECTOR	TASK LIGHTING	SHELVES	OTHERS (Describe on Back)