Return to Work Questionnaire

Q1
To continue to inform and refine our Return to Campus planning, the UCSF Real Estate Leadership Team is asking that all UCSF Real Estate staff to provide more information about your experience working remotely, your work style, and your preferred future work experience.

 This questionnaire was developed to expand upon the Return to Campus effort that began in the fall. Your participation in this process is critical to understanding how UCSF Real Estate will return to campus in a safe, effective and efficient way. The data we gather will inform how we can provide more choice on where and when to be on campus, in person, or teleworking and what workspaces might look like for each option.

 We are working with One Workplace and Steelcase on this unique opportunity to re-envision our physical space and your input is critical to making our physical environment better fit how we do our work. Each of your voices is an important part of this process.
The questionnaire includes a series of questions related to your work from home (WFH) experience and expectations about returning to the workplace. For the WFH questions, please consider your experience since WFH began due to COVID-19. The questionnaire will take approximately 20 minutes to complete. Please provide as much information as you can and be frank.
Thank you in advance for your time and ensuring your voice is heard during this important process. If you have any questions about the questionnaire, please contact Cristina Morrison. Please complete the questionnaire no later than Tuesday, February 23.

Q2 **First and Last Name**

_____

Q3 **Primary Campus Location**

_____

Q4 Select your role in UCSF Real Estate
 (Select all that apply)

☐   UCSF Real Estate Employee (1)

☐   UCSF Real Estate Contractor (2)

☐   People Manager (3)

Q5 Select your Real Estate Unit

◯ Building Permit Services (1)

◯ Business Intelligence (2)

◯ Campus Design & Construction (3)

◯ Campus Planning (4)

◯ Finance, Administration & Operations (5)

◯ Health Design & Construction (6)

◯ Health Major Capital Projects (7)

◯ Real Estate Services (8)

Q6 Select your primary Job Function

○ Accounting (1)

○ Administrative Operations (2)

○ Business Systems Analysis (3)

○ Clerical (4)

○ Contract Administration (5)

○ Data Systems Management (6)

○ Design and Construction Management (7)

○ Facilities Management (8)

○ Facilities Project Management (9)

○ Financial Analysis (10)

○ General Communications (11)

○ Geographic Information Systems (12)

○ Information Systems (13)

○ Inspection (14)

○ IT Architecture (15)

○ Planning (16)

○ Project and Policy Analysis (17)

○ Real Estate Management (18)

○ Technical Project Management (19)

Q7 While working from home, to what extent do you agree or disagree with the following statements?
Please choose the answer that best applies to each of the following statements.

	Completely Disagree (1)	Somewhat Disagree (2)	Neutral (3)	Somewhat Agree (4)	Completely Agree (5)
I have access to the information I need to perform my work. (1)	○	○	○	○	○
I have access to the technology I need to perform my work. (2)	○	○	○	○	○
I have access to the people I need to perform my work. (3)	○	○	○	○	○
I feel connected to UCSF Real Estate. (4)	○	○	○	○	○
I feel connected to my team. (5)	○	○	○	○	○

Q8 On a typical day working from home, to what extent do the following <u>negatively impact</u> your productivity?
Please choose the answer that best applies to each of the following statements.

	A great deal (1)	A lot (2)	A moderate amount (3)	A little (4)	Not at all (5)
Noise interruptions (e.g., dogs barking, people talking, roommate cooking) (1)	○	○	○	○	○
Visual distractions (e.g., activities going on around me) (2)	○	○	○	○	○
Ergonomic discomfort (3)	○	○	○	○	○
Setting up and changing my work setting (4)	○	○	○	○	○
Technology and tool issues (5)	○	○	○	○	○
Caring for others (e.g., children, parents, pets) (6)	○	○	○	○	○

Q9 For Questions 9-18, please select the statements that most closely represent your <u>preferred future </u>work experience. Each of the questions from Q9-Q18 will ask a you to select a different statement that reflects unique elements of your preferred future work

experience.

○ A) I need daily physical access to resources in the office like printers, plotters, shared storage and UCSF network. (1)

○ B) I need occasional physical access to resources in the office like printers, plotters, shared storage, and UCSF network. (2)

○ C) I don't need physical access to resources in the office like printers, plotters, shared storage, and UCSF network. (3)

Q10 Please select the statement that most closely represents your <u>preferred future </u>work experience.

○ A) I will spend four or more days per week at a desk in the office on a weekly basis. (1)

○ B) I will spend less than three days per week at a desk in the office on a weekly basis. (2)

○ C) I will spend less than one day per week at a desk in the office on a weekly basis. (3)

Q11 Please select the statement that most closely represents your <u>preferred future </u>work experience.

○ A) I need a docking station, keyboard, monitors and mouse daily. (1)

○ B) I use a laptop as my primary device and having monitors is a bonus. (2)

○ C) I have special computer requirements and need dedicated equipment to do my job. Identify specific equipment needed to do your job. (3)

_____

Q12 Please select the statement that most closely represents your <u>preferred future </u>work experience.

   ○ A) When I come to the office, I expect to spend the majority of my time meeting with other people in person. (1)

   ○ B) When I come to the office, I expect to spend the majority of my time focusing at my desk. (2)

   ○ C) When I come to the office, I expect to spend the majority of my time meeting with people virtually. (3)

Q13 Please select the statement that most closely represents your <u>preferred future </u>work experience.

   ○ A) I feel disengaged (to UCSF Real Estate, coworkers, UCSF mission) while working remotely. (1)

   ○ B) I feel engaged when I check into the office a couple of times per week. (2)

   ○ C) I feel engaged no matter where I'm working. (3)

Q14 Please select the statement that most closely represents your <u>preferred future </u>work experience.

   ○ A) While working in the office, lack of privacy is my biggest concern. (1)

   ○ B) While working in the office, lack of collaborative areas (meeting) is my biggest concern. (2)

   ○ C) While working in the office, lack of communal space (social) is my biggest concern. (3)

Q15 Please select the statement that most closely represents your <u>preferred future </u>work experience.

◯ A) While working remotely, ergonomics is my biggest concern. (1)

◯ B) While working remotely, lack of tools (monitors, keyboard, mouse) is my biggest concern. (2)

◯ C) While working remotely, lack of face-to-face interactions is my biggest concern. (3)

Q16 Please select the statement that most closely represents your <u>preferred future </u>work experience.

◯ A) I feel confident in self-selecting various spaces depending on my daily responsibilities. (1)

◯ B) I always work at a desk with monitors, keyboard, and mouse for all my tasks. (2)

Q17 Please select the statement that most closely represents your <u>preferred future </u>work experience.

◯ A) My work tasks and behaviors vary greatly from day-to-day. (1)

◯ B) My work tasks and behaviors slightly vary from week-to-week. (2)

◯ C) My work tasks and behaviors rarely vary. (3)

Q18 Please select the statement that most closely represents your <u>preferred future </u>work experience.

◯ A) I do my best work around others (collaboratively) (1)

◯ B) I do my best work independently (focused) (2)

◯ C) I do my best work with others and independently. (3)

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Q19 Where do you expect to spend your time, by percentage, while working on Campus?
Mission Bay : _____ (1)
Mount Zion : _____ (2)
Oakland : _____ (3)
Parnassus : _____ (4)
Other : _____ (5)
Total : _____

Q20 While working, are you happiest in a space....

○ buzzing with activity and people (1)

○ more solitary quiet area (2)

○ a mix of both buzzing with activity and quiet areas (3)

Q21 My work style is...

○ more collaborative (1)

○ more independent (2)

○ a mix of collaborative and independent (3)

Q22 Do any of your work materials require lockable storage?

○ Yes, please provide description of these items (1)

_____

○ No (2)

Q23 What is the duration you will be storing items in lockable storage?

○ Day use while on Campus (1)

○ Long term, please indicate length of time (2)

_____

Q24
Which groups would you collaborate with most frequently, _in person_ as part of your daily

work?

Check all that apply

☐   Building Permit Services (1)

☐   Business Intelligence (2)

☐   Campus Design & Construction (3)

☐   Campus Life Services - Facilities Services (4)

☐   Campus Life Services - Sustainability (5)

☐   Campus Planning (6)

☐   Finance, Administration & Operations (7)

☐   Fire Marshal (8)

☐   Health Design & Construction (9)

☐   Health Major Capital Projects (10)

☐   Real Estate Services (11)

☐   Supply Chain Management (12)

☐   UCSF Finance (13)

Q25 **Please provide any additional information that you would like to share that wasn't captured in the above questions.**

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Q26
Which groups would your team (s) collaborate with most frequently, _in person_ as part of their daily work?
Check all that apply.

☐ Building Permit Services (1)

☐ Business Intelligence (2)

☐ Campus Design & Construction (3)

☐ Campus Life Services - Facilities Services (4)

☐ Campus Life Services - Sustainability (5)

☐ Campus Planning (6)

☐ Finance, Administration & Operations (7)

☐ Fire Marshal (8)

☐ Health Design & Construction (9)

☐ Health Major Capital Projects (10)

☐ Real Estate Services (11)

☐ Supply Chain Management (12)

☐ UCSF Finance (13)

Q27 What is the frequency that you would like to see your staff in the office together?

○ Daily (1)

○ Weekly (2)

○ Bi-weekly (3)

○ Monthly (4)

○ Bi-Monthly (5)

Q28 How can the space support how you effectively manage your team?

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_____

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_____

_____

Q29 What specialized equipment or spaces would your team require to be most productive while in the office?
 (i.e. large monitor displays on wall, dry erase boards in collaborative areas, storage for large plans, etc...)

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_____

_____

_____

_____

Q36 **How often would you like to collaborate with your peers in person?**

○ Daily (1)

○ Weekly (2)

○ Bi-weekly (3)

○ Monthly (4)

○ Bi-monthly (5)

Q31 **Please provide any additional information that you would like to share that wasn't captured in the above questions.**

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End of Block: Default Question Block