

WORKSITE ASSESSMENT



PERIMETER
CONNECTS
options @ the center

So, you're ready to offer a commuter benefits program to employees in anticipation of construction and to improve retention and recruitment efforts, but you're not sure where to start. Use the following worksite assessments to inventory the onsite amenities, nearby infrastructure, and current programs within your organization. As you work through this form, opportunities for enhanced commuter programs will become clearer and your next steps more focused. For example, if your worksite is located near a MARTA station or a shuttle that provides last-mile connectivity to a station, then your employees will be able to benefit from a transit program.

Directions: Print the Worksite Assessment and Employer Assessment on separate pages. The Worksite Assessment purpose is to inventory the on-site amenities and nearby infrastructure in your building. This assessment can be conducted in a multi-tenant building or an employer-owned building. You should be able to conduct this assessment without any additional assistance from the property management.

The Employer Assessment purpose is to inventory current benefits programs and communications methods, in addition to assessing the commute culture. This assessment should be conducted at your office only, but can also consider corporate wide benefits programs that employees have access to. You may need to collaborate with additional departments for the assessment.

WORKSITE ASSESSMENT

Date:

Worksite address, City, Zip

On-site Amenities (check all that apply)

- Bank
- Day care
- Dry cleaning
- Food (restaurant or cafe)
- Gym
- Retail stores
- Zipcar or fleet vehicle
- Other: _____

Building Type(s): (check all that apply)

- Business park
- Office/Commercial
- Manufacturing/Industrial
- Retail
- Institutional
- Residential
- Other: _____

Parking Facilities: (check all that apply)

- Paid Parking
- Gated Deck
- Open Deck
- Gated Lot
- Street Parking
- Preferred parking spaces (carpool/vanpool)
How many? _____
- Ev Chargers
How many? _____
- Bike spaces/rooms
How many? _____

Transit Facilities: (check all that apply)

- Train station (within 2 miles)
Station name(s) and distance to building:
- Bus service (MARTA or Xpress bus)
Route #s:
- Shuttle services
Hours of operation/frequency:
- Direct service:*

Any visible capacity challenges? Describe:

Bike Facilities: (check all that apply)	Pedestrian Facilities: (check all that apply)
<input type="checkbox"/> Showers	<input type="checkbox"/> Lighting (adj to building)
<input type="checkbox"/> Lockers	<input type="checkbox"/> Sidewalks (adj to building)
<input type="checkbox"/> Change rooms	<input type="checkbox"/> Traffic officers
<input type="checkbox"/> Secured bike storage	<input type="checkbox"/> Traffic lights
<input type="checkbox"/> Bike racks	<input type="checkbox"/> Crosswalk access
<input type="checkbox"/> Sheltered?	Wayfinding (check all that apply)
<input type="checkbox"/> Bike lanes to buildings <i>Closest lanes/trails:</i>	<input type="checkbox"/> Wayfinding signage
<input type="checkbox"/> Shared bikes <i>How many?</i> _____ <i>Rental cost?</i> _____	<input type="checkbox"/> <i>To building</i>
<input type="checkbox"/> Bike repair station	<input type="checkbox"/> <i>To transit</i>
	Other: _____
	Transportation information display? Describe:

EMPLOYER ASSESSMENT

Date:

Location:

What is the breakdown of your worksite's employee population?

Total # of employees:		Details:
Full Time:	% of population	
Part Time:	% of population	
Seasonal:	% of population	
Temp/Contract:	% of population	

What are the work shifts applicable to your worksite?

Shift:		Details:
Day (9am-5pm):	% of population	
Afternoon:	% of population	
Evening:	% of population	
Night:	% of population	
Weekends:	% of population	

Employee type

Shift:		Details:
Hourly:	% of population	
Clinical:	% of population	
Professional:	% of population	
Support:	% of population	

Employee Communications (check all that apply and describe)

Locations	Details:
<input type="checkbox"/> Breakroom	
<input type="checkbox"/> Lobby	
<input type="checkbox"/> Elevator Digital Display	
<input type="checkbox"/> Kiosk	

Employee Communications (check all that apply and describe)

Channels	Details:
<input type="checkbox"/> e-newsletter	
<input type="checkbox"/> Employee Orientation Packets	
<input type="checkbox"/> Intranet	
<input type="checkbox"/> Social media (Internal staff)	
<input type="checkbox"/> Interoffice Mail (payslips, employee mailbox, etc.)	
<input type="checkbox"/> Company email	% of population (have access throughout workday)
<input type="checkbox"/> Internet	% of population (have access throughout workday)
<input type="checkbox"/> Open Enrollment/Benefit Season	Date:
<input type="checkbox"/> Employee Engagement Survey	Date:

Other/Notes:

Parking

Parking available to employees	Details:
<input type="checkbox"/> Reserved	
<input type="checkbox"/> Parking fee \$	
<input type="checkbox"/> Parking cash-out \$	

Ridesharing Policies and Programs (check all that apply and describe)

	Details:
<input type="checkbox"/> Access to fleetcars	
<input type="checkbox"/> Subsidies	
<input type="checkbox"/> Corporate ridematching system	
<input type="checkbox"/> Other	

Transit Policies and Programs (check all that apply and describe)

		Details:
<input type="checkbox"/>	Transit pass sales onsite	
<input type="checkbox"/>	Transit pass subsidy \$	
	Number of participants	

Active Transport Policies and Programs (check all that apply and describe)

		Details:
<input type="checkbox"/>	Bike subsidy	
	Subsidy amount \$	
<input type="checkbox"/>	Wellness program	
<input type="checkbox"/>	Other: _____	

Telework Program (select one)

		Details
<input type="checkbox"/>	Formal program with written policy	
<input type="checkbox"/>	Informal program	
<input type="checkbox"/>	Under development	
<input type="checkbox"/>	No program	

Flexible Work Policies and Programs (check all that apply)

		Details
<input type="checkbox"/>	Compressed work week	
<input type="checkbox"/>	Flexible hours	

Corporate Social Responsibility and Sustainability

		Details
<input type="checkbox"/>	Sustainability Committee	

Follow-up Notes: