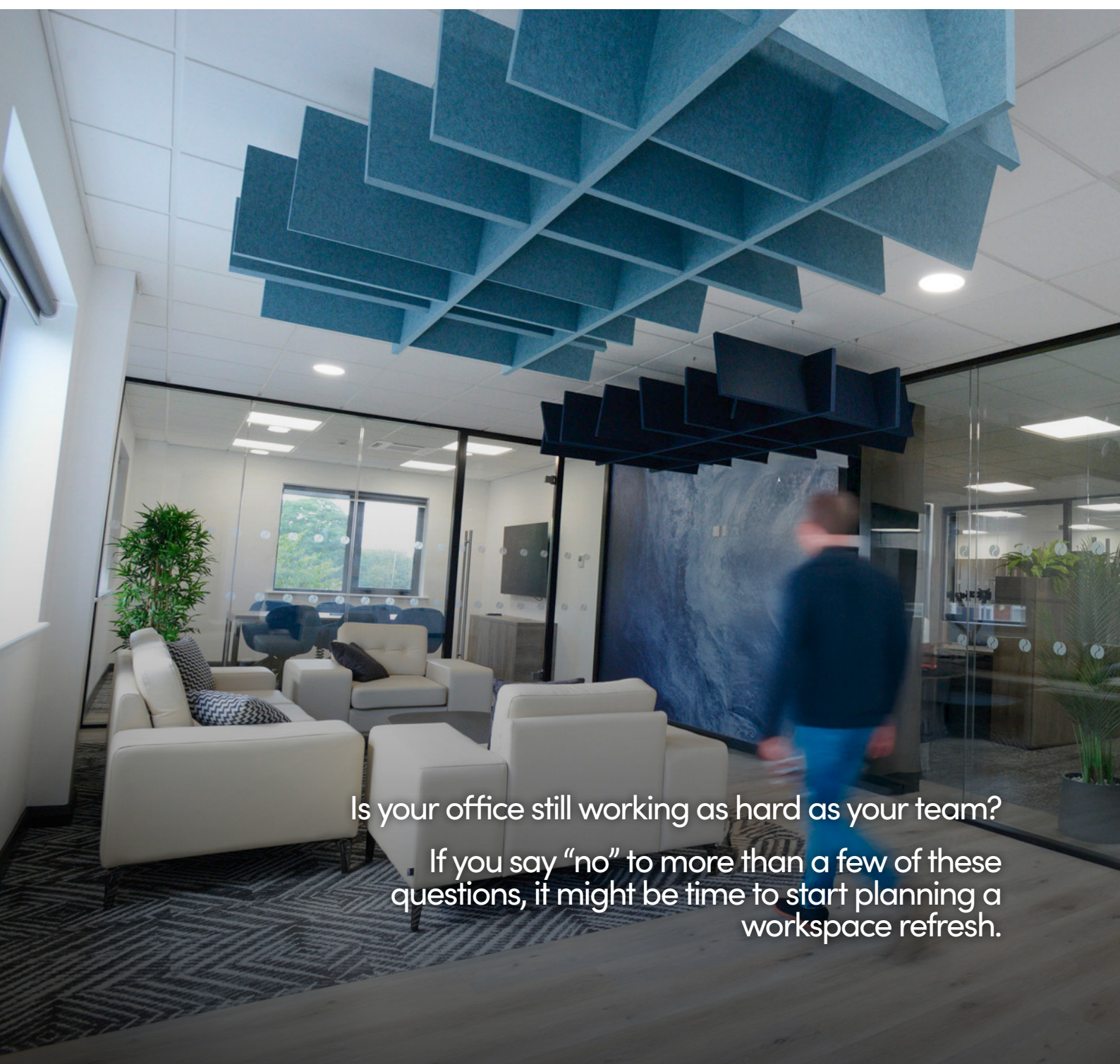


Office refurbbs

workplace audit checklist

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Is your office still working as hard as your team?

If you say “no” to more than a few of these questions, it might be time to start planning a workspace refresh.

Workplace Audit Checklist

Is your office still working for you? Use this checklist to identify which areas could use a little extra care and attention—and to see if it might be time to refresh or reimagine your workspace.

Space & layout

Is the layout still working for your current team size?

Do teams have enough room to collaborate and meet comfortably?

Are quiet areas or focus zones available (and actually used)?

Is every part of your office space being used effectively? (storage, old furniture, no dead zones)

Tech & Infrastructure

Are all meeting rooms fully equipped for hybrid or remote calls?

Is the cabling tidy and accessible?

Are power points, screens and tech in the right places for how you work?

Wellbeing & Comfort

Are workstations ergonomic and adjustable?

Is the lighting comfortable for all-day work?

Is temperature & airflow consistent across the office?

Are breakout or rest areas inviting & used regularly?

Brand & Culture

Does the space still reflect your company's culture and brand?

Would you be proud to show it to a new client or potential hire?

Are key values or brand messages visible in the environment?

Sustainability & Maintenance

Are materials and finishes still in good condition (flooring, walls, ceilings)?

Are you using energy-efficient lighting and climate control systems?

Is all your furniture and equipment in good condition and fit for purpose?

Tally up

13–15: You're in great shape! Maybe just a few tweaks to keep things fresh.

8–12: Might be time to rethink some spaces or update worn-out areas.

7 or fewer: A full review or refresh could help boost performance and team satisfaction.

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