



Workspace Check-in



Carleton
UNIVERSITY

Don't forget that it is not just our interactions that impact excellence. Ensuring our workspace is accessible, organized and welcoming is essential to a positive experience. Approach this check-in as someone visiting your office for the first time, sit in the waiting area and see what they see.

Change your perspective!

Item	Action Required Y/N	Owner	Comments
Signage is clear and visible			
Furniture in good condition			
Lighting			
Seating area			
- Accessible			
- Clean			
- Organized/tidy			
- Inviting			
Main desk			
- Accessible			
- Organized/tidy			
Offices			
- Accessible			
- Organized/tidy			
- Confidential information secure			
Storage area			
- Organized/tidy			
Anything else			

Date for Next Review _____

*Once every term, use this check-in as a guide to ensure your workspace speaks to your excellence.

