



IS IT TIME TO UPDATE **YOUR** **FACILITY PLAN?**

WEIGHTED CHECK-UP





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When you're in the thick of day-to-day business operations, it's difficult to pinpoint specific areas that need improvement. If you are wondering whether it is time to update your facility plan, there are a few basic questions that will steer you towards the answer. Ultimately, if your facility is not operating with optimal efficiency that supports your organization's success, it's time to update your plan.

Our Planning Services team put together a weighted check-up to help you identify whether it's time for an update. **If your total score is less than 20 points, it's time to put a new or updated plan in motion.**

Stable Plan: > 20 points

Consider Updating Soon: 15 - 20 points

Need a New Plan Now: 1 - 15 points





EFFECTIVE UTILIZATION OF SPACE

Utilization is 50% of capacity. Space is not appropriate for the action or program. OR Space is utilized well above 100% capacity and negatively impacts productivity and safety protocols. Space can only serve single or specific function.	1
Utilization is somewhere between 60-70% of capacity. Space is sometimes used for the appropriate program or action.	2
Utilization is 75% of capacity. Balance of space varies throughout the day. Space is generally used for type of program or action.	3
Utilization is 80-90% of capacity. Utilization of space is balanced most of the day. Space is utilized for the program or action most of the day.	4
Utilization of space is balanced equally throughout the day; Space that is being used is appropriate for the program or action. Space can be used for multiple functions that increase its capacity.	5

TOTAL: _____



SAFETY

Inappropriate materials and lack of equipment. No identified emergency plans. Outdated building code standards. No signage for clear safety processes and procedures. Limited egress.	1
Replacement of equipment and materials needed. Outdated emergency plans. Building code standards need updating. Limited egress.	2
Materials and equipment nearing replacement. Emergency plans are appropriate. Building code standards are within last two building code updates. Adequate egress.	3
Appropriate materials and equipment. Emergency plans are clear and concise. Within previous building code update. Appropriate egress.	4
New materials and equipment. Emergency plans are concise and practiced. Most up-to-date building code standards. Appropriate egress. Clear signage for safety processes and procedures. Clear and concise egress pathways.	5

TOTAL: _____



SCALABILITY

Space is too small or too large for occupancy. Inability to expand or consolidate power, technology, water. Square footage can not be increased or decreased.	1
Space can grow or be reduced, but not both. Ability to either grow power, technology, or water, but not all three. Square footage has ability to either decrease or increase, but not both.	2
Ability to adjust to occupancy. Restricted ability to reduce or grow power, technology, and water.	3
Flexibility to occupancy. Limited ability to reduce or grow power, technology, and water. Limited ability to reduce or grow square footage.	4
Adaptability to occupancy. Ability to reduce or grow power, technology, and water without restrictions. Can grow or reduce square footage without restrictions.	5

TOTAL: _____



EMPLOYEE OCCUPANT PRODUCTIVITY

Space is not appropriate for activities or productivity. Space does not have appropriate flooring, lighting, technology, or other infrastructure components. No or inappropriate equipment.	1
Space hinders productivity. Space infrastructure components are limited or not appropriate. Equipment hinders productivity.	2
Space allows for appropriate productivity levels. Space infrastructure components support productivity. Equipment supports productivity.	3
Space improves productivity. Most infrastructure components support of improve productivity. Equipment improves productivity.	4
Space enhances productivity. Equipment allows for faster and increased productivity. Infrastructure components allow for improved and increased productivity.	5

TOTAL: _____



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COST/ BUDGET

Plan is not affordable and cannot be completed in an appropriate timeline.	1
Plan is not within budget without modification and timeline modifications are needed that may lead to budget overruns.	2
Plan is slightly over budget (5-10%) and is slightly behind schedule.	3
Plan is within budget and completed on time.	4
Plan is at or below budget and completed early or on time.	5

TOTAL: _____



IS IT TIME TO UPDATE YOUR FACILITY PLAN?



TOTAL COMBINED: ——

Stable Plan: > 20 points

Consider Updating Soon: 15 - 20 points

Need a New Plan Now: 1 - 15 points

While the numbers provide an effective measuring tool to gauge your facility's status, it's important to remember the people at the heart of your organization. Maintaining a balance will help you achieve more thoughtful, well-rounded, and lasting solutions that improve more than just your bottom line.

HPM's diverse portfolio in facilities planning gives our experts a unique understanding of what works best for various businesses and organizations. If you recognize that it's time to update your facility plan or would like more information on how to do so, let's work together on a customized approach.



Contact Tracy for more information

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