

Worksite & Facilities Assessment Checklist

This assessment evaluates the physical characteristics of a building or work area to gauge the potential for each commute program strategy. It also provides the information needed for possible improvements to the worksite. Here are the key factors a company will need to look at:

Assessment	Use
Parking - An inventory of how many spaces and what types (employee, visitor, carpool, etc.), how much they cost to lease or maintain, and an analysis of how the availability meets the need for parking	<ul style="list-style-type: none"> • Identifying cost of current condition • Planning for preferential parking • Evaluating the potential for a parking cash-out program
Transit Routes* - A complete listing of transit routes divided by the nearest stop's distance from the worksite in four categories: < 1/4 mile, 1/4 mile, 1/2 mile, 1 mile	<ul style="list-style-type: none"> • Helping employees examine the feasibility of taking the bus to work
Bike/Walking Accessibility and Facilities* - A list of what (if any) facilities are available for bicycles/walkers, such as sidewalks, bike lanes, bike racks, lockers and showers	<ul style="list-style-type: none"> • Helping employees examine the feasibility of biking or walking to work • Planning for facility improvements to encourage these modes
On-Site Facilities/Services - A list of amenities for employees like cafeterias and childcare services	<ul style="list-style-type: none"> • Determining the feasibility of some employees participating in a commute program

* The Choose Your Way Bellevue program has tools to help you assess these elements.

A sample Worksite & Facilities Assessment Checklist form is provided below.

If your company or building is interested in conducting a worksite and facilities assessment, contact a Choose Your Way Bellevue employer representative for assistance.



Sample Worksite & Facilities Assessment Checklist

Name of Company/Worksite: _____

Person conducting worksite analysis: _____

Date analysis was conducted: _____

Worksite Location:

Address: _____

Worksite/Building Description:

Buildings at Worksite: _____

Approximate Acreage: _____

Managing Company (if applicable): _____

Parking Availability:

Total # of on-site spaces: _____

Company leased/owned off-site spaces: _____

Other available off-street spaces: _____

Cost per parking space, for leases: _____

Preferential parking spaces for:

 Carpool (# of spaces) _____

 Vanpool (# of spaces) _____

Do you charge for employees to park?

 Yes____ No____ \$ _____ /emp./mo.

Is there an abundance of free parking nearby?

 Yes____ No____

Do you provide cash subsidies for employee parking?



Yes _____ No _____

\$ _____ /emp./mo.

Freeway and Street Access:

Closest Freeways:

1) _____ Off-ramp #: _____ Distance from worksite: _____

2) _____ Off-ramp #: _____ Distance from worksite: _____

Major Arterials:

North-south: 1) _____ 2) _____

East-west: 1) _____ 2) _____

Transit Access:

Routes Serving Area:

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bus #: _____ Origin/Destination: _____ Frequency: _____

Bicycle Facilities:

Check whether available or not available at the worksite:

	Available	Not Available	Amount	Capacity
1) Bicycle racks	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2) Clothes lockers	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3) Showers for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4) Bicycle path/lanes to site	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Pedestrian Access:

Describe pedestrian access to the worksite:



Please describe any additional site characteristics that are relevant to developing a commute program strategy (e.g. sidewalks, lighting, traffic, safety, crosswalks, signals, on-site amenities):



