

Workplace Scan Worksheet

Purpose: To identify the users and stakeholders of the target area, the primary purpose and functions of the area, and to plan the Workplace Scan

Directions:

- Record the name of the Target Area:

- Define the boundaries of the target area:

- Identify the primary purpose of the target area:

- Identify the functions of the target area:

- Identify the users/stakeholders of the target area:

Scan Steps:

1. Draw an area map
2. Draw an arrow diagram
3. Complete diagnostic checklist
4. Take photos
5. Create a workplace scan display