

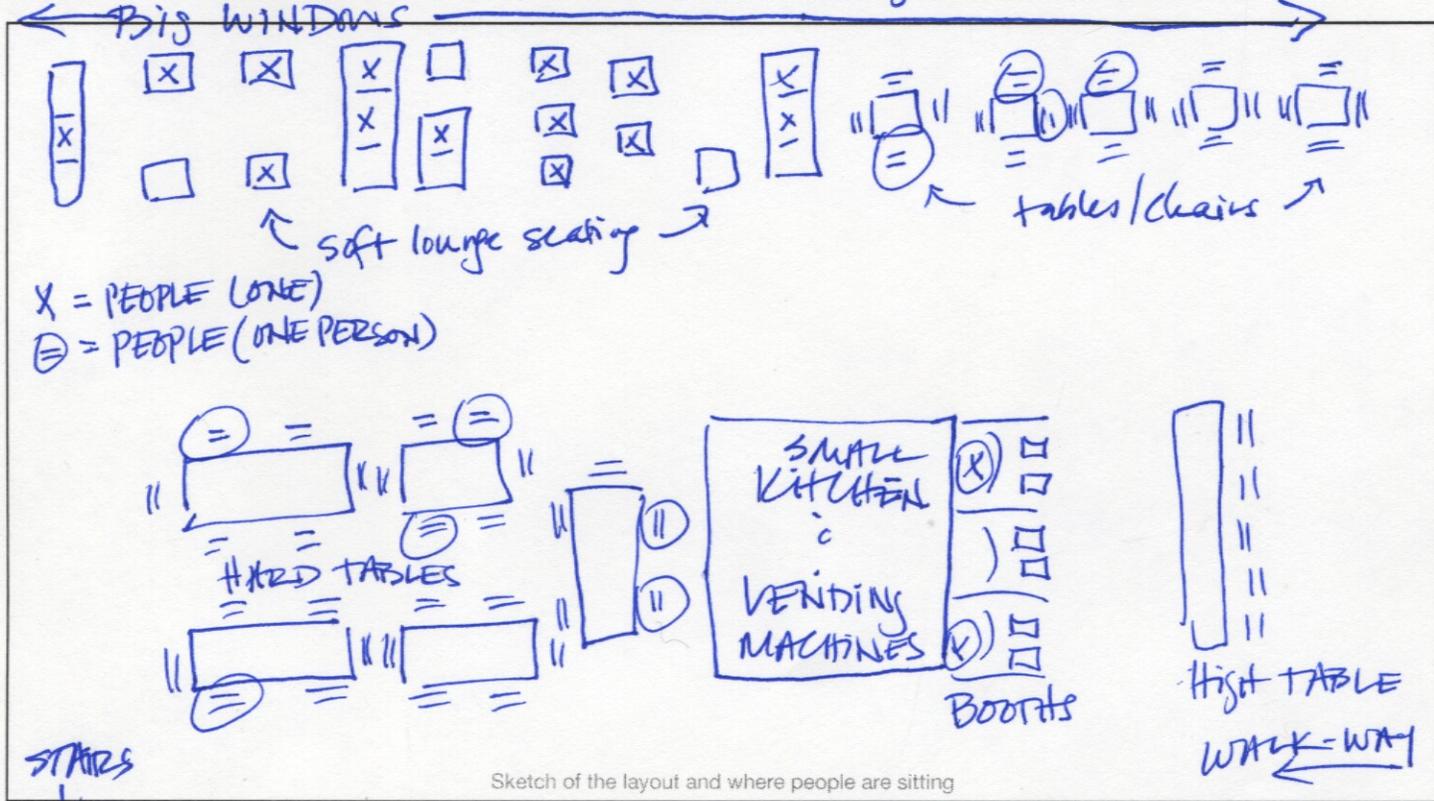
Observation Template

The Observation Template can be used to capture observation data in spaces around your institution. It is a tool for learning more about where people go and what they do when they are there. The tool can help you get out of your home base to learn more about the used (and unused) areas of your institution in order to get a better picture of how spaces relate to one another. You can use this template as is or as inspiration for creating your own tool for capturing observation data.

This document includes (1) the template and (2) a completed example. At the top of the template you will find an area to sketch out the space being observed. Mark on this space where you observe people in the space. You may wish to create a key indicating the particular activities the people are doing (ex. using a laptop, studying with books/paper, etc.). Below the sketch area there are prompts for helping you capture additional observed information about the space. Some of the prompts are for gathering data about use of the space. Other prompts are for data about the space itself –spatial amenities and environmental qualities.

Observation Template

Date/Time: 7/26/11 10AM Location: CARDWELL LOUNGE - NCSU



USERS

Audience Students # 34 Faculty/Staff # _____
 Other (_____) # _____
 Group Size Individual # 14 Two # 2
 (3-6) # 2 (6-12) # _____ (12+) # _____

Notes:

CONSTANT FLOW OF STUDENTS - NEAR CLASSROOMS

ACTIVITIES

Socializing # 3 Meeting # 4 Phone call # 2
 Sleeping # 6 Reading # 1 Writing # _____
 Computing # 13 Drinking # 4 Eating # 3
 Gaming # _____ Other: _____

Note

SPACE

Nature Destination Stop-by Pass-Thru
 Type Lounge Café Corridor
 Assembly Other: VENDING
 Atmosphere Formal Informal Versatile
 Quality New/Renovated Old/Dilapidated
 Accessibility Public Dept./Group Restricted
 Food Available Self-Service Coffee/Bar/Snacks
 Counter Service Vending Machines

Notes:

EMBEDDED WITHIN ACADEMIC BUILDING, SURROUNDED BY CLASSROOMS.

FURNITURE

Seating in use % 60 vs. unused % 40
 Group % 90 vs. Individual % 10
 Hard % 70 vs. Soft % 30
 Flexibility Fixed % 20 vs. Movable % 80
 Display Projector # 1 Monitor # _____
 Writing - Blackboard # _____ Movable Whiteboard # _____
 Surface Smartboard # _____ Fixed Whiteboard # _____

Notes:

THE SOFT SEATING IS VERY POPULAR. 3 STUDENTS WERE SLEEPING ON FLOOR.

TECHNOLOGY

Availability Desktops # _____ Projecting Gaming
 Printing Copying Scanning
 Wi-Fi (Y)N Other: _____
 Usage Desktops # _____ Laptops # 14
 Power Outlet # 6 Cell Phones # 2
 Tablet # 1 Other: _____

Notes:

NEARLY ALL OF THE POWER OUTLETS WERE BEING USED. ONE STUDENT WAS SITTING ON FLOOR OF HALLWAY TO ACCESS POWER

ENVIRONMENTAL QUALITY

Natural Light Windows Skylight None
 Acoustics* Noisy Good Too Quiet
 * for intended purposes

Notes:

HUGE WINDOWS - LOTS OF LIGHT GREAT NATURAL LIGHTING

OTHER FACTORS

Adjacencies* Central to Campus At the Periphery
 Spill Over Space Other: _____
 *adjacencies that contribute to the activations of space

Nuances NONE Confusion Barriers Congested