

Town of Exeter
Building Advisory Committee
Town Offices and Town Hall
Staff Survey

1. Have you read and do you have comments on SMRT Program?

2. With which other departments do you interact? Do you need to be physically located adjacent to them?

3. Discuss your IT network and back up requirements. What connections within Exeter are you using? What connections outside of Exeter do you use? Are any of your services conducted on line now? Would they be in the future?

4. Is your current staffing adequate for your current work? Do you project growth in your work load? Adding services? Will this require additional people or equipment? Are space or personnel constraints keeping your department from performing any tasks they could or should be?

5. What are your record retention requirements? How do you currently store your materials? Is there another way? Electronic or off-site?

6. How important are meeting rooms to your work? How many people typically attend a group meeting? How often do you meet? Can the meetings be scheduled in advance or are they spontaneous? Are these meetings with other Exeter departments or with outsiders?

7. If you were to do things differently in your department, what would you do? Imagine starting with a blank sheet of paper to layout your department and those with whom you interact regularly.

8. Have you seen any layouts or any suggestions from another department or town that you would like to suggest for your department?