

TO REDUCE THE NEED TO TRAVEL OFF-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
EATING AND DRINKING:				
<ul style="list-style-type: none"> • Food and drink outlets (cafes, coffee shops, bars, restaurants, or mobile catering service) 				
<ul style="list-style-type: none"> • Shops selling basic supplies, e.g. groceries (milk, bread etc.), newspapers, etc. 				
<ul style="list-style-type: none"> • Snack vending machines 				
<ul style="list-style-type: none"> • Drinks machines 				
<ul style="list-style-type: none"> • Cool storage areas/fridges for groceries bought at work 				
<ul style="list-style-type: none"> • Toilets 				
TRANSPORT:				
<ul style="list-style-type: none"> • Well-defined building entrance 				
<ul style="list-style-type: none"> • Overnight accommodation or live/work units 				
<ul style="list-style-type: none"> • Change machine 				
<ul style="list-style-type: none"> • Travel ticket selling facilities 				
<ul style="list-style-type: none"> • Indoor waiting areas 				
<ul style="list-style-type: none"> • Travel information notice boards 				
<ul style="list-style-type: none"> • Travel information screens, e.g. bus/train timetables/departures 				

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INTERNAL SITE DESIGN

FACILITIES

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PROVISION:				
TRANSPORT:				
• Travel information screens, e.g. bus/train timetables/departures				
• Enquiry desk manned by travel champions to assist staff/visitors with travel				
• Left luggage store				
LEISURE/OTHER AMENITY:				
• Launderette/laundry services				
• Cash machine				
• Gym				
• Common room/social area				
Total net impression				