

Place Inventory Worksheet

DIRECTIONS

The Place Inventory Sheet has two overall components:

Page 2–3: Inventory of the PHYSICAL FEATURES in a place that can support public life.

Page 4: An assessment of the EXPERIENCE that the public space gives. How does the space feel, look, etc.?

- This task is not about mapping or counting people, but about the physical features of a space and how they support the experience of spending time there.
- There is no set amount of time for this exercise. If the area is large, you may need to walk through it to cover all areas.
- Walk through the space and take inventory of the physical features using an area map and page 1 of your Place Inventory sheet.

- Use the categories and symbols below to label the physical features on your map.
- If you see more than one item representing a category (e.g., three benches) use the appropriate symbol and indicate how many (e.g., 10X)
- If you're unsure about the correct category to use, make notes on the map describing what you see and where.
- Sum the total number of seats for each of the four seating categories.
- Turn the sheet over and assess the experience of the space based on the questions on Place Inventory sheet page 2.
- Use your gut feeling, but also try and imagine how others might feel, such as a child or an elderly person.

Please take photos of physical features related to the inventory sheet and the experience of the space. Take notes of any specific features that are not represented in the Place Inventory Sheet, but are key to the feel or use of the space.

MAPPING

Please label physical features on the map provided and take photographs to document the conditions described below.

1 Map the location of seating using the symbols provided and write how many below:

-  Benches # _____
-  Moveable Chairs # _____
-  Café Seating — Private # _____
-  Other Seating (not chairs or benches) # _____

2 Map the location of vegetation using the symbols provided:

-  Tree
-  Planting

3 Map the location of shade/shelter using the symbols provided:

-  Awning
-  Umbrella
-  Arcade

4 Map the location of bike parking using the symbol provided:

-  Bike Parking

5 Map the location of trash and recycling bins using the symbol provided:

- Trash/Recycling Bin

6 Map the location of lighting using the symbol provided:

- Lighting

7 Map the location of areas to play using the symbols provided:

- P** Playground / Area that invites play
- S** Sports Facility

8 Map the location of water features (fountain, lake, etc.) using the symbol provided:

- W** Water Feature

9 Map the location of public art (statue, mural, etc.) using the symbol provided:

- ★ Public Art

10 Map the location of walking/wheelchair obstacles using the symbols provided:

- ✕ Surface (broken paving, driveway, etc.)
- ⊗ Object (pillars, seating, etc.)

11 Map the location of physical boundaries using the symbols provided:

- +++ Boundary (fence)
- /— Boundary (wall)
- ~ Boundary (planting)

12 Map the location of street crossings using the symbol provided:

- ==== Crossing

SITE A MAP

NAME

DATE

WEATHER

LOCATION

TIME

PLACE MAP HERE

SITE B

MAP

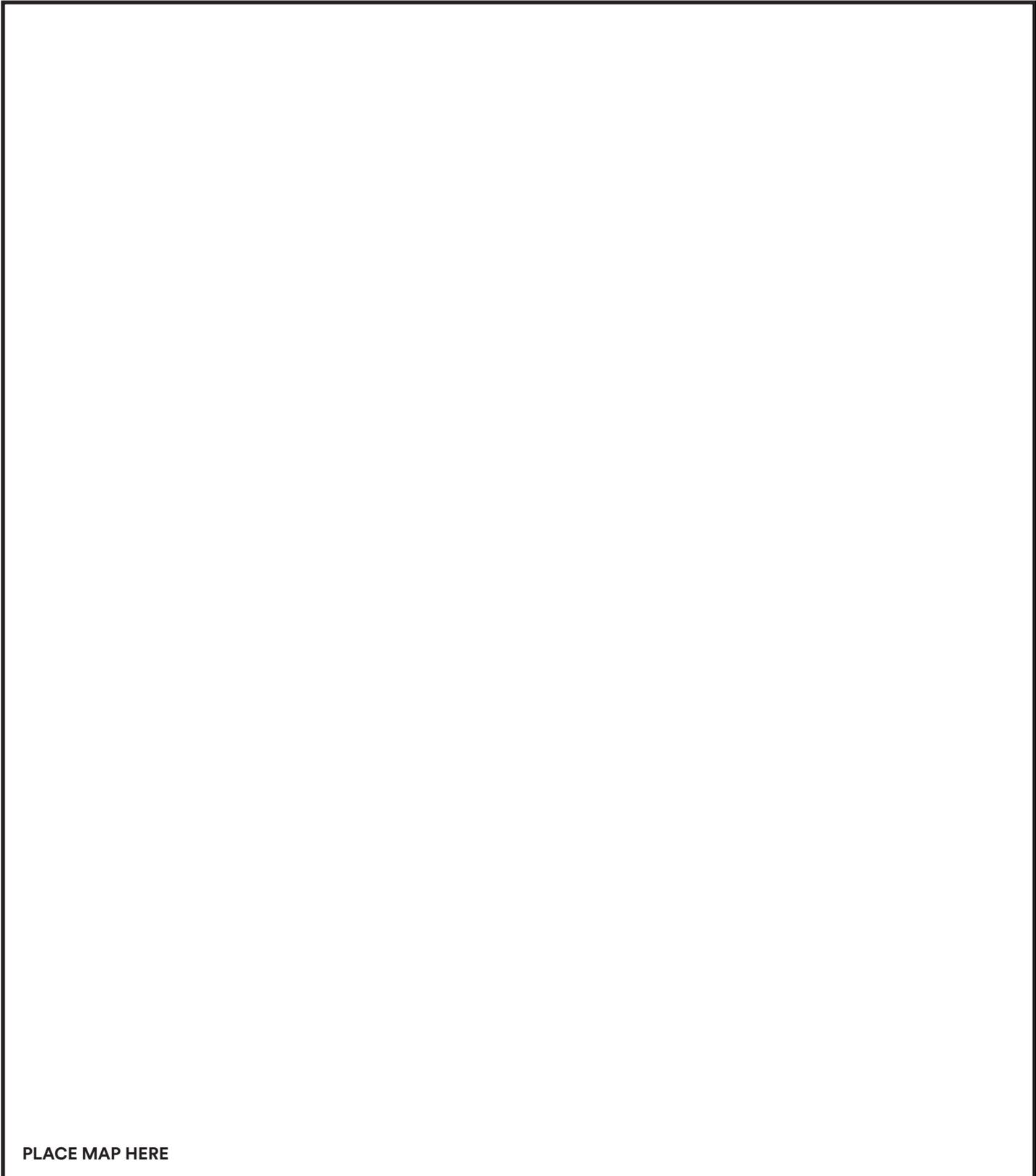
NAME

DATE

WEATHER

LOCATION

TIME



PLACE MAP HERE

Social Space Survey

SOCIAL SPACE SURVEY

This tool helps you look at how public space design and programming catalyze or hinder social interaction and inclusivity. The survey is intended to be used as an engagement and evaluation tool for communities and design professionals to understand how design and programming impact the ability of a place to foster coexistence between different types of people. Users note the presence or absence of key design and programming elements in a space and then diagram how these elements work in relation to one another.

Diversity, inclusivity, and social interaction are complex topics. Elements of peoples' background and identity are not always visible to others. A diverse place doesn't necessarily mean it is inclusive, or that people are interacting with each other. Nevertheless, this tool helps users focus on the role public space plays in shaping these issues.

As more people use these tools to assess different contexts, data will become available for researchers to generate insights into how public space design and programming can do a better job of fostering spaces of diversity and interaction.

Use this tool if you want to:

Understand the catalysts and barriers to an inclusive space that invites social interaction.

Plan an intervention to enhance the ability of a space to invite interaction and attract a diversity of users.

Lead a group in a workshop to raise awareness of this topic.

DIRECTIONS

- **SELECT YOUR SITE.** This tool works best in places we think of as 'public places' like parks and plazas. It can also be useful on streets but it was designed with defined public spaces in mind.
- **PLAN YOUR TRIP.** This survey will be most useful during an active time of day. But it could also occur at any time of the day, on any day of the week, since it looks at elements that do not change very much.
- **GET READY.** Bring a clipboard, a manila envelope, a thick pen and a thin pen, and clothes for the weather.
- **WHEN YOU GET TO THE SITE** take about five minutes to simply observe. This survey is not timed, but it is important that you take time to understand the space before you use the survey tool itself.
- **IF YOU ARE IN GROUPS** be sure to perform the survey on your own and then convene at the end for a conversation and comparison of evaluations.

SITE A

INVENTORY THE SITE

Investigate whether the space has design elements or program elements that are likely to invite diverse publics and foster social interaction. These features may not be obvious during your first visit. Use your best judgment or ask someone who uses the space frequently. Also note any spatial elements that might hinder interaction.

PHYSICAL FEATURES OR PROGRAMMING THAT INVITE INTERACTION + DIFFERENT TYPES OF USERS

1 Does the place offer a variety of places to sit and rest?

No Yes _____
How many?

2 Does the place offer things to look at / nice views?

No Yes

3 Does the place have a slope or steps that are nice for sitting?

No Yes

4 Does the place have gateways or well-defined entrances?

No Yes

5 Does the place offer formal areas for exercise? (e.g., pullup bars or running track)

No Yes

12 Does the place offer areas for team sports? (e.g., basketball court or soccer field)

No Yes

6 Does the place have a playground or kid-friendly play space?

No Yes

7 Does the place have a multipurpose lawn? (i.e., a lawn big enough for frisbee or picnics)

No Yes

8 Does the place have a multipurpose plaza? (i.e., a plaza big enough for markets or demonstrations)

No Yes _____
How many?

9 Are there fixed food and drink vendors in the place? (Including food carts)

No Yes

10 Are there a variety of active ground floor businesses adjacent to the place - including food and drink vendors?

No Yes _____
How many?

11 Does the place have tables for eating and socializing?

No Yes

13 Does the place have public restrooms?

No Yes

14 Does the place have good lighting at night?

No Yes Not sure

PHYSICAL FEATURES THAT HINDER INTERACTION

15 Are there any unnecessary permanent fences / barriers?

No Yes

16 Are there any off-limits areas?

No Yes

17 Are there any extreme grade changes, uneven paving, or other barriers for people with limited mobility?

No Yes

18 Are the only food or shopping options very expensive or only accessible to high-income people?

No Yes

SITE A

THOUGHTS + NOTES

Is this place good for...

People-watching / coexisting with people you don't know?

— — —

Not at all Maybe Yes Totally

Doing different types of activities?

— — —

Not at all Maybe Yes Totally

Being social / being with friends / family?

— — —

Not at all Maybe Yes Totally

Inviting people with different interests / backgrounds?

— — —

Not at all Maybe Yes Totally

1 Observe who is here. In what ways are the people here diverse? In what ways are they homogeneous? Identity is complex. It is not always visible to others. Nevertheless, think about age, race, gender, physical ability, profession, perceived income, education, diversity, etc.

2 Describe the big design and program elements that help or hinder this place to be diverse and foster interaction:

3 Look at where people are and what they are doing. Is social activity happening where you thought it might happen? Why or why not? (Reference Stationary Activity Mapping tool if you can)

SITE A

SKETCH THE “PATTERN” OF THE SITE

This tool focuses on three patterns which, when working together, usually facilitate social interaction. Use the three symbols provided and diagram the key elements of the site and their relationships to one another. In architecture, this type of drawing is called a parti. Use your thick pen for symbols and your thin pen for labels and notes. You can make up your own diagrams if you feel they are necessary. The diagram does not have to be to scale.



MAGNET

Attraction / magnet (can be people). Increase size of symbol for stronger magnets. Label each magnet.

- Active storefront
- Event
- Great view
- Water feature
- Art
- Food / drink vendor
- Play area



RANGE OF PARTICIPATION

Ability to be at different levels of remove from magnet. Draw actual physical features like benches, seatwalls, or other ‘occupiable edges.’

- Slope
- Prospect / refuge
- Nice things to lean against
- Places to stay
- Places to people watch



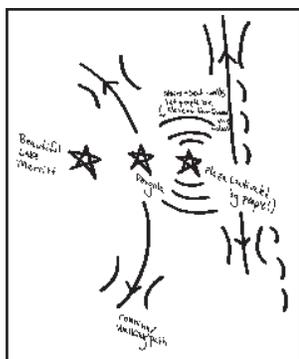
COMPRESSION

Design feature that brings people closer together. A feature that allows casual closeness to a stranger without being perceived as rude.

- Gateway
- Path
- Alley

USE THE SYMBOLS ABOVE TO MAP THE PHYSICAL ELEMENTS THAT ARE IMPORTANT FOR THE SOCIAL LIFE OF THIS SPACE.

Pay attention to overlapping patterns. Add entries and exits, and a general boundary line.



Example: Lake Merritt



SITE B

INVENTORY THE SITE

Investigate whether the space has design elements or program elements that are likely to invite diverse publics and foster social interaction. These features may not be obvious during your first visit. Use your best judgment or ask someone who uses the space frequently. Also note any spatial elements that might hinder interaction.

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SITE B

THOUGHTS + NOTES

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Doing different types of activities?

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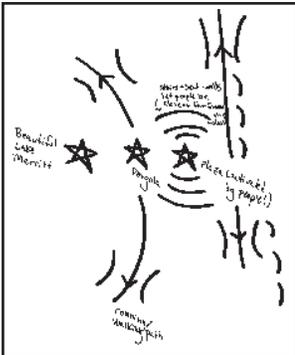
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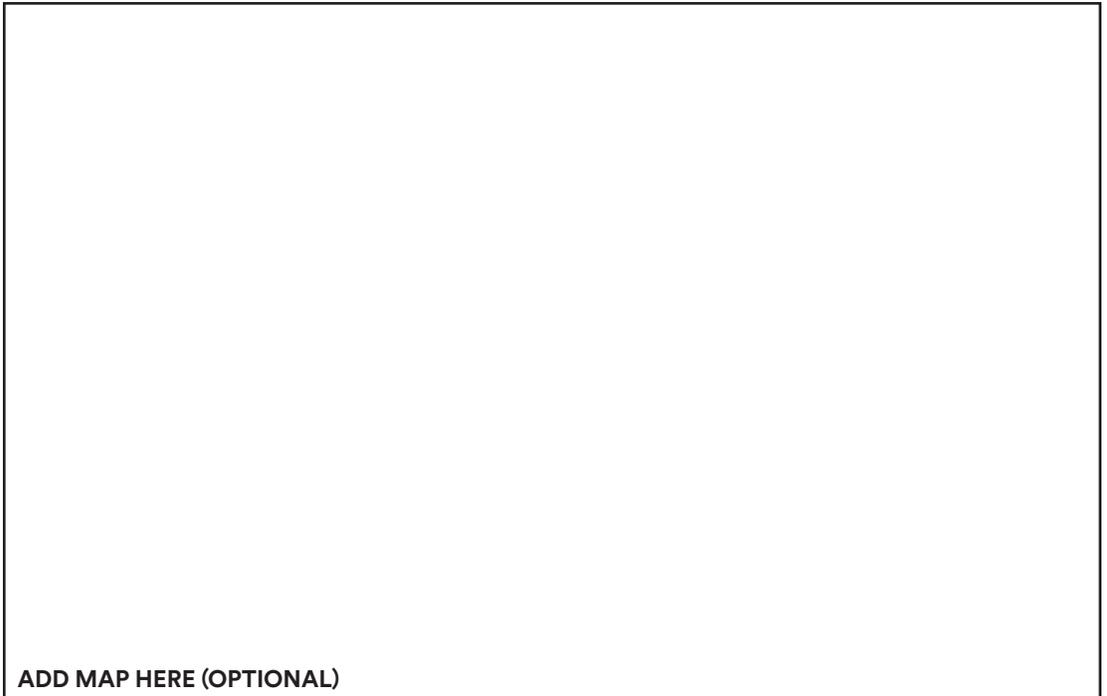
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ADD MAP HERE (OPTIONAL)

Building Facade Activation

This tool helps you study the public life of city streets. When the facades of buildings are interesting, people will often slow down and engage in other activities than simply walking by. An active facade offers visual stimulation, provides opportunities for strangers to meet and mix, and creates a reason to spend time on the street.

DIRECTIONS

Walk along a street and rank facades according to a scale of activation based on the qualities of the buildings themselves.

Rank the quality of each facade according to transparency of windows and doors, unit width, number of doors, articulation of the facade, and invitations for 'spillover' onto the sidewalk in the form of signage, seating, and other exterior furnishings.

Facades are ranked in four categories:

- Vibrant
- Active
- Full
- Inactive

To see what distinguishes each category, see the inside of this template.

There is a separate category for monuments or historic buildings. Calibrate facade categories to local criteria.

**Building
Facade
Activation**

SITE A

Evaluating a Facade

1 VIBRANT

- Small units with many doors
- High transparency
- No vacant or passive units
- Lots of character
- Good articulation, materials, and details

2 ACTIVE

- Relatively small units
- Some transparency
- Few passive units
- Some articulation and detail

3 DULL

- Large units with few doors
- Low transparency
- Some passive units
- Few or no details

4 INACTIVE

- Parking or vacant lot
- Large units with few doors
- Very little or no transparency
- Many passive units
- Uniform facades with no details or nothing to look at

5 MONUMENT

- A historic or artistic facade that may not be very active or transparent, but is visually remarkable

NAME

DATE

LOCATION

TIME

ADD MAP HERE

INSTRUCTIONS: Mark each facade on the map with a number according to its level of activation.

SITE B

Evaluating a Facade

1 VIBRANT

- Small units with many doors
- High transparency
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- Lots of character
- Good articulation, materials, and details

2 ACTIVE

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NAME

DATE

LOCATION

TIME

ADD MAP HERE

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