TRAUMA-INFORMED HOUSING DESIGN CHECKLIST
CONSTRUCTION DOCUMENTS

WHAT IS TRAUMA-INFORMED HOUSING

Trauma-informed housing:

- o Is a model developed by POAH that combines two complementary frameworks: human-centered design and trauma-informed care.

- o Is grounded in the understanding that all people experience adversity, as the built environment impacts our attitude, mood, health, and well-being.

- o Embraces that a trauma-informed approach to property management, resident services, and design can yield better outcomes for residents, staff, and owners.

- o Goes beyond spatial and tactical design interventions. To be trauma-informed, spatial principles should be implemented in combination with a participatory design process that centers around feedback and insights from residents and staff.

POAH'S WORK ON TRAUMA-INFORMED HOUSING

In September 2020, POAH was awarded funds by the Housing Affordability Breakthrough Challenge to support our *Designing Trauma Resilient Communities* project. Our project:

- o Focused on reimagining affordable housing design, resident services, and property management through the lens of community resilience.

- o Led to the creation of our Trauma-Informed Housing Toolkit that provides an overview of trauma, its relationship to housing, and steps for creating trauma-informed spaces, places, and organizations. To explore our toolkit, visit https://traumainformedhousing.poah.org/.

OVERVIEW OF CHECKLIST

- o This checklist expands on the evidence-based design opportunities incorporated in POAH's initial toolkit to create explicit human-centered design goals and design criteria for the project's later phases.

- o The goal of this checklist is not to create a one-size-fits-all solution to trauma-informed housing. While every item on this checklist may not be incorporated into a project, each item should be considered.

- o Again, it is important to highlight that trauma-informed housing goes beyond design interventions. It also includes the design process. Additional participatory planning and design tools that center the feedback of residents and staff to be used in tandem with this checklist are currently being developed.

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USING THE CHECKLIST

WHO SHOULD USE IT
- POAH and POAH Communities team members
- Members of our design teams
- Anyone not affiliated with POAH that values human-centered design in their multifamily housing projects.

WHEN TO USE IT
- This tool should be used later in the design process, specifically while developing construction documents.

HOW TO USE IT
- We categorized the spaces that are typically present at POAH communities into six program types: homes, common spaces, service spaces, staff workspaces, outdoor spaces, and the back of the house. This checklist focuses on the first four spatial types.

- Each spatial type has two key parts: a set of trauma-informed design goals and a set of design criteria to gauge how effectively these principles have been incorporated into a design. The design goals were informed by our toolkit's "Trauma-Informed Design Spatial Program Guide."

NOTES FOR DESIGNERS
- These design criteria are not intended to be overly prescriptive or limiting to the project's design.

- Instead, this checklist aims to create a generalizable tool for incorporating human-centered design into POAH's properties, so we want to emphasize that all finalized design recommendations should be based on the project, program, residents, and context.

- While we provide examples for guidance, we do not require, or even recommend, that the project's design mimic these examples.

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DESIGN CRITERIA

In italics at the start of each item on the checklist, we labeled what human-centered design category that item relates to.

The eleven design categories include:

- *Acoustics*: These items focus on strategies that improve speech clarity, reduce reverberation, and limit background noise to ensure people feel safe, heard, and comfortable.

- *Choice*: These items are geared towards promoting staff and resident agency, representation, and choice. It also includes elements geared towards flexible furniture and spaces.

- *Color*: These items leverage color theory to recommend wall color options that can help promote the desired feelings and/or activities in a space.

- *Comfort*: Resilience and healing happen in environments that evoke hope and imagination. Comfort is central to this and allows physical spaces to support rest and connection.

- *Community/Culture*: These items center on incorporating individual and community strengths, experiences, and history to support resilience and healing.

- *Connection to Nature*: These items are geared towards promoting biophilia in design, which supports cognitive function, physical health, and psychological well-being.

- *Inclusive Design*: These items aim to promote universal design and heightened accessibility to support residents of all shapes, sizes, and capabilities.

- *Lighting*: These items target lighting interventions that promote safety and people's feelings of comfort.

- *Safety*: These items aim to ensure staff and residents feel physically and psychologically safe in the physical space and in interpersonal interactions.

- *Visibility*: Designing spaces with good visibility increases feelings of safety and allows people to see what lies ahead, which is vitally important, particularly in spaces where there is a lack of familiarity.

- *Wayfinding*: These items support residents in navigating the building confidently and easily. More navigable spaces, safe walking surfaces, and clear communication systems are key.

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HOME

Homes at POAH should look and feel welcoming, with light-filled spaces, high-quality, durable materials, and universal design. Every home should be designed to be safe, affordable, comfortable and to meet and adapt to residents' needs. Unit type and size varies per POAH property and location but, at a minimum, all include a sleeping area, living/dining space, full kitchen, storage space(s), and full bathroom. Homes that are designed with a trauma-informed approach prioritize safety and privacy, use high-quality materials, allow for natural ventilation and daylight to fill the spaces, and encourage residents to add unique, personal touches to their home environment.

Human-center design goals for homes:

- o   Design light-filled spaces
- o   Design for acoustical privacy
- o   Design unobstructed sightlines
- o   Consider natural materials
- o   Use high quality materials

Specific design criteria to consider:

Design Criteria	Included?
Choice: Do the bedroom(s) and living room have adjustable curtains, blinds, or windows shades?	
Choice: Do units have dimmable or adjustable lighting?	
Comfort: To create a more spacious feel, are the bathroom shower curtain rods curved?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)?	
Inclusive Design: Are refrigerators positioned such that door(s) can swing open 180 degrees?	
Inclusive Design: In closets, are there storage/shelving options are varying heights?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Lighting: In the bathroom, is there a light above or directly adjacent to the bath/shower to avoid dimness after closing the shower curtain?	
Safety: Do all bedroom doors have a privacy lock?	
Visibility: Does the color of the light switch plates and/or door frames contrast with the surrounding wall?	

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COMMON SPACES – ENTRANCE / LOBBY

Common areas at POAH Communities should foster social cohesion, intergenerational interactions, and build community. All common spaces should be designed in close coordination with staff and residents who are ultimately responsible for ensuring that the spaces are well-used and loved. Actual common spaces can vary by building typology and location, however, typical common spaces include, but are not limited to: multi-purpose rooms, computer rooms, kids' rooms, game rooms, etc. Common spaces designed with a trauma-informed design approach should be easy to locate, welcoming, and highly adaptable.

Human-center design goals for common spaces:

- o Design light-filled spaces
- o Offer spatial openness
- o Design flexible and adaptable spaces
- o Offer a variety of spaces
- o Design unobstructed sightlines
- o Offer artful spaces
- o Provide movable furniture
- o Use high quality materials

Specific design criteria to consider:

Design Criteria	Included?
Acoustics: Are there noise-mitigating features (ex. acoustics panels)?	
Choice: Are there variable seating options including individual seats (ex. stand-alone chair) and connected seating (ex. couch)?	
Choice: Are there seating options that have their backs against the wall, offering residents a full view of the room?	
Choice: Is there at least one table and one chair that is easily movable (ex. under 15 lbs., on lockable wheels, etc.)?	
Comfort: Are the seating options comfortable for the intended user (seat size, materiality, etc.)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Community/Culture: Does the entrance / lobby incorporate art and/or murals?	
Community/Culture: If so, does the art and/or design incorporate elements that represent the diverse community of residents and/or the history of the surrounding neighborhood?	
Community/Culture: Is there dedicated space in the entrance / lobby for residents to interact and socialize?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)	

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Connection to Nature: Are there easy-to-care for plants?	
Inclusive Design: Are circulation spaces organized in straightforward and clear patterns (linear, radial, grid, axial, central atrium, etc.)?	

Inclusive Design: Are all furnishings, fixtures, and equipment (FF&E) adequately spaced to ensure that circulation paths are barrier free? Specifically:
   o Are circulation paths at least 60" wide to allow for mobility aid access (ex. wheelchair)?
   o Is there sufficient space for a mobility aid to enter the lobby, turn around, and exit, clear of furniture and door swings (67" minimum diameter circle for turning, connected to a path of travel)?	

Inclusive Design: Is there a reception desk/lobby counter where people can briefly set items down?	

Inclusive Design: Are there a variety of seating options to support access and comfort for a range of body types and mobility needs? Specifically, are there seats:
   o With and without arm rests?
   o Of differing heights?
   o That can support weights of up to 400 pounds?
   o In senior buildings: At a seat height of 17"-19" and a seat depth of 20"-24"?	

Inclusive Design: If area rugs are used, are they recessed or secured to the finish floor to avoid tripping?	
Lighting: Is the space well-lit, avoiding or addressing any potential dark corners?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Safety: Is there a communication board of a designated area for staff communication with residents (ex. board or monitor to post upcoming maintenance or community events)?	
Safety: Is there a designated area for a reception desk or a member of the property staff to offer assistance?	
Safety: If there is a reception desk, is there an additional private area where staff can meet applicants and assist them with paperwork?	
Safety: Does the property have a security plan/security measure in place (ex. security cameras, etc.)?	
Visibility: Are there clear lines of sight throughout the entrance / lobby, allowing someone to see others nearby (minimal blind spots)?	
Visibility: Where it makes sense, does the design make use of semi-permeable boundaries to create visual privacy while maintaining safety (ex. wooden slats, ornamental screens, etc.)?	

Wayfinding: Does the entrance space / lobby have clear and inclusive signage? Specifically:
   o Do identification signs have room names and numbers in raised text and braille?
   o Are signs high contrast (ex. light text on a dark background)?	

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o Where possible, do signs use [pictures/pictograms](#) for non-English speakers, children, and/or others who cannot read?	
Wayfinding: Is the wayfinding signage consistent in style and font throughout the entrance / lobby?	
Wayfinding: Is color, lighting, flooring, art, architectural features, and/or other materials used to help residents navigate the entrance / lobby?	

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COMMON SPACES – CORRIDORS & STAIRWAYS

Common areas at POAH Communities should foster social cohesion, intergenerational interactions, and build community. All common spaces should be designed in close coordination with staff and residents who are ultimately responsible for ensuring that the spaces are well-used and loved. Actual common spaces can vary by building typology and location, however, typical common spaces include, but are not limited to: multi-purpose rooms, computer rooms, kids' rooms, game rooms, etc. Common spaces designed with a trauma-informed design approach should be easy to locate, welcoming, and highly adaptable.

Human-center design goals for common spaces:

- o Design light-filled spaces
- o Offer spatial openness
- o Design flexible and adaptable spaces
- o Offer a variety of spaces
- o Design unobstructed sightlines
- o Offer artful spaces
- o Provide movable furniture
- o Use high quality materials

Specific design criteria to consider:

Design Criteria	Included?
Choice: Are there seating options at some point in the corridor (note: seating options must not reduce the overall circulation path to less than 60" wide)?	
Color: Are all walls along primary circulation paths neutral or muted/pastel in color (i.e., not overly bright or dark)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Community/Culture: Is art incorporated throughout circulation spaces?	
Community/Culture: If so, does the art and/or design incorporate elements that represent the diverse community of residents and/or the history of the surrounding neighborhood?	
Inclusive Design: Do circulation paths have a clear width of at least 60" to allow for mobility aid access (ex. wheelchair)?	
Lighting: Is the corridor / stairway well-lit, avoiding or addressing dark corners?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Safety: Do the doors leading into corridors / stairways have cut-out windows to allow for visibility?	
Safety: Are there security cameras?	

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Visibility: Do unit doors or door frames visually contrast with the surrounding walls so individuals with visual impairments or low vision can easily navigate the corridors?	
Visibility: Are there clear lines of sight, allowing someone to see others nearby (minimal blind spots)?	
Wayfinding: Do the corridors / stairways have clear and inclusive signage? Specifically: o Do identification signs have room names and numbers in raised text and braille? o Are signs high contrast (ex. light text on a dark background)? o Where possible, do signs use pictures/pictograms for non-English speakers, children, and/or others who cannot read?	
Wayfinding: Is the wayfinding signage consistent in style and font throughout the corridors / stairways?	
Wayfinding: Are colors and/or symbols used to help residents navigate through corridors / stairways?	
Wayfinding: Is there directional signage at intersecting routes with arrows, room names, functions, and/or unit numbers?	

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COMMON SPACES – MULTI-PURPOSE / COMMUNITY ROOMS

Common areas at POAH Communities should foster social cohesion, intergenerational interactions, and build community. All common spaces should be designed in close coordination with staff and residents who are ultimately responsible for ensuring that the spaces are well-used and loved. Actual common spaces can vary by building typology and location, however, typical common spaces include, but are not limited to: multi-purpose rooms, computer rooms, kids' rooms, game rooms, etc. Common spaces designed with a trauma-informed design approach should be easy to locate, welcoming, and highly adaptable.

Human-center design goals for common spaces:

- o Design light-filled spaces
- o Offer spatial openness
- o Design flexible and adaptable spaces
- o Offer a variety of spaces
- o Design unobstructed sightlines
- o Offer artful spaces
- o Provide movable furniture
- o Use high quality materials

Specific design criteria to consider:

Design Criteria	Included?
Acoustics: Are there noise-mitigating features (ex. acoustic panels)?	
Choice: Are there variable seating options including individual seats (ex. stand-alone chair) and connected seating (ex. couch)?	
Choice: Is the furniture arranged to accommodate different levels of social engagement (ex. open areas for fostering group activities and intimate areas for private moments)?	
Choice: Are there seating options that have their backs against the wall, offering residents a full view of the room?	
Choice: Is there at least one table and one chair that is easily movable (ex. under 15 lbs. or on lockable wheels)?	
Choice: Does the room have adjustable curtains, blinds, or window shades on external windows?	
Color: Is color used on the walls, with no more than one neutral-colored wall?	
Comfort: Are the seating options comfortable for the intended user (seat size, materiality, etc.)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Community/Culture: Are there positive distractions for residents (ex. toys, games, images of nature, books, etc.)?	

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Community/Culture: Is there at least one storage area/space provided for storing games, puzzles, and/or other supplies?	
Community/Culture: Does the room incorporate art and/or murals?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)?	
Connection to Nature: Are there easy-to-care for plants?	
Inclusive Design: Are circulation spaces organized in straightforward and clear patterns (linear, radial, grid, axial, central, atrium, etc.)?	
Inclusive Design: Are all furnishings, fixtures, and equipment (FF&E) adequately spaced to ensure that circulation paths are barrier free? Specifically: o Are circulation paths at least 60" wide to allow for mobility aid access (ex. wheelchair)? o Is there sufficient space for a mobility aid to enter the lobby, turn around, and exit, clear of furniture and door swings (67" minimum diameter circle for turning, connected to a path of travel)?	
Inclusive Design: Are there a variety of seating options to support access and comfort for a range of body types and mobility needs? Specifically, are there seats: o With and without arm rests? o Of differing heights? o That can support weights of up to 400 pounds? o In senior buildings: At a seat height of 17"-19" and a seat depth of 20"-24"?	
Inclusive Design: Are tables and/or counters at a variety of heights to allow for access while standing or seated?	
Inclusive Design: Is there at least one table or counter between 28"-34" in height to accommodate mobility aid access (ex. wheelchair)?	
Inclusive Design: For game tables (ex. Pool table), is the circulation path around the table at least 48" wide to allow for unobstructed movement throughout the room?	
Inclusive Design: If area rugs are used, are they recessed or secured to the finish floor to avoid tripping?	
Inclusive Design: If there are public/common restrooms, is there at least one: o Single occupancy gender-neutral bathroom? o Equipped with a baby changing station?	
Inclusive Design: Are shelving/storage elements offered at various and/or user-appropriate heights?	
Inclusive Design: For buildings with children, is there at least one child-appropriate seating option (ex. lower seat height)?	
Lighting: Is the space well-lit, avoiding or addressing any potential dark corners?	
Lighting: If there is focal point lighting, is it only used over fixed elements (ex. countertops)?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	

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Safety: Is there a communication board or a designated area for staff communication with residents (ex. board or monitor to post upcoming maintenance or community events)?	
Visibility: Does the color of light switch plates contrast with the surrounding wall?	
Visibility: Are there clear lines of sight throughout the space, allowing someone to see others nearby (minimal blind spots)?	
Visibility: Where it makes sense, does the design make use of semi-permeable boundaries to create visual privacy while maintaining safety (ex. wooden slats or ornamental screens)?	

Wayfinding: Do the multi-purpose / community room have clear and inclusive signage? Specifically:
    o Do identification signs have room names and numbers in raised text and braille?
    o Are signs high contrast (ex. light text on a dark background)?
    o Where possible, do signs use pictures/pictograms for non-English speakers, children, and/or others who cannot read?	

Wayfinding: Is wayfinding signage consistent in style and font across the common areas?	

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COMMON SPACES – LIBRARIES, COMPUTER LABS, + MEDIA ROOMS

Common areas at POAH Communities should foster social cohesion, intergenerational interactions, and build community. All common spaces should be designed in close coordination with staff and residents who are ultimately responsible for ensuring that the spaces are well-used and loved. Actual common spaces can vary by building typology and location, however, typical common spaces include, but are not limited to: multi-purpose rooms, computer rooms, kids' rooms, game rooms, etc. Common spaces designed with a trauma-informed design approach should be easy to locate, welcoming, and highly adaptable.

Human-center design goals for common spaces:

- o Design light-filled spaces
- o Offer spatial openness
- o Design flexible and adaptable spaces
- o Offer a variety of spaces
- o Design unobstructed sightlines
- o Offer artful spaces
- o Provide movable furniture
- o Use high quality materials

Specific design criteria to consider:

Design Criteria	Included?
Acoustics: Are there noise-mitigating features (ex. acoustic panels)?	
Choice: For libraries, are there variable seating options including individual seats (ex. stand-alone chairs) and connected seating (ex. couch)?	
Choice: Are there seating options that have their backs against the wall, offering residents a full view of the room?	
Choice: Are chairs easily movable (ex. under 15 lbs. or on lockable wheels)?	
Color: Are all walls neutral in color?	
Comfort: Are the seating options comfortable for the intended user (seat size, materiality, etc.)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Community/Culture: Does the room incorporate art?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)?	
Inclusive Design: Are all furnishings, fixtures, and equipment (FF&E) adequately spaced to ensure that circulation paths are barrier free? Specifically: o Are circulation paths at least 60" wide to allow for mobility aid access (ex. wheelchair)?	

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○ Is there sufficient space for a mobility aid to enter the lobby, turn around, and exit, clear of furniture and door swings (67" minimum diameter circle for turning, connected to a path of travel)?	
Inclusive Design: Are there various seating options to support access and comfort for a range of body types and mobility needs? Specifically, are there seats: ○ With and without armrests? ○ Of differing heights? ○ That can support weights of up to 400 lbs.? ○ In senior buildings: At a seat height of 17"-19 and a seat depth of 20"-24"?	
Lighting: Is the space well-lit, avoiding or addressing any potential dark corners?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Safety: If the space is not in close proximity to staff areas, are there other measures put in place to ensure that it is well-monitored by staff?	
Visibility: Does the color of the light switch plates contrast with the surrounding wall?	
Visibility: Are there clear lines of sight throughout the space, allowing someone to see others nearby (minimal blind spots)?	
Wayfinding: Does the space have clear and intuitive signage explaining the policies and proper use of equipment?	
Wayfinding: Do the multi-purpose / community room have clear and inclusive signage? Specifically: ○ Do identification signs have room names and numbers in raised text and braille? ○ Are signs high contrast (ex. light text on a dark background)? Where possible, do signs use pictures/pictograms for non-English speakers, children, and/or others who cannot read?	

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SERVICE SPACES – LAUNDRY + MAIL

Spaces that are service-specific should be highly visible, simple, and predictable to ensure residents feel comfortable, safe, and in control of their experience. Shared service-specific spaces like a mail room or laundry room are high-use spaces that not only need to be efficient and accommodate frequent foot traffic but should also be designed to enhance positive experiences for residents. Laundry rooms that have comfortable seating nearby ensure that residents have a place to wait and socialize with others. Mailrooms ensure that residents' mail and packages are delivered to a secure location. Other service-specific spaces should also be designed with intentional approaches to enhance resident comfort.

Human-center design goals for service spaces:

- o Provide clear circulation paths
- o Provide predictable spaces
- o Design visual safety & privacy
- o Design unobstructed sightlines
- o Design for acoustical privacy

Specific design criteria to consider:

Design Criteria	Included?
Acoustics: Are there noise-mitigating features (ex. acoustic panels)?	
Choice: In laundry rooms, are there designated tables or counters for folding and sorting laundry (at least 36" wide and between 28"-34" high)?	
Choice: Is there at least one washer, one dryer, and one folding/sorting surface positioned so that, during use, a resident would not have their back to the door?	
Choice: Is there at least one table and chair that are easily movable (ex. under 15 lbs. or on lockable wheels)?	
Color: Is color used on the walls (ex. limiting the use of white or neutral colors)?	
Comfort: In laundry rooms, are the seating options comfortable for the intended user (seat size, materiality, etc.)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)?	
Inclusive Design: Are all furnishings, fixtures, and equipment (FF&E) adequately spaced to ensure that circulation paths are barrier free? Specifically: ○ Are circulation paths at least 60" wide to allow for mobility aid access (ex. wheelchair)?	

o Is there sufficient space for a mobility aid to enter the lobby, turn around, and exit, clear of furniture and door swings (67" minimum diameter circle for turning, connected to a path of travel)?	
Inclusive Design: Are washers and dryers front-loading to increase access and usability?	
Inclusive Design: For laundry rooms on senior properties, are lockers/storage cubbies provided for residents to store their laundry supplies?	
Inclusive Design: In laundry rooms, are there seating options?	
Lighting: Is the space well-lit, avoiding or addressing any potential dark corners?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Safety: Are there security cameras?	
Visibility: Does the color of the light switch plates contrast with the surrounding wall?	
Visibility: For mail rooms, do mailboxes and/or the mailbox framing contrast in color with the surrounding wall?	
Visibility: Are there clear lines of sight throughout the space, allowing someone to see others nearby (minimal blind spots)?	
Visibility: Where it makes sense, does the design make use of semi-permeable boundaries to create visual privacy while maintaining safety (ex. wooden slats, ornamental screens, etc.)?	
Wayfinding: For laundry rooms, does the space have clear and intuitive signage explaining the safety guidelines, polices, proper machine use, washing and drying instructions, etc.?	

Wayfinding: Do the multi-purpose / community room have clear and inclusive signage? Specifically:
    o   Do identification signs have room names and numbers in raised text and braille?
    o   Are signs high contrast (ex. light text on a dark background)?
    o Where possible, do signs use pictures/pictograms for non-English speakers, children, and/or others who cannot read?	

STAFF WORKSPACE

Staff at POAH Communities ensure the property operations run smoothly and oversee resident services through constant interaction and trust building with the community. Designing trauma-informed workspaces takes into consideration the varied needs of staff in their day-to-day: office space to do 'heads-down' work, space to privately meet with residents, a collaborative open workspace to connect with colleagues, a break room, a conference room, and a respite room to find solace and pause after a particularly enduring day.

Human-center design goals for staff workspace:

- o Provide access to nature
- o Design light-filled spaces
- o Design flexible and adaptable spaces
- o Offer positive distractions
- o Design for visual safety & privacy
- o Use a visually simple and clear design
- o Provide inclusive furniture

Specific design criteria to consider:

Design Criteria	Included?
Choice: Does the room have adjustable curtains, blinds, or window shades for exterior windows?	
Choice: Are there designated desks for property management and community impact staff?	
Choice: Are there options for staff members to personalize their workspaces?	
Choice: Is there at least one table and one chair that are easily movable (ex. under 15 lbs. or on lockable wheels)?	
Choice: Are there variable seating options including individual seats (ex. stand-alone chairs) and connected seating (ex. couch)?	
Comfort: Does the space avoid the use of busy patterns, crowding, and/or intense colors?	
Comfort: Is sufficient, lockable storage provided?	
Comfort: Are there comfortable and inviting spaces for staff to take breaks and decompress?	
Community/Culture: Does the room incorporate art?	
Connection to Nature: Are natural materials or materials that evoke nature used within the design (ex. wood finishes, natural fibers, stone, etc.)?	
Connection to Nature: Are there easy-to-care for plants?	
Inclusive Design: Are all furnishings, fixtures, and equipment (FF&E) adequately spaced to ensure that circulation paths are barrier free? Specifically:	

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○ Are circulation paths at least 60" wide to allow for mobility aid access (ex. wheelchair)? ○ Is there sufficient space for a mobility aid to enter the lobby, turn around, and exit, clear of furniture and door swings (67" minimum diameter circle for turning, connected to a path of travel)?	
Lighting: Is the space well-lit, avoiding or addressing any potential dark corners?	
Lighting: To ensure visibility, does all artificial lighting have a color rendering index (CRI) of at least 90 CRI in senior properties and 80 CRI in all other properties?	
Lighting: Does the staff space have dimmable or adjustable lighting (ex. sources besides the overhead light)?	
Visibility: Does the color of the light switch plates contrast with the surrounding wall?	
Visibility: Are there clear lines of sight throughout the space, allowing someone to see others nearby (minimal blind spots)?	

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