

Office Open-Plan Noise Distraction Checklist

Physical Environment

☐ Are noise-absorbing partitions in place? ☐ Are quiet zones designated and maintained? ☐ Is layout optimized to minimize cross-talk? ☐ Are floors and ceilings fitted with acoustic materials? ☐ Is equipment (printers, copiers) placed away from workstations?

Personal Strategies

☐ Are noise-cancelling headphones available and used? ☐ Do staff have access to quiet rooms or booths? ☐ Have flexible working/location policies been communicated? ☐ Are personal desk fans/white noise machines available if needed?

Culture & Rules

☐ Are global "quiet hours" or similar routines in place? ☐ Is guidance on phone/conference call etiquette provided? ☐ Are staff encouraged to flag distractions or propose solutions? ☐ Are there reminders or signage about noise awareness?

Review & Feedback

☐ Are regular reviews of noise distraction carried out? ☐ Is feedback on noise issues actively collected from staff? ☐ Are action steps logged and tracked for improvements?

Notes