How to use the templates

This section contains basic, ready-to-print checklists, forms, and community engagement boards to support your data collection. You can digitally add basemaps of your site where needed or simply hand-draw it once it has been printed. *Refer back to Section B3 for examples of what the forms might look like when completed.*

If you prefer to work with digital resources, or customize the forms provided, we are also offering a digital version. Use the editable file below and follow the instructions to prepare your own forms from our templates.

1. Access the editable file

Click the button below to access the online spreadsheets where you will find:

- One tab for each of the provided forms
- A reference library of street users and the corresponding icons that you can copy and paste into your new forms. These are just suggestions, you can also create your own.
- Sample data processing tables for pedestrian counts and vehicular speeds, like the ones shown on pages 64 to 67.

Metrics collection forms
https://bit.ly/3GIbbX7

2. Create your own copy

Start by making a copy of the file on your own drive so you can work freely:

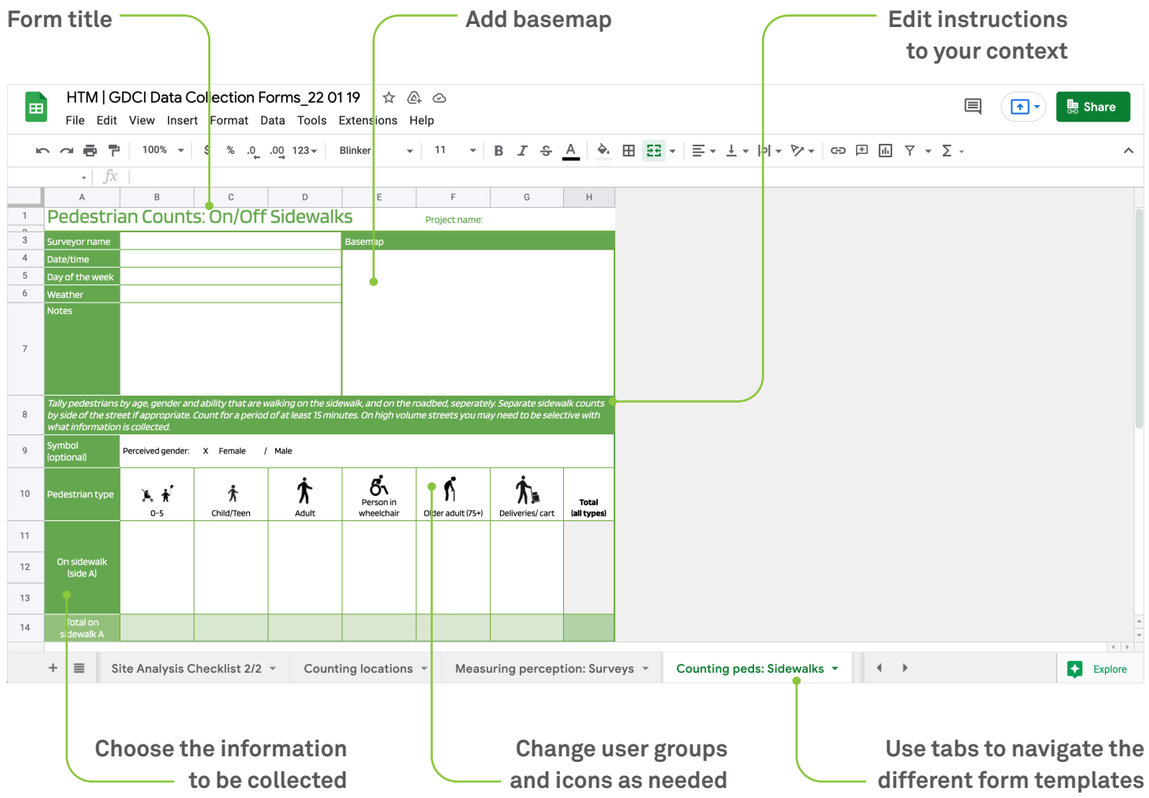
- In the menu, click **File** and then **Make a copy.**
- Name your file and choose where to save it.
- If you want to copy the comments, click **Copy comments and suggestions.**
- Click **Ok.**

If you prefer to work offline, follow these steps:

- In the menu, click **File** and then **Download.**
- Choose a file type (.xlsx or .ods will keep it editable).
- The file will download onto your computer.

3. Edit as needed

Make all the changes you want to the text and images in the forms:



4. Print your forms

Once you are done with the edits, export PDFs and print your forms:

- In the menu, click on the printer icon or go to **Menu > Print.**
- The file is already set up to print in "letter" format.
- Click **Next:**
  - If you're using Chrome, click **Print** in the window that appears. You can choose to print directly from there or save it as a PDF first.
  - If you're using Firefox or Safari, a PDF file will automatically download. In your PDF viewer, go to **File** and then **Print.**

Surveyor Checklist

When preparing to go on site, consider which of the following materials you might need:

SAFETY AND ORIENTATION GEAR

- ☐ Reflective safety vests / uniform, identifiable t-shirts
- ☐ Mobile phone / charger
- ☐ The coordinator's cell phone number
- ☐ A copy of the surveyor map and schedule
- ☐ PPE (reflective vests, hard hats, as necessary)
- ☐ A letter from the project lead explaining surveyor's data collection tasks

MEASUREMENTS TOOLS

- ☐ Timer (could be a downloaded app on mobile phone)
- ☐ Speed radar
- ☐ Laser measuring tape
- ☐ Counter
- ☐ Clipboard
- ☐ Plenty of printed forms, or downloaded digital forms
- ☐ Writing utensils (a pen)
- ☐ Printed posters / flyers and a pre-approved plan for posting on nearby buildings, poles, or walls
- ☐ Sticky dots for public engagement with perception boards

DOCUMENTATION TOOLS

- ☐ Camera (DSLR camera or mobile phone)
- ☐ Timelapse video camera
- ☐ Drone camera (with printed permit, if applicable)
- ☐ Any other printed permits potentially needed to access building rooftops nearby the site
- ☐ Child/general photography consent forms, if applicable

OTHER POTENTIAL RECOMMENDATIONS

- ☐ Comfortable clothing, and a bag or backpack
- ☐ Sunscreen and/or a hat for sun protection
- ☐ A poncho for rain protection
- ☐ Identification
- ☐ Water and snacks

Organizer Checklist

When preparing your team to go on site, consider preparing the following:

ORIENTING THE TEAM TO THE SITE

- ☐ Where is the nearest convenience store for snacks and water?
- ☐ Where is the closest medical facility?
- ☐ Where is the closest hardware store for materials like tape or extra safety vests?
- ☐ Where is the closest print shop?

EXTRA COPIES OF KEY SURVEYOR TOOLS AND MATERIALS

- ☐ Extra tools: timers, speed radars, laser measuring tapes, counters, clipboards, etc.
- ☐ Plenty of extra printed forms
- ☐ A USB with all forms and permits on it
- ☐ Extra writing utensils

EMERGENCY PREPAREDNESS

- ☐ A medical emergency kit
- ☐ Extra water bottles
- ☐ Local emergency phone numbers

CONTACT INFORMATION FOR SURVEYORS ON SITE WITH YOU:

Global Designing Cities Initiative

Site Analysis

Project name:

Surveyor name	
Date/time	
Day of the week	
Notes	

Legend

- Pedestrian crossings
- Pedestrian signal
- Refuge islands
- Ramps / curb cuts
- Tactile paving
- Accessibility issues
- Seating/bench
- Improvised seating
- Waste bins
- Light pole
- Signage
- Tree / tree pit
- Green space
- Shaded areas
- Bike rack
- Bike lane
- Bus stop
- Bus shelter
- Bus lane
- Metro station
- Taxi stand
- On-street parking
- Illegally parked cars
- Loading areas
- Pick-up/drop-off
- Street vendor
- Entries
- Outdoor dinning
- Potholes / cracked pavement
- Speed bumps and cushions

*Place a basemap into the space below and document the elements in the legend and relevant dimensions. Refer to the **Site Analysis Checklist** for a more complete list. Remember, not everything will be relevant to your site analysis. Print multiple copies of this form if necessary, and adjust the scale to the appropriate level of detail.*

Global Designing Cities Initiative

Site Analysis : Section + Plan

Project name:

Surveyor name		Notes
Date/time		
Day of the week		

Draw a street cross-section below. Use the gridlines to scale the drawing and mark string dimensions.

Draw a plan view below. Use the gridlines to align with the section above.

Global Designing Cities Initiative

Site Analysis Checklist 1/2

Survey and map the details of the site from building line to building line, including private front yards, private seating areas (e.g., cafe terraces), public sidewalks, public plazas, and the roadbed. Register user behavior and how the site is being used.

This checklist supports GDCI's Site Analysis form: we recommend using them together. Please note that this list is not exhaustive and those conducting site visits should add other things they see as relevant.

SIDEWALK/PEDESTRIAN AREAS

- ☐ Sidewalk present or not
- ☐ Sidewalk and clearpath dimensions (at different key points)
- ☐ Clearpath obstructions
- ☐ Surface conditions (e.g. potholes, cracked pavement, etc)
- ☐ Curb cuts and accessible ramps, or clear accessibility issues
- ☐ Shaded areas
- ☐ Tree pits and planting
- ☐ Street furniture (public/private seating, etc.)
- ☐ Utilities (lamp posts, power poles, fire hydrants, etc.)
- ☐ Signage

ROADBED

- ☐ Number of travel lanes
- ☐ Width of travel lanes
- ☐ Medians dimensions (if existing)
- ☐ Pedestrian crossings (position, width, length, and distances between them)
- ☐ Pedestrian crossings (condition of paint, is there an obvious one missing)
- ☐ Refuge islands dimensions (if existing)
- ☐ Traffic calming elements (bumps, cushions, etc)
- ☐ Horizontal signage conditions
- ☐ Asphalt conditions
- ☐ Pedestrian bridges
- ☐ Drainage channels and drains
- ☐ Underutilized areas (if existing)

PARKING

- ☐ Regulated or unregulated
- ☐ Designated spaces or random
- ☐ Illegal parking
- ☐ Parked vehicles blocking the sidewalk clear path

Site Analysis Checklist 2/2

LAND USE

- ▢ Adjacent buildings (property lines, setback, land use, entrances, etc.)
- ▢ Adjacent uses (identify schools, places of worship, shopping centers, blank facades, residential, etc.)
- ▢ Activity areas (playground, skatepark, restaurant seating area, etc)
- ▢ Parks and greenspace
- ▢ Entrances to metro, subways, pedestrian bridges, key walking destinations, etc.
- ▢ Driveways and parking lots

SIGNALS

- ▢ Signalized or not
- ▢ Signal timings and cycle lengths
- ▢ Any dedicated pedestrian signals
- ▢ Do pedestrians get a clear green to cross without any turning traffic on all legs?

PEDESTRIANS

- ▢ Desire lines
- ▢ Are there lots of children / school etc nearby?
- ▢ Are people walking on the sidewalks or on the roadbed?
- ▢ Are there any pedestrian congregation zones?

CYCLISTS

- ▢ Cyclists present or not
- ▢ Cyclists types (freight, bikeshare, commuters, kids)
- ▢ Dedicated facilities present or not
- ▢ If not, do people cycle on the roadbed or on the sidewalk?
- ▢ Cycle parking

MOTORISTS

- ▢ Trucks or other large vehicles
- ▢ Motorcyclists
- ▢ Loading zones
- ▢ Pick-up or drop-off zones (formal and informal)
- ▢ Taxi stands
- ▢ Entrances to parking lots, and other key vehicle destinations

TRANSIT USERS

- ▢ Bus stops/ shelters
- ▢ Are bus stops obstructing the sidewalks?
- ▢ Transit routes
- ▢ Dedicated facilities
- ▢ Informal transit

PEOPLE DOING BUSINESS

- ▢ Are there street vendors?
- ▢ Which part of the street do they use?
- ▢ What are they commercializing?

Counting Locations

Project name:

Surveyor name		Legend
Date/time		
Day of the week		
Notes		

Place a basemap into the space below and mark where surveyors should stand for the data collection. Use the symbols defined in the legend above to indentify the specific data to be collected in each spot.

Global Designing Cities Initiative

Perception: Intecept Surveys

Project name:

Surveyor name		Basemap
Date/time		
Day of the week		
Notes		

Survey one person per form. Mark the location of the survey in the basemap above. Complete this form based on feedback from the pedestrian. Note additional details gathered through conversation and observation.

Perceived age group*:

☐ >10 ☐ 11-20 ☐ 21-40 ☐ 41-60 ☐ 60+

Perceived gender*:

☐ Male ☐ Female

*These can be filled by the surveyor.

How often do you visit this street? ☐ Daily ☐ Weekly ☐ Monthly ☐ First visit/rarely

Reason for being here today: LIVE / WORK / STUDY / SHOPPING / MEET FRIENDS / OTHER

How did you get here today? WALKING / CYCLING / TRAIN / BUS / TAXI / CAR / MOTORCYCLE / OTHER

Which modes do you generally use? WALKING / CYCLING / TRAIN / BUS / TAXI / CAR / MOTORCYCLE / OTHER

Which mode would you like to use more? WALKING / CYCLING / TRAIN / BUS / TAXI / CAR / MOTORCYCLE / OTHER

Do you like spending time on this street?

How safe do you feel on this street?

Additional notes:

Global Designing Cities Initiative

Pedestrian Counts: On/Off Sidewalks

Project name:

Surveyor name		Basemap
Date/time		
Day of the week		
Weather		
Notes		

Tally pedestrians by age, gender and ability that are walking on the sidewalk, and on the roadbed, seperately. Separate sidewalk counts by side of the street if appropriate. Count for a period of at least 15 minutes. On high volume streets you may need to be selective with what information is collected.

Symbol (optional)	Perceived gender: X Female / Male						
Pedestrian type	 0-5	 Child/Teen	 Adult	 Person in wheelchair	 Older adult (75+)	 Deliveries/ cart	**Total (all types)**
On sidewalk (side A)							
Total on sidewalk A							
Roadbed							
Total on the roadbed							
On sidewalk (side B - optional)							
Total on sidewalk B							
Total (all)							

Global Designing Cities Initiative

Pedestrian Counts: Desire Lines

Project name:

Surveyor name		Notes
Date/time		
Day of the week		
Weather		
Instructions	Desire lines indicate pedestrians' desired paths across a street. Draw where people cross the street to reach key destinations to reveal where there may be a need for improved or additional facilities. Use a tally counter to register the number of people crossing during a 15 min period.	

Base map: Place a basemap into the space below, and draw the paths of pedestrians.

Global Designing Cities Initiative

Pedestrian Crossings: Signalized

Project name:

Surveyor name		Basemap
Date/time		
Day of the week		
Weather		
Notes		

Tally pedestrians that are walking on and off the marked crossing, separately. Use the suggested symbols below if they are running across the street. Count for a period of at least 15 minutes.

Symbol (optional)	/ Walking O Rushing						
Pedestrian type	0–5	Child/Teen	Adult	Person in wheelchair	Older adult (75+)	Deliveries/ cart	**Total (all types)**
On marked crossing, at pedestrian green phase							
Total on crossing, green							
On marked crossing, at pedestrian red phase							
Total on crossing, red							
Outside marked crossing (consider a 2 m offset on each side as an acceptable area of influence)							
Total outside crossing							
Total (all)							

Global Designing Cities Initiative

Pedestrian Crossings: Unsignalized

Project name:

Surveyor name		Basemap
Date/time		
Day of the week		
Weather		
Notes		

Tally pedestrians that are walking on and off the marked crossing, separately. Use the suggested symbols below if they are running across the street. Count for a period of at least 15 minutes.

Symbol (optional)	/ Walking O Rushing						
Pedestrian type	 0–5	 Child/Teen	 Adult	 Person in wheelchair	 Older adult (75+)	 Deliveries/ cart	**Total (all types)**
On marked crossing							
Total on crossing							
Outside marked crossing (consider a 2 m offset on each side as an acceptable area of influence)							
Total outside crossing							
Total (all)							

Global Designing Cities Initiative

Activity Map

Project name:

Surveyor name	
Weather	
Date/time	
Day of week	
Notes	

Legend: Mark observed activities within a defined area, on a basemap below.

IS	Informal seating area	**P**	Playing
FS	Formal seating area	**E**	Exercising
E/D	Eating/Drinking	**T/S**	Talking/Socializing
W	Working	**L/S**	Laying down/Sleeping
SV	Street vendors	**PH**	Talking on their phone
WT	Waiting for transit		

Global Designing Cities Initiative

Cyclist / Micromobility Counts: On/Off Bike Lane

Project name:

Surveyor name		Basemap
Date / time		
Day of the week		
Weather		
Notes		

Tally cyclists that are riding on the cycle lane, and on the roadbed, seperately.

Symbol	Perceived gender: X Female / Male					
Cyclist type	 Child	 Adult	 Older adult (75+)	 Cargo bike	 Scooter	**Totals (all)**
In bike lane						
Total in bike lanes						
On sidewalk						
Total on sidewalk						
Roadbed						
Total on roadbed						
Totals (all)						

Global Designing Cities Initiative

Vehicle Counts: Intersection

Project name:

Surveyor name		Basemap: Draw direction of traffic that is being counted and label it as Movement A, B, or C to match with the columns below
Date/time		
Day of the week		
Weather		
Notes		

Tally vehicles at each leg of the intersection, by type and direction. Draw a horizontal line across the form after each signal change. If the intersection is very busy, break down the counts into separate forms either by lane, by movements, or vehicle type groups.

Vehicle type	 Car	 Bus	 Truck	 Motorcycle	 Cyclist				
Symbol	/	X	T	-	O				

Direction	Movement A			Movement B			**Totals (all)**		
Totals (by vehicle)	Car:	Bus:	Truck:	Car:	Bus:	Truck:	Car:	Bus:	Truck:
	Mot.:	Cycl.:	Other:	Mot.:	Cycl.:	Other:	Mot.:	Cycl.:	Other:
	Other:	Other:	Other:	Other:	Other:	Other:	Other:	Other:	Other:
Totals (all)									

Global Designing Cities Initiative

Vehicle Counts: Midblock

Project name:

Surveyor name		Basemap: Draw direction of traffic that is being counted and label it as Lane A or B to match with the columns below
Date/time		
Day of the week		
Weather		
Notes		

Tally vehicles in each travel lane per direction, by type .

Vehicle type	 Car	 Bus	 Truck	 Motorcycle	 Cyclist				
Symbol	/	X	T	-	O				

Direction	Lane 1	Lane 2	**Totals (all)**
Totals per lane (by vehicle)	Car: Bus: Truck: Mot.: Cycl.: Other: Other: Other: Other:	Car: Bus: Truck: Mot.: Cycl.: Other: Other: Other: Other:	Car: Bus: Truck: Mot.: Cycl.: Other: Other: Other: Other:
Totals per lane (all)			

Global Designing Cities Initiative

Vehicle Speeds: Midblock / Turning

Project name:

Surveyor name		Basemap	
Date/time			
Day of the week			
Weather			
Posted speed and notes			

Document the midblock or turning speeds of vehicles by type at free flow conditions. Circle the highest and lowest speed of each vehicle type, and write the posted speed in the space above. The absolute minimum sample size should be of 30 vehicles in total, and recommended minimum of 50 vehicles.

Vehicle type	 Car		 Motorcycle		 Bus	 Truck	Other:	Other:
Check one:	1	21	1	21	1	1	1	1
☐ Midblock	2	22	2	22	2	2	2	2
☐ Turning	3	23	3	23	3	3	3	3
	4	24	4	24	4	4	4	4
	5	25	5	25	5	5	5	5
	6	26	6	26	6	6	6	6
	7	27	7	27	7	7	7	7
	8	28	8	28	8	8	8	8
	9	29	9	29	9	9	9	9
	10	30	10	30	10	10	10	10
	11	31	11	31	11	11	11	11
	12	32	12	32	12	12	12	12
	13	33	13	33	13	13	13	13
	14	34	14	34	14	14	14	14
	15	35	15	35	15	15	15	15
	16	36	16	36	16	16	16	16
	17	37	17	37	17	17	17	17
	18	38	18	38	18	18	18	18
	19	39	19	39	19	19	19	19
	20	40	20	40	20	20	20	20

Global Designing Cities Initiative

City-wide road safety stats you need to know:

1

2

3

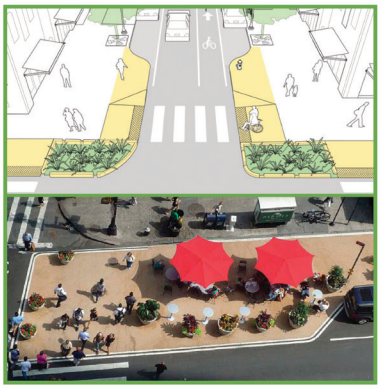
4

Global Designing Cities Initiative

Designing Safe and Sustainable Streets

Strategies from the *Global Street Design Guide* available for FREE download at:
www.globaldesigningcities.org/publication/global-street-design-guide/

Curb extensions



Crosswalks

Refuge islands

Parklets

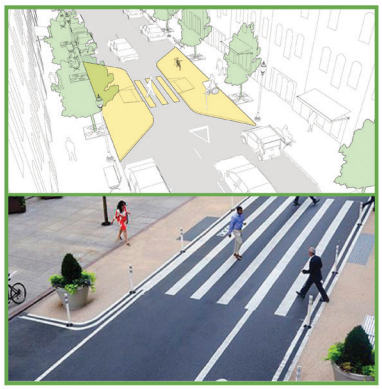
Slip lane removal

Speed bumps

Corner radii

Median cut-throughs

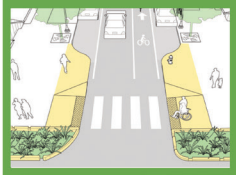
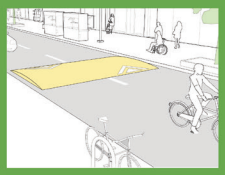
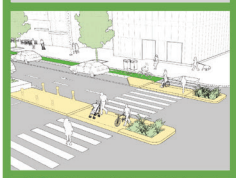
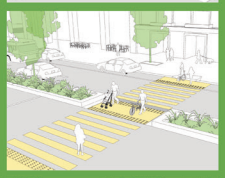
Pinch points



Global Designing Cities Initiative

Which street design safety elements do you want to see more of?

Add a dot next to the element(s) that you would like to see more of in this space.

	Curb extensions		Speed bumps
	Crosswalks		Corner radii
	Refuge islands		Median cut-throughs
	Parklets		Pinch points
	Slip lane removal	[draw your own]	_____
[draw your own]	_____	[draw your own]	_____
[draw your own]	_____	[draw your own]	_____

Comments:

Global Designing Cities Initiative

Which public space elements do you want to see more of?

Add a dot next to the element(s) that you would like to see more of in this space.

	Lighting		Plants and landscaping
	Seating		Wayfinding/signage
	Water fountains		Bike racks
	Weather protection		Waste receptacles
	Designated play areas		Game elements
[draw your own]	_____	[draw your own]	_____
[draw your own]	_____	[draw your own]	_____

Comments:

Global Designing Cities Initiative

Where do you feel unsafe?

Place a dot on the areas of the space where you do not feel safe/comfortable.

Comments:

Global Designing Cities Initiative

Which design do you prefer?

Add a dot beside the image that you would feel the most safe and comfortable in.

This design?

Or this design?

Global Designing Cities Initiative