

The Everwell 5-Point Amenity Audit

A quick workplace amenity checklist for property owners, landlords, and workplace teams

Use this audit to quickly assess whether your amenities are truly supporting tenant experience, daily engagement, and asset value, or whether there are opportunities to improve use, relevance, and activation.

How to use this checklist

For each of the 5 categories below, check the statements that are true for your property. Then total your checks to see whether your amenities are performing as a true asset or whether it may be time for a more intentional strategy.

Property Information

Property Name: _____

Location: _____

Property Type: _____

Completed By / Date: _____

1 USE

Are your amenities being used consistently, or are they sitting empty?

- ☐ Amenity spaces show visible daily traffic and activity.
- ☐ The way people use the space matches its intended purpose.
- ☐ Shared spaces do not sit empty for long stretches during the workday.
- ☐ The property team can identify which amenities are most and least used.
- ☐ Furniture layout supports natural gathering, working, or lingering.

Everwell Insight: If usage is low, the issue may not be the space itself. It may be awareness, design, access, or a lack of activation.

2 EXPERIENCE

Do the spaces feel polished, welcoming, and functional?

- ☐ Amenity spaces are clean, well-maintained, and presentation-ready.
- ☐ Lighting, seating, temperature, and layout support comfort and usability.
- ☐ Signage and wayfinding make it easy for tenants and guests to find and use amenities.
- ☐ The amenity experience reflects the quality of the property overall.
- ☐ A first-time visitor would understand how to navigate the space.

Everwell Insight: A strong amenity experience should feel intuitive, comfortable, and aligned with the brand standard of the asset.

3 RELEVANCE

Do your amenities reflect what tenants and employees actually want today?

- ☐ Current amenities support productivity, convenience, connection, or wellbeing.
- ☐ The amenity mix feels competitive for the type of asset and tenant population.
- ☐ There are no major gaps between what tenants want and what the property offers.
- ☐ The property includes spaces or services that support modern workplace expectations.
- ☐ Amenities feel useful and current, not decorative or outdated.

Everwell Insight: Relevance matters as much as square footage. A smaller, well-targeted amenity mix can outperform a larger one that misses tenant needs.

4 ACTIVATION

Are you actively bringing the spaces to life?

- ☐ The property offers recurring activations, events, or programming tied to amenities.
- ☐ Programming helps increase awareness and use of underperforming spaces.
- ☐ Wellness, hospitality, or engagement opportunities are part of the amenity strategy.
- ☐ Tenants are regularly reminded of what is available to them on-site.
- ☐ Amenity spaces are treated as experiences to be activated, not just areas to be maintained.

Everwell Insight: Even a beautiful space can underperform if there is no rhythm of programming, hospitality, or engagement to keep it top of mind.

5 VALUE

Are your amenities contributing to tenant satisfaction and asset performance?

- ☐ Amenities help support tenant satisfaction, retention, or leasing appeal.
- ☐ Leadership can articulate the purpose and value of each major amenity space.
- ☐ The property has identified where amenity investment is paying off, and where it is not.
- ☐ Tenant feedback or informal input has been gathered in the last 12 months.
- ☐ The amenity strategy supports the broader positioning and story of the property.

Everwell Insight: The goal is not simply to have amenities. It is to ensure they contribute to experience, differentiation, and long-term value.

Your Results

Total checks completed: _____ / 25

Score	What it suggests	Everwell read
21 to 25 checks	High-performing amenity environment	Your property appears to have a strong amenity foundation with clear alignment between space, experience, and tenant value.
16 to 20 checks	Solid foundation with untapped opportunity	Your amenities may be delivering value, but there are likely areas where activation, usability, or relevance could be strengthened.
10 to 15 checks	Underperforming amenity experience	Your property may have the right spaces in place, but they may not be fully supported, activated, or aligned with tenant expectations.
Under 10 checks	High priority for strategy review	There may be a strong opportunity to rethink how your amenities are designed, positioned, or activated to better support the property.

Ready to go deeper?

If this audit surfaced underused spaces, unclear amenity value, or missed engagement opportunities, The Everwell Collection can help. We partner with property owners, landlords, and workplace teams to evaluate amenity performance, uncover friction points, and design experience-led strategies that strengthen tenant engagement and asset value.

Book an Everwell Amenity Walkthrough

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