

1. SURVEY & FACILITY IDENTIFICATION

PROJECT / SURVEY NAME		SURVEY ID / REF	DATE (YYYY-MM-DD)	DAY OF WEEK
PARKING FACILITY NAME		FACILITY ID / CODE	LOCATION / ADDRESS / REF	
OBSERVER / SURVEYOR	WEATHER / CONDITIONS		SPECIAL EVENT / ACTIVITY	FACILITY TYPE

FACILITY TYPE: ☐ Surface Lot ☐ Parking Garage / Multilevel ☐ Institutional ☐ Commercial ☐ Residential / Mixed-Use ☐ Park-and-Ride ☐ Other: _____
SURVEY METHOD: ☐ Inventory / Supply ☐ Occupancy / Accumulation ☐ Inventory + Occupancy ☐ Duration / Turnover (optional module) ☐ Other: _____
OBSERVATION INTERVAL: ☐ 15 min ☐ 30 min ☐ 60 min ☐ Other: ____ min Survey Period Start: _____ End: _____

2. FACILITY BOUNDARY, LEVELS & ZONES

Define the survey boundary and hierarchical location (Facility → Level → Zone → Space) so observations remain traceable.

SURVEY BOUNDARY / INCLUDED AREA Describe exact limits (entrances, levels, zones included/excluded):	LEVELS / ZONES SURVEYED Level(s): _____ Zone(s) / Section(s): _____ Aisle / Row reference (if used): _____
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3. PARKING SUPPLY INVENTORY

Distinguish physical supply from usable supply. Record special-use and temporarily unavailable spaces separately.

Supply Category	Physical	Usable at Start	Special-Use	Temp. Unavailable	Notes / Changes
Total parking spaces					
General / unrestricted					
Accessible / disabled					
EV charging					
Loading / service					
Reserved / permit / staff					
Other (define)					

STATUS CODES & OCCUPANCY RULES
O = Occupied V = Vacant U = Temporarily Unavailable R = Restricted / Reserved (if tracked separately)
Occupancy % = Occupied ÷ Applicable Usable Supply × 100. Always record the usable supply denominator for the observation time. Special-use spaces may be reported separately. Vehicle occupying multiple spaces: ☐ Count spaces affected ☐ Count as 1 vehicle + note spaces ☐ Other project rule.

Survey ID: _____ Facility: _____ Level / Zone: _____ Date: _____ Observer: _____

4. PERIODIC OCCUPANCY / ACCUMULATION OBSERVATIONS

Record each observation time. Usable Supply may change — always note the applicable denominator. Status: O = Occupied, V = Vacant, U = Unavailable. Occupancy % = Occupied ÷ Usable Supply × 100 (calculate later if preferred).

Observation Time	Usable Supply	Occupied (O)	Vacant (V)	Unavailable (U)	Occupancy % (calc)	Zone / Level / Remarks / Supply Change

Reconciliation for each observation: Occupied + Vacant + Unavailable = Usable Supply. Note discrepancies immediately. For multilevel facilities, record Level/Zone in the Remarks column or use separate sheets per level.

5. SUMMARY & ACCUMULATION

Measure	Value	Time / Period	Based on Supply	Notes / Zone
Peak Occupied (max accumulation)				
Peak Occupancy %				
Average Occupied (if calculated)				
Minimum Vacant observed				
Total observation rounds completed				
Special-use peak (if tracked separately)				

RECONCILIATION: For each observation round, Occupied + Vacant + Unavailable = Usable Supply? ☐ Yes for all ☐ Discrepancies noted in Remarks
Any discrepancy must be investigated and explained before data entry or analysis.

6. INTERRUPTIONS, SUPPLY CHANGES, SPECIAL CONDITIONS & REMARKS

Record: interruption times, supply changes (maintenance, barriers, event control), blocked aisles, entrance/exit queues, loading activity, apparent non-compliant parking (neutral observation only), special events, or any condition affecting reliability or usable supply. Be specific for audit.

7. VERIFICATION & SIGN-OFF

Observer Initials / Signature: _____ Date: _____	Checked / Verified By: _____ Date: _____
Data Entry / Digitization By: _____ Date: _____	Residual data-quality notes: _____

LIMITATIONS & USE NOTES
• This is a general professional field-recording template for off-street parking inventory and occupancy surveys. Facility definitions, supply categories, occupancy methods, special-use treatment and regulations vary by project, jurisdiction and facility type.
• Always follow the controlling project brief or local instructions. Redefine zones, status codes and intervals as required. Do not treat the printed structure as an official or universal standard.
• Primary recording is periodic occupancy (Occupied / Vacant / Unavailable). Duration and turnover are optional modules. No vehicle registration or personal data is collected by default. Observed conditions are not legal determinations. Not a parking-enforcement form.