



# Office Design Guide & Check Off List

Name (company): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## DRAW THE ROOM

- Sketch the room shape (plan view) in a line drawing (don't worry about how nice it looks).
- Write in dimensions for each wall, window, opening, and door segment (write legibly).
- Note direction and dimensions of door swings and door protrusion into the room.
- Mark each power (circle with 2 lines thru it) and data wall outlet (triangle).
- Mark locations of floor or wall vents, door swings, large millwork fixtures, etc.
- Note any obstructions or existing furniture that will stay (existing furniture, equipment).
- Note the dimensions of those items that the plan must allow for.
- Note the height off the floor of the window sills. Note the height of the ceiling.
- Note the closet inside dimensions if it will be used for part of the office design.

## Preference Check Off

Number: \_\_\_\_\_

Yes      No

## BASIC INFORMATION ABOUT HOW YOU WILL WORK IN THE ROOM

• How many persons in the office? Comment: \_\_\_\_\_

• Do you need an area to meet guests? How many? \_\_\_\_\_

• Do you prefer to face the corner, wall, or does not matter? \_\_\_\_\_

• Which wall or corner do you prefer? \_\_\_\_\_

• From which direction is sunlight coming in the window (to avoid glare on the LCD screen)? \_\_\_\_\_

• Do you prefer lots of area to spread out or to be more compact? \_\_\_\_\_

• Which depth of worksurface do you prefer?      20      24      30      36

Yes      No

• Do you need an articulating, adjustable keyboard ?

Yes      No

• Do you require storage for objects (non-filing)? How many drawers \_\_\_\_\_?

Yes      No

• Do you require filing storage? How many lineal inches \_\_\_\_\_?

Yes      No

• Do you need book shelf storage? How many lineal inches? \_\_\_\_\_

Yes      No

• Do you want to use the vertical wall area for storage? \_\_\_\_\_

Open Shelves      or      Cabinets

• Which peripherals will be on the desk top?

Printer      Scanner      Shredder      CPU      FAX      Combo

Laptop      Other \_\_\_\_\_

Yes      No

• Do you prefer to place peripherals under the desk or in cabinets? \_\_\_\_\_

• How important is hiding clutter and materials?      Very      So So      Not at all

Yes      No

• Do you need a height adjustable table/desk?

Yes      No

• Do you need a height adjustable arm for your LCD monitor?

• How important is wire management to you?      Very      So So      Not Very