

ARCHITECTURAL PROGRAM

Phase 3 – Individual Spaces

K-12 Funded Project

Project Name:

Project #:

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INDIVIDUAL SPACE DESCRIPTIONS

Phase 3 Programming requires meeting with staff to create a comprehensive understanding of the individual space needs and requirements. This questionnaire is a continuation of the general requirements established in Phase II programming.

Building: xxx

Room Name/Number: xxx

Room Number: xxx

A. Architectural Criteria

1. Use:
 - a. Describe the various functions of this space.
2. Size and capacity:
 - a. Explain the required area in relation to occupants, function, equipment, etc.
3. Occupants:
 - a. Describe the number of occupants, their titles and functions.
 - b. Address any persons visiting or otherwise interacting with these occupants.
4. Spatial considerations:
 - a. Describe any special shape, size or configurations required for this space.
5. Visual Considerations:
 - a. Describe any special visual considerations that are required.
 - b. Areas requiring visual supervision.
 - c. Desired views to/from inside/outside.
 - d. Privacy concerns.
6. Acoustical Considerations:
 - a. Describe any special acoustical considerations that are required.
 - b. Privacy concerns.
 - c. Equipment or activities requiring acoustical mitigation.

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7. Casework:
 - a. Describe types and sizes of casework required. (Utilize the Woodwork Institute casework designations where possible).
 - b. Indicate where locks are required.
 - c. Identify accessible workstations, sinks, etc.
 - d. Chemical resistant tops.
 - e. Discuss materials.
8. Storage Needs:
 - a. Describe storage needs.
 - b. Hazardous chemicals.
 - c. File types, sizes and quantities.
9. Doors and Windows:
 - a. Describe door and window requirements.
 - b. Discuss operable versus fixed windows.
 - c. See Visual Considerations above.
 - d. Types of glazing.
 - e. Vision panels in doors.
 - f. Door hardware; closers, panic bar, stops, etc.
 - g. Access; locks, electronic controls, etc.
 - h. Door type.
 - i. Window coverings and room darkening.
10. Finishes:
 - a. Complete the Room Finish Schedule for this space.
11. Furniture, Furnishings, Equipment:
 - a. Complete the Equipment Schedule for any owner supplied FF&E to be placed in this space.
 - b. Locate such equipment in the space with a corresponding tag to the schedule.

B. Mechanical Criteria

1. HVAC Requirements
 - a. Describe any special heating and air conditioning requirements.
 - b. Heat generating equipment.
 - c. Special filtering needs.
2. Exhaust Requirements