

**1. NEW BUILDING PROJECT CHECKLIST**

The following checklist shall be completed for projects involving construction of a new structure and includes an addition, extension or replacement of an existing structure. Because a new building project may also require renovation and utility extension work and generally involves site improvements, the program-writer should also complete either or both of these checklists if they are appropriate to the project under consideration.

		<b><u>Yes NO N/A</u></b>		
a.	Architectural style preferences (If yes, explain on separate sheet.)			
b.	Work schedules or phases			
c.	Coordination with master development plan			
d.	Funding constraints (If yes, what are they?)			
e.	Site selected			
f.	Preferred vistas (If yes, describe.)			
g.	Excavation, clearing, razing constraints (If yes, explain.)			
h.	Other construction in area			
i.	Utilities on site			
j.	Special design features (Describe on separate sheet.)			
k.	Space needs: present and future			
	Entire facility			
	Functional areas			
	Rooms			
l.	Space needs: net sq. footage			
	Entire facility			
	Functional areas			
	Rooms			
m.	Special dimension and space requirements			
n.	Nature of work and services described			
o.	Functional and spatial layouts			
p.	Workload projections			
q.	Special working hours or shifts			
r.	Work flow described			
s.	Clerical-professional ratio			
t.	Client - staff ratio			
u.	Client - staff traffic preferences			
v.	Office layout preferences			
w.	Special room/area features			
x.	Climate control considerations			

**NEW BUILDING PROJECT CHECKLIST** (continued)

		<b><u>Yes</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
y.	Furniture and equipment needs			
z.	Special lighting needs			
aa.	Information technology needs (voice, video, data, & wireless)			
bb.	Special access/egress requirements			
cc.	Preferred floor, wall or ceiling material			
dd.	Security considerations			
	Electrically controlled doors			
	TV-monitoring system			
	Secured utilities			
	Secured windows			
	Motion Detectors			
	Door and window alarm			
	Alarm links to offsite locations			
ee.	Considerations to be given to:			
	Equipment storage and maintenance			
	Heat and sound insulation			
	Linen and janitor closets			
	Utility area			
	Physical plant needs			
	Trash removal			
	Delivery dock			
	Escalator, elevator, stairways			
	Fire protection and sprinklers			
	Food preparation and delivery			
	Dining facilities			
	Client and staff transportation systems			
	Signage and entranceway needs			
	Accommodations for youth, aged, and handicapped			
	Restroom and shower facilities			
	Special water supply or utility needs			
	Recreation/play areas			

**NOTE:** For each item checked yes, ensure an explanatory narrative is included in the body of the program.