

**PROJECT ANALYSIS**

FOR

"COMMERCIAL DESIGN PROJECT NAME"

BY

(Your Name)

(Add your "Statement of Problem" here)

I. CLIENT DATA

A. Company Name \_\_\_\_\_

B. Owner or Contact Person \_\_\_\_\_

C. Street Address  
\_\_\_\_\_

D. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E. Product or Services \_\_\_\_\_

II. BUILDING SITE DATA

A. Lot Dimensions \_\_\_\_\_ X \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

B. Existing Contours \_\_\_\_\_

C. Existing Landscape \_\_\_\_\_

D. Existing Easements \_\_\_\_\_

E. Location of Lot (Address) \_\_\_\_\_

F. Utilities Available:

1. Water Service \_\_\_\_\_

2. Sewer Service \_\_\_\_\_

3. Electrical Service \_\_\_\_\_

4. Natural Gas \_\_\_\_\_

5. Telephone \_\_\_\_\_

6. Internet Access \_\_\_\_\_

### III. PERSONNEL DATA & NEEDS

#### A. Number of Occupants

1. Salaried Employees \_\_\_\_\_

2. Hourly Employees \_\_\_\_\_

3. Part-time Employees \_\_\_\_\_

#### B. List of Personnel by Position

1. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Equipment Needed for Job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Equipment Needed for Job \_\_\_\_\_

\_\_\_\_\_

---

---

3. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

4. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

5. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Equipment Needed for Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Equipment Needed for Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_  
\_\_\_\_\_

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

9. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

10. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

11. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

12. Job Title \_\_\_\_\_ Qty. \_\_\_\_\_

a. Responsibilities of Job \_\_\_\_\_

---

---

---

b. Equipment Needed for Job \_\_\_\_\_

---

---

---

#### IV. CUSTOMER NEEDS

A. Outside of Building \_\_\_\_\_

---

B. Inside of Building \_\_\_\_\_

---

#### V. BUILDING DESIGN DATA

A. Approximate Shape Desired \_\_\_\_\_

B. Maximum Length & Width Allowed

---

C. Number of Levels Desired \_\_\_\_\_

D. Square Footage Desired \_\_\_\_\_

E. Style of Building Desired \_\_\_\_\_

## VI. BUILDING MATERIALS DESIRED

A. Exterior Walls \_\_\_\_\_

B. Roofing \_\_\_\_\_

C. Soffit or Trim \_\_\_\_\_

D. Windows \_\_\_\_\_

E. Glazing of Windows \_\_\_\_\_

F. Exterior Doors \_\_\_\_\_

G. Roof Drainage System \_\_\_\_\_

H. Interior Walls \_\_\_\_\_

I. Interior Doors \_\_\_\_\_

J. Interior Trim \_\_\_\_\_

K. Cabinetry \_\_\_\_\_

L. Hardware \_\_\_\_\_

M. Floor Coverings \_\_\_\_\_

N. Wall Coverings \_\_\_\_\_

O. Ceilings \_\_\_\_\_

P. Lighting \_\_\_\_\_

## VII. SPACE NEEDS

A. Public Areas (Type & Sq.Ft.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

B. Employee Areas (Type & Sq.Ft.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

C. Mechanical Areas (Type & Sq.Ft.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

D. Storage Areas (Type & Sq.Ft.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

VIII. MECHANICAL EQUIPMENT & SPECIAL FEATURES

- A. Heating System \_\_\_\_\_
- B. Cooling System \_\_\_\_\_
- C. Electronic Air Cleaner  
\_\_\_\_\_
- D. Water Heater \_\_\_\_\_
- E. Humidifier \_\_\_\_\_
- F. Dehumidifier \_\_\_\_\_
- G. Central Vacuum Cleaner \_\_\_\_\_
- H. Intercom System \_\_\_\_\_
- I. Security System \_\_\_\_\_
- J. Skylights \_\_\_\_\_
- K. Atriums \_\_\_\_\_

IX. MISCELANEOUS INFORMATION & NOTES

\_\_\_\_\_



