

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. MISCELLANEOUS INFORMATION & NOTES
