

What are the setback requirements of the lot?

Will they inhibit future expansion? _____

What site preparation work is needed?

- _____ Soil Testing
- _____ Clearing
- _____ Grading
- _____ Demolition
- _____ Fill/dirt removal
- _____ Other

Is a retaining wall needed? _____

Is fencing or screening needed? _____

What traffic facilities are needed? _____

- _____ Driveways
- _____ Pedestrian walkways
- _____ Traffic signs/signals
- _____ Parking
- _____ Separate customer parking

Will paving be asphalt or concrete? _____

What is the street load capacity? _____

Are these part of the general contract:

- _____ Parking lot paving?
- _____ Painting parking stripes?
- _____ Traffic directional signs?
- _____ Curbs and gutters?

What other on-site development is needed? _____

Will this be included in the construction contract?

Is city planner/site plan review required? _____

IV. Contractor Selection

Which of these capabilities do I want my contractor(s) to possess?

- _____ Site selection assistance
- _____ Financing assistance
- _____ Building planning and designing
- _____ General contracting capabilities
- _____ Bonding capacity of \$ _____
- _____ "Full service" design/build capabilities
- _____ Landscaping services

Are the contractors I am considering equally capable in all areas I have checked above?

Have I investigated the reputation of the contractors I am considering?

- _____ Performance
- _____ Quality of products used
- _____ Quality of workmanship
- _____ Credit rating

Have I inspected some of their completed jobs?

Have I talked to past customers? _____

V. Utility Requirements

Is temporary power available during construction?

What are the building's power requirements?

Are existing power sources adequate for peak operation?

What is needed with regard to:

Gas mains? _____

Water mains? _____

Anti-pollution devices? _____

Storm sewer/drainage? _____

Trenching and backfill requirements for all underground lines?

Sanitary pits? _____

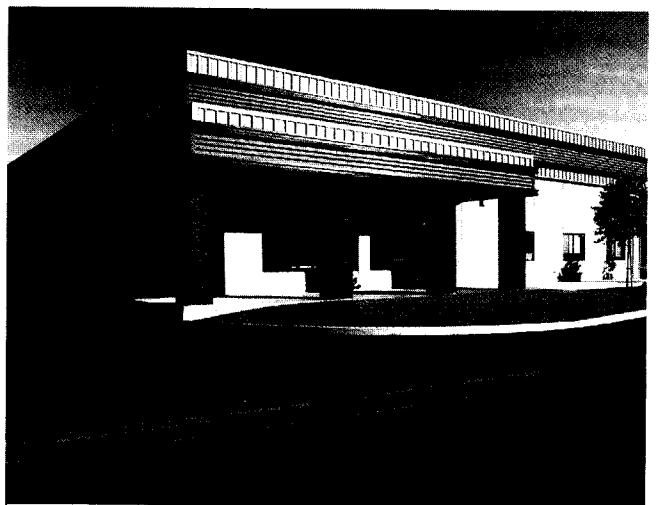
Sanitary sewer? _____

Overhead sprinkler? _____

Will existing power and/or telephone lines need to be relocated? _____

Do we want an illuminated sign? _____

Any need for flood lighting for outside areas?



If so, will they require special wiring? _____

Have we provided for:

_____ Parking lot lighting? _____

_____ Other needed exterior lighting on grounds?

_____ Lighted exit signs (required by OSHA)?

Have we planned adequately for all interior wiring Requirements?

_____ Lunch Room _____

_____ Rest Rooms _____

_____ Janitor's Room _____

_____ Computer requirements _____

_____ Business Equipment Requirements _____

_____ Other _____

Are electrical outlets sufficient for our needs and conveniently placed?

Do meters, transformers, circuit breakers, sub-panels have proper capacity for my future mechanical needs?

What are our illumination requirements?

Foot-candles in plant areas: _____

In office area: _____

At each work station: _____

In warehouse area: _____

What are our requirements for:

Heating? _____

Ventilating? _____

Air Conditioning? _____

Will we have a requirement for:

Elevators? _____

Escalators? _____

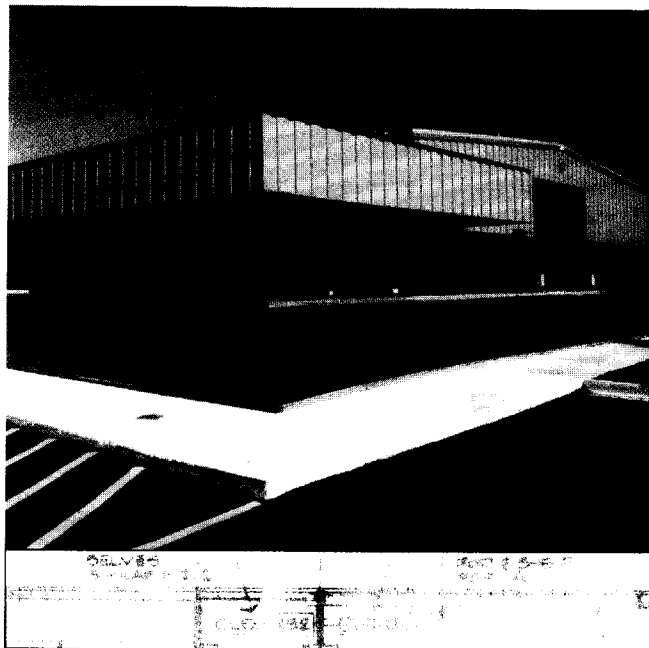
What about waste disposal? _____

Incinerator? _____

Dispose-all? _____

Trash area/bins? _____

Other? _____



Do we have requirements for:

Special anti-pollution devices? _____

Fire or burglar alarm system? _____

Public address system? _____

Internal music system? _____

VI. Facility Requirements

What are your building code design load requirements?

Code required _____

Live load _____ p.s.f.

Wind load _____ m.p.h.

Other loads _____

Engineer's Seal (state of _____)

Is a mezzanine needed?

Use of mezzanine? _____

Floor load _____ p.s.f.

Mezzanine live load _____ p.s.f.

Mezzanine dead load _____ p.s.f.

Are material handling systems required?

Bridge crane? Lift capacity _____ tons

Monorail? Capacity _____ tons

Conveyors? Capacity _____ lbs. per foot

What are the minimum building clearance requirements?

- Vertical clearance _____
- Column spacing _____
- Width _____ Length _____
- Clear span _____
- Maximum vertical crane lift _____

Have I drawn a tentative floor plan showing what is needed?

What type entry is required?

- _____ Vestibule?
- _____ Reception?
- _____ Waiting Area?

Do I have special layout requirements:

- Cash registers? _____
- Package wrapping? _____
- Reception areas? _____
- Display areas? _____
- Refrigerated display cases and coolers? _____

Are there any "must" locations for:

- Personnel doors? _____
- Overhead doors? _____
- Canopies? _____
- Windows? _____
- Skylights? _____
- Sliding doors? _____

List special hardware needed:

- Panic doors _____
- Electric door operating equipment _____
- Emergency exit Alarm devices _____
- Special locks _____
- Other _____

Are loading docks required?

- Levelors? _____
- Bumpers? _____
- Door Seals? _____
- Canopies? _____
- Road Scales? _____

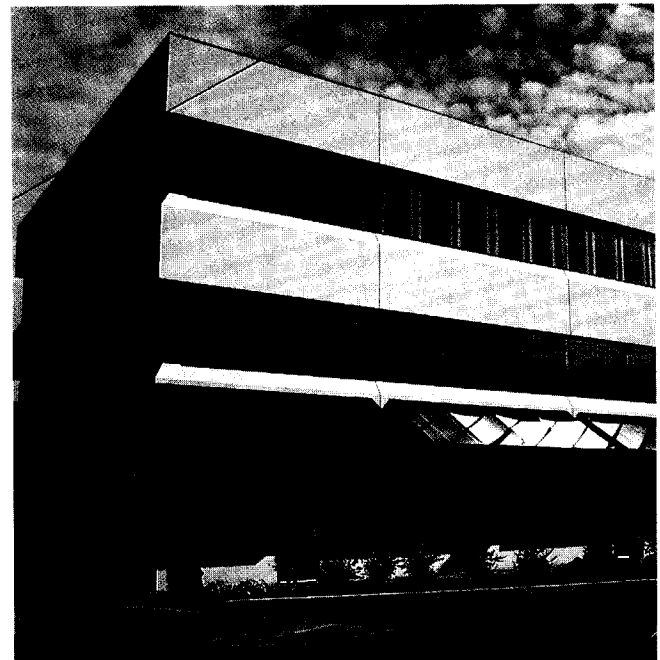
Have office requirements been determined?

- | | |
|-------------------------|---------------------------|
| Executive-Secretary: | Male Employees Restrooms |
| Conference Room: | Female Employee Restrooms |
| Computer Room: | Lounge Area: |
| Vault: | Private Restrooms: |
| Archives: | Vanities/Showers: |
| Engineering & Drafting: | Partitions/Screens: |
| Mailroom: | Lockers: |
| Sales - Display: | Water Fountains: |
| Office Manager: | Mirrors & Accessories: |
| Bookkeeper: | Janitor's Room: |
| Secretaries: | Deep Sink/Receptor: |
| Stenographers: | Storage Shelves: |
| Reproduction: | Lunchroom: |
| Files: | Kitchen Cabinets: |
| File Storage: | Microwave Space: |
| Supply Storage: | Refrigerator Space: |
| Employee Lounge: | Coffee Bar: |
| Coffeemaker: | Vending Machines Space: |
| | Sink/Stoves |

Does the layout offer smooth traffic/production flow?

Is my building use complex enough to employ an industrial engineer for layout?

Will columns inside the building interfere with normal production or traffic?



What are my special requirements regarding exterior appearance?

Property location covenants? _____
Color? _____
Exterior facade? _____
Roof profile? _____
Signs and other identification on building? _____

Are gutters and downspouts necessary? _____

Is underground drainage necessary? _____

What are my Ventilation needs:

Louvers? _____
Circular ventilators? _____
Continuous ventilators? _____
Exhaust fans? _____

Has my safety engineer checked all plans for conformity with Occupational Safety and Health Act (OSHA)?

Which rooms/areas need these type floors?

Concrete? _____
Ceramic tile? _____
Vinyl or asbestos tile? _____
Terrazzo? _____
Carpeting? _____
Other? _____

Which ceilings should be:

Exposed structurals/insulation? _____
Plaster, gyboard? _____
Acoustical tile? _____

Do we need fire walls to meet building code requirements or lower insurance rates?

Where will they go? _____

Will interior partitions be:

____ Masonry?
____ Drywall or sheetrock?
____ Wood paneling?

Which partitions are free-standing? _____

Check OSHA requirements for "No Smoking," "Danger" and "Warning" signs, fire extinguishers, etc.

What type of exterior walls will serve best?

Functional steel paneling _____
Tilt-up concrete? _____
Brick and concrete block? _____
Brick only? _____
Concrete block only? _____
Modern insulated curtainwalls? _____

Have I checked with insurance agent to determine design possibilities that can lower insurance rates?

Metal roofs with UL wind-uplift classification? _____
Smoke hatches? _____
Sprinkler system? _____
Fire rated walls? _____

What type of roof construction will best fill my needs:

Ribbed metal? _____
Standing seam metal? _____
Built-up? _____
Membrane? _____

Considering both initial cost, maintenance, and insurance, what type of roof is most economical and gives me the most value for my money?

What "R" value is required by the Building Code?

Roof? _____
Wall? _____
Building shell? _____

What type of insulation will meet these requirements?

Fiberglass with vapor barrier facing? _____
Rigid foam insulation? _____
Other _____

Have I provided for planting trees, shrubs, grass?

Should we consider automatic sprinkling system for lawn?

Is landscaping in general contract or to be provided separately?