



11815 NE 113th Street, Suite 104
Vancouver, WA 98662
360.601.9858

Project Name: _____
Date: _____

Programming Forms

INSTRUCTIONS FOR PROGRAMMING/CONCEPTUAL DESIGN FORMS: The programming information is very simple given that the end product of this study is to execute conceptual drawings.

Each Department should fill out a sheet for each ROOM NAME/FUNCTION that currently exists, including general building functions (hallways, restrooms, stairs, elevators, mechanical / electrical rooms, entry air locks). Wall thickness and mechanical chase elements will be provided by using a building efficiency factor, which will be added later. Provide a completed form for each future and/or projected space. Provide a separate set of forms for each building proposed.

The SQUARE FOOTAGE and NUMBER OF OCCUPANTS are to be used to assist in establishing space standards for planning purposes.

ADJACENCY REQUIREMENTS should include elements both within the Department and between Departments. They should be only large-scale issues and general in nature.

Appropriateness of the spaces and related requirements will be used to assist in establishing space standards for planning. The SPACE CRITERIA section includes the number of occupants and their related furniture and equipment requirements as well as additional “special” requirements. A “finishes” section has been included to make note of any specific finish needs.

NOTES OR SPECIAL REQUIREMENTS may include deficiencies or any rooms (or portions of rooms) that are not functioning or being used properly and therefore require re-organization. Include specifics that will clearly differentiate between acceptable and unacceptable conditions.

SUPPORT CRITERIA includes structural, HVAC, plumbing, electrical, lighting, communications and data, audio/visual, security, fire protection, and acoustical requirements. Some of these needs may not be identified initially, but recognized and addressed during the planning process.

All information on these forms will be reviewed, compiled and summarized by DLC Architecture. This information will be evaluated and – based on reasonable standards – developed into a program summary package for your project.



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DEPARTMENT:

ROOM NAME/FUNCTION:

APPROXIMATE SQUARE FOOTAGE:

ADJACENCY REQUIREMENTS:

SPACE CRITERIA

NUMBER OF OCCUPANTS:

FURNITURE REQUIREMENTS:

EQUIPMENT REQUIREMENTS:

NOTES OR SPECIAL REQUIREMENTS:

FINISHES

1. FLOOR:

2. BASE:

3. WALL:

4. CEILING:



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ROOM NAME:

SUPPORT CRITERIA

STRUCTURAL:

HEATING, VENTILATION, AIR CONDITIONING:

PLUMBING:

ELECTRICAL POWER:

LIGHTING:

COMMUNICATIONS, DATA:

AUDIO/VISUAL:

SECURITY:

FIRE PROTECTION:

ACOUSTICAL: