



Programming Worksheet

	<u>Qty</u>	<u>Size</u>	<u>Sq Ft.</u>	<u>Location Relationship (Who Utilizes Space)</u>	<u>Window? Yes or No</u>	<u>Notes</u>
<u>General</u>						
Reception/Lobby						
Large Conf. Room						
Med. Conf. Room						
Small Conf. Room						
Hotel Stations						
Mail/Copy Room & Equipment						
Kitchen/Break Room						
File/Storage Area						
Server/Phone Room						
Coat Closet						
Additional:						
Considerations: define corporate image, areas with finish and lighting upgrades, special electrical, sound proofing, security						
<u>Department A</u>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						

	<u>Qty</u>	<u>Size</u>	<u>Sq Ft.</u>	<u>Location Relationship (Who Utilizes Space)</u>	<u>Window? Yes or No</u>	<u>Notes</u>
<u>Department B</u>						
Total # of People						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						
<u>Department C</u>						
Total # of People						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						
<u>Department D</u>						
Total # of People						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						

	<u>Qty</u>	<u>Size</u>	<u>Sq Ft.</u>	<u>Location Relationship (Who Utilizes Space)</u>	<u>Window? Yes or No</u>	<u>Notes</u>
<u>Department E</u>						
Total # of People						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						

<u>Totals</u>		
Sq. Ft. Subtotal		
35% Circulation		
Total USF		
Rent Factor (%)		
Total RSF		

Notes: