

Design Brief

Space allocation and information gathering

Workstations and open office areas

Meeting Room

Enclosed Office

Quiet Room

Training Rooms

Video Conference

Server rooms/data centre

Generic MEP

Pantry

Reception

Space allocation & information gathering

1. Is there a list of spaces required?
2. Is there a set of space standards (floor area for each space in square feet or metres) for each type of space needed?
3. Are there any unique considerations for the office design?
4. What are the current headcount and the projected headcount?
5. Would there be any staff working late? And how often?
6. Are there any floor stacking and adjacency requirements for departments or functional areas?
7. Is there an opportunity to walk through the new floor together and discuss locations and views for specific needs?
8. Can we obtain floor plans to scale? If not, can we measure the space as soon as possible? Can we take pictures?
9. Are there any confidentiality issues or sensitivities regarding the interior design work?
10. Are there any subcontractors associated with building we will be required to work with?
11. Can we get high level building services plans?
12. Can we have the building fitting out guide?
13. How old is the fit-out?
14. Is there floor trunking, floor screed thickness available for hacking or raised flooring?
15. Are there any works required in common areas of the building such as restrooms, lift lobby, roof mounted services or other areas outside of the leased premises?
16. Are there any working hour restrictions or landlord requirements for construction we must abide by?
17. Are there specific submissions to the landlord? Is there a guideline to be followed?
18. Can the existing main door/entryway be modified?
19. Are there any floor penetrations, openings between floors or stairs required?
20. Is there any unusual or heavy loading (and if so does the building have a zone of the floor plate designed for heavier loads)?
21. What are the biggest concerns?

Workstations & open office areas

1. Are there any space usage ratios to be met (number of people or workstations per meeting room allocation or desk sharing ratios)?
2. If there are enclosed rooms for offices will they be closer to the core of the building or along the windows?
3. What workstation types should we consider (generic graphic of the few major types so a person can show and point to them for discussion)?

4. Is there a global agreement with any specific manufacturer of workstations and furniture?
5. How are printers and copier access distributed? Are there any specific types of printers, shredder and copiers and their sizes?
6. Are there specific concerns or needs related to workstation choice?
7. What is the overall requirement for open plan workstation lighting?
8. How many power points and data points do you require per workstation?
9. How will storage or filing be distributed?
10. Is there a need for casual meeting or informal team meeting spaces?
11. Which departments may shift or grow over time and are spare workstation actions needed?
12. Is there growth or change calculate for the number of staff and the space budget over the lease term?
13. Is there any specific personal storage requirement?
14. Will there be a need for compactus or business savers for large volume storage?

Meeting rooms

Number of rooms & seating

1. How many meeting rooms would be needed?
2. And how many seats is each to have?
3. Is there an office design standard of the meeting seat to staff ratio to be met?

Location, arrangement & use

1. Frequency and size of meetings likely to be held?
2. Which rooms will be used mostly for internal meetings and which rooms might host visitors?
3. What kind of activities are done? Presentations? Confidential matters? Team collaboration?
4. Do the meeting rooms need to be near other activities? Eg: Reception (to be accessible to visitors), break out, pantry, all work areas
5. How might the room support company values?
6. Does the room convey any message or branding to visitors?

Walls, doors & acoustics

1. What degree of visibility from inside or from outside the room is appropriate?
2. Is there a need to adjust the degree of visual privacy?
3. How much does acoustic control matter? What would be the level of confidentiality?
4. Will there be a need to subdivide any rooms?

5. Do the rooms ever need to be locked when not in use?
6. Is the meeting space likely to be next to or near other noise?

Amenities

1. Are there any unique uses of the room that affect the functionality?
2. Is storage needed? If so, does it need to be secure (lockable)?
3. Is a phone needed?
4. Will writing surfaces be needed? Tack-able surfaces?
5. Will any art or awards be displayed?
6. Will food or drinks be served and in what manner?

Furniture

1. What table shape best suits the needs?
2. Will there be a need for a sofa or bench seat for second row of attendees? (maybe for large rooms , conference rooms only)
3. What type of chair best suits the activities?
4. Will there be a need to rearrange the furniture?
5. Will additional seating be needed from time to time?

Technology

1. Will users need to use power or data connections?
2. Is there voice or audio/visual equipment.
3. Are there any interactive technologies like smartboards?
4. Will any presenter need special equipment or control?
5. Will there be a computer housed anywhere and will anyone need direct access?
6. Will speakers or microphones be needed?
7. Will any technology be brought in and out of the room?

Lighting & controls

1. Are there different lighting scenarios for different functions?
2. Will occupants have access to lighting controls? Air conditioning controls?
3. Are blackout blinds needed?
4. Are there controls for blinds or window treatments? How will they be operated?
5. Will lighting be controlled by motion detection or other means?
6. Will any serving or refreshment area need power?
7. How will screens and presentation equipment be controlled and where will those controls be?

8. Will the room be rearranged or subdivided, and how does that affect wire management, display, projection, lighting, air conditioning or technology?

Enclosed offices

Location, arrangement & use

1. Is the space standard for enclosed offices already known or decided?
2. Will there be different types of offices with different sizes? Are the different sizes or office types due different needs or hierarchy of staff?
3. Will there be any new office sizes/space standards or configurations to agree on? How will they be agreed or approved?
4. Will there be any new office sizes/space standards or configurations to agree on?
5. How many enclosed offices are needed and what are the projections over the life of the design for any changes to that? Will there be a need to share a room or use it for any other purpose?
6. Are offices expected to be against exterior windows or away?
7. Will the office occupants have any direct input on their office on the degree of customisation? Is uniformity important?
8. Are offices together or spread across the space to be closer to departments or teams? What factors are affecting their location?
9. Will offices have a secretary or personal assistant directly associated with them?

Walls, doors & acoustics

1. What degree of visibility from inside or from outside the room is appropriate? Is there a need to adjust the degree of visual privacy?
2. How much does acoustic control matter? Is there a target acoustic rating? What would be the level of confidentiality?
3. Will rooms for future offices be built but used for other purposes now?
4. Do the rooms ever need to be locked when not in use?
5. Will the rooms be used for video conference, voice conference or group meetings?

Amenities

1. Are there any unique uses of the room that affect the functionality?
2. Will writing surfaces be needed? Tack-able surfaces?
3. Will any art or awards be displayed?

Furniture

1. What table shape best suits the needs?
2. Will there be a need for visitor chairs?
3. What type of chair best suits the activities?
4. Will there be a need to rearrange the furniture?
5. Will there be a meeting inside the office?
6. Describe storage needs?
7. Will there be a need to meet visitors or team members at the desk? At a separate table?
8. Is there a need for sofa seating?

Technology

1. What data and power needs are there, and how many devices need power or data connections?
2. Are there any interactive equipment like smartboards or touchscreens?
3. Is there voice or audio/visual equipment beyond the normal computer and phone?
4. Where will the computer CPU be located and what access to its ports is needed?

Lighting & controls

1. What lighting best suits the needs of the occupant?
2. Is there task lighting?
3. Will occupants have access to lighting controls? Air conditioning controls?
4. Are window treatments or blinds needed?
5. Will lighting be controlled by motion detection or other means?
6. Are there monitors or TVs required and how will they be used? From the desk? From a meeting table? Standing? Seated?
7. Will the room be rearranged and how does that affect wire management, display, projection, lighting, air conditioning or technology?

Quiet rooms

Location, arrangement & use

1. What functions might the room have?
2. What would be the purpose of the room? Is it for quiet phone calls, quiet work or for a two-person discussion?
3. How many quiet rooms would be needed for the office?
4. Does the company have a design standard of the ratio of staff numbers to quiet rooms?

Walls, doors & acoustics

1. What degree of visibility from inside or from outside the room is appropriate?
2. Is acoustic control very important? Is there a target acoustic rating? What would be the level of confidentiality?
3. What type of a door is preferred? (sliding doors are not recommended for rooms which need good acoustics)

Amenities & finishes

1. Will there be a need for visual privacy?
2. Will there be a need for film on glass? Curtains? Blinds?
3. Is there a need for a wastebasket? Markers and pens? Other amenities?
4. Might the walls be used for other uses?
5. Is there a need for drawing or pinning on the walls?
6. Will artwork be hung?

Furniture

1. What chairs are appropriate?
2. Is there any reason it should have a standing workspace?
3. How many occupants will be using the space? What furniture supports their use?

Technology

1. Will a computer be needed to run technology in the room and where would it be housed?
2. Will users bring in notebooks or devices and both connect to power and data?
3. Would audio conferences be conducted?

Lighting & controls

1. What switches and controls are needed?
2. Will there be any automatic motion detection for lighting?

Training rooms

Location, arrangement & use

1. What kind of training will be done? Does it involve multiple arrangements of different purposes, or is it a fixed arrangement?
2. How many training rooms are needed?
3. What are the numbers of participants expected?

4. How will the rooms be used when not used for training, or is it a dedicated facility?
5. Does that include use after office hours?
6. Is the room used by anyone/any department, or is there a training team managing the space?
7. Is the room used by anyone or any department? Is there a training team managing the space?
8. Will some training occur with a remote trainer or audience joining in? (This may need a video conferencing system)

Supporting spaces nearby

1. Is there a check-in desk or a registration area needed, and will it be manned or electronic?
2. Will trainers need to be stationed nearby to oversee the rooms' use?
3. Will there be a need for nearby refreshment/break out areas?
4. Will there be notice boards of upcoming events or other kinds of displays?
5. Is there a place to check messages and make calls outside of the training area?
6. Will coats and bags be checked or brought into the rooms? How will that be arranged?

Furniture & storage

1. With regard to furniture, what room arrangements are preferred?
2. How might they vary in arrangement?
3. Will there be a need for tables and chairs or just chairs?
4. Are chairs with tablets needed?
5. Is there a need to adjust room capacity?
6. Will that require storing furniture or stacking it?
7. Will the trainer need a desk or lectern?
8. Will stored furniture be shared between several rooms?
9. Are there other kinds of materials, mobile equipment or items to be stored?
10. Will stored items need to be centrally accessed to serve many rooms? Or will there be individual storage in each room?
11. How will any storage be secured?

Walls, doors & acoustics

1. How can someone tell if a session is occurring without disrupting? Is a vision panel or an "in use" light or sign needed?
2. Will door hardware be needed for closing the door automatically?
3. Is the room needed to be locked when not in use?
4. Or is there a need to be access controlled?
5. How much subdivision of the spaces is needed?

6. Will rooms open up to each other using operable partitions?
7. If there are operable partitions expected should they be automatic, semiautomatic or manual?
8. Is there a target acoustic rating? What would be the level of confidentiality?

Training equipment & amenities

1. What media is used/how will training materials be delivered or displayed?
2. Will the training require projection? Moveable or fixed?
3. Will TVs, touchscreens or smartboards be used?
4. Will speakers be needed, and for large numbers of people, will a microphone for the trainer be needed?
5. Will there be a need for a rack of equipment?
6. What will walls be used for during training, if anything? Will there be a need for walls to be used for tacking, writing or other displays?
7. Will there be moveable or fixed displays?
8. Will a tack-able or magnetic surface be needed?
9. Will a wall with a writing surface be needed?
10. Will notes on walls be captured electronically for distribution?

Technology, power & data

1. Will projection be used?
2. Will it be fixed or mobile projection?
3. Will flat screens be used?
4. Are speakers or a sound system required?
5. What equipment is needed by the trainer?
6. Will there be computers or equipment provided to trainees?
7. Is there a public address (PA) announcement system?
8. Is there any need for a phone in the room?

Windows, lighting & controls

1. Will lights be turned on and off or dimmed in training?
2. What different lighting scenarios could be needed?
3. What window treatments will be needed? Are blackout blinds required?
4. Will the blinds or other window treatments be operated manually or automatically?
5. Will a control panel be needed near the trainer for lighting scene settings? Or how will lighting controls be managed?

Video conference rooms

Number of rooms & seating

1. How many video conference rooms would be needed?
2. And how many seats is each to have?
3. Will the video conference room be also used for meetings too?
4. For how many people is it supposed to be designed for?

Location, arrangement & use

1. Should it be near specific areas or rooms or activities?
2. Frequency and size of meetings likely to be held?
3. How might the room support company values?
4. Does the room convey any message or branding to visitors?

Walls, doors & acoustics

1. What degree of visibility from inside or from outside the room is appropriate?
2. Is there a need to adjust the degree of visual privacy?
3. Do the rooms ever need to be locked when not in use?
4. Is there a preferred acoustic rating? What would be the level of confidentiality?

Amenities

1. Is storage needed?
2. Is a phone needed?
3. Will writing surfaces be needed? Tack-able surfaces?
4. Will any art or awards be displayed?

Furniture

1. What table shape best suits the needs?
2. What type of chair best suits the activities?
3. Will additional seating be needed from time to time?

Technology

1. Is there a preferred specialist or video conferencing system from the client?
2. How many TV screens and is there a preferred size?
3. Will users need to use power or data connections?
4. How many data and power would be required on each workstation?
5. Will any presenter need special equipment or control?
6. Will there be a computer housed anywhere and will anyone need direct access?
7. Will speakers or microphones be needed?

Note: Many of the questions would have to be discussed with the supplier/specialist of the video conference equipment, as there may be many specific needs.

Lighting & controls

1. Are there different lighting scenarios for different functions?
2. Should there be controls for lighting, air conditioning?
3. Is there a specific lux level to be achieved?
4. Are blackout blinds needed if there is a window?
5. Are there controls for blinds or window treatments? How will they be operated?

Note: Again, the specialist or supplier would have many recommendations.

Server rooms/data centre

Generic

1. What type of a server room would be suitable for the office space?
2. Are servers kept off site? Would only hub rooms be needed?
3. Would it be a just a hub room?
4. Or is it mid-size server room with a few racks?
5. Or a data centre with several racks?
6. How many racks are to be installed? Will there be an increase in the number of racks in the future?
7. Are there specific sizes of racks to be used?
8. What is the category of data/telephone cabling system (ie. cat 5e or cat6)?

Air conditioning & ventilation systems

1. Are precision type air conditioning units required in order to control both temperature and humidity within the server room?

2. Is redundancy required in the server room air conditioning unit? (If the server equipment is critical, it is normal to provide a redundant air conditioning unit in order to provide standby capacity in the event of a failure of a single unit or to allow for maintenance of the air conditioning plant without affecting conditions within the server room)
3. Will equipment racks be enclosed type with front and rear solid doors? If so, under-floor air conditioning may need to be considered to ensure distribution of cooling air is forced up through the racks.
4. Will an emergency power supply for server room air conditioning be required? (Typically needed if the air conditioning cannot be interrupted)

Electrical system

1. Is uninterrupted power supply (UPS) required for the server equipment required? Is it a centralised UPS or individual rack-mounted UPS type? And what would be the back-up time for the UPS?
2. Is redundancy required in the UPS unit? (ie. N+1 unit?)
3. Is UPS power required to be distributed to equipment and system outside the server room? And which area would that be?
4. Are dual power supplies required to each equipment rack in order to provide N+1 redundancy in the event of a single circuit overload? (Some of the larger servers have provision for dual power supplies to circumvent a system failure in the event of either a power supply failure in the server or a power circuit failure)

Fire protection

1. Is a wet sprinkler system acceptable for the server room?
2. If a wet sprinkler is not acceptable, a gas fire suppression system would be required for the server room. Is a FM200 system acceptable?
3. Is a very early smoke detection alarm (VESDA) system required to provide fast response to a fire condition?

Facilities monitoring & alarm system

1. Is a water leak detection system required for the server room?
2. If staff is not on site 24 hours per day, is a remote monitoring and alarm system required to notify senior staff in the event of an alarm from equipment within or supporting the server room? Automatic dial-out to mobile telephones with SMS notification can be provided to notify staff in the event of any of the following alarm conditions:
 - Server room high temperature
 - Server room air conditioning system failure
 - UPS fault

- UPS on batteries
- UPS on batteries
- Power supply failure
- Water leak detection
- Fire suppression system common fault
- Fire suppression system stage 1 alarm
- Fire suppression system stage 2 alarm
- VESDA system fault

Generic mechanical, electrical & plumbing

Air conditioning & ventilation system

1. Other than the server room, is there any other room, space or equipment which will require 24-hour air conditioning?
2. Is there an auxiliary (supplementary) air conditioning unit required for after-hours operation should the base building air con system not able to meet the tenant operation schedule for the new office?

Electrical system

1. How many power points, data and telephone points for each workstation would be needed?
2. Do you have special or large equipment that require additional power supply?
3. Would there be a scene control for the conference room, etc?
4. Is a dimming system for lighting required for meeting rooms?
5. Would local switching be provided for individual offices?
6. Would there be occupancy sensors for lighting systems?
7. Would there be daylight sensors installed for lighting systems in areas where there is good natural light?
8. Is there a need for a master switch, and would it be timer controlled with a overriding bypass switch?
9. Please advise if cable trays, trunking and conduits are to be provided for cabling of specialist vendors. (eg. IT, security and AV vendors)
10. Is MATV (multiple access TV) or CATV (cable TV) required? And how many would be required and at what location?

Plumbing & sanitary

1. Is there a requirement for water supply? (eg. cold/hot water dispensers, vending machine, coffee machine, etc)
2. Would the landlord allow a provision for a drainage system?

Pantry

Arrangement & use

1. Are the pantry areas also used for other purposes? (eg. meeting, town hall sessions, games, etc)
2. Is the pantry going to be a dry or a wet? (eg. any washing?)
3. Is the pantry going to be accessible to visitors? Or are there separate ones for the staff and another one for the visitors?
4. Are there multiple pantries? How are they distributed? Are there smaller tea/coffee points in the office areas?
5. Where would it be best to locate the pantry? Should it be accessible to visitors near the reception? Should it be centrally located on a floor plate for all staff's access?

Furniture

1. If there is any seating, is there a preferred arrangement in the pantry?
2. Would there be more than one pantry in the office? Are there any specific food items, snacks, drinks or drinks dispenser that the client would like to be displayed or stored in the pantry?
3. Is there a need for any cabinets to be lockable?
4. Are there any specific kind of storages (for cutlery, food items, etc) to be designed?
5. Will there be recycle bins with different waste streams?

Technology

1. What types and brands of equipment are to be installed? (eg. microwave, water dispenser, tea and coffee machines, etc)
2. For the above, are there specific suppliers or brands to be used?
3. Will there be any media such as cable TV?
4. Will there be a projector if there are town hall meetings?
5. Will there be a phone?
6. Should there be power and data connections for laptop users?

Lighting & controls

1. Are there different lighting scenarios for different functions?
2. Should there be controls for lighting, air conditioning?

3. Is there a specific lux level to be achieved?

Reception

Security & visitors

1. How important is security? Will the entrance doors be access controlled?
2. Will be visitors be further access controlled from the reception to staff areas?
3. Will there be a security desk? If yes, is there a phone, a notebook or any other specific items to be kept?
4. Some large offices with several floors may have a security desk who hand out access cards to visitors. Will this be the case here?
5. Sometimes where there is large human traffic there may be turnstiles. Will this be the case here?
6. What kinds of visitors are expected?

Arrangement & use

1. How many receptionists are there? Will there be a computer, printer, and phones?
2. Are there mails and couriers received at the reception? How much storage space may be required?
3. Should it be near specific areas or rooms or activities such as small meeting rooms, conference rooms?
4. Should visitors have access to a pantry or breakout with refreshments?
5. How might the reception support company values?
6. What about branding to visitors? Are there any specific branding design guidelines?

Walls, doors

1. How important is privacy from outside the premises?
2. How important is privacy from the reception toward the staff area?
3. Should there be a high level of confidentiality from visitors to staff area?

Amenities

1. Will the reception have a display of reading materials such as newspapers, magazines and books?
2. Will it showcase any company specific products, awards, etc?
3. Will writing surfaces be needed? Tack-able surfaces?
4. Will there be any art or awards displayed?

Furniture

1. Will there be storage needed for the receptionist? What things may be stored there?
2. What kind of seating would be suitable for the visitors? And how much?

Technology

1. Will there be access to data usage or phones to visitors?
2. Will there be any media display such as cable TV or any other specific display?
3. Will users need to use power or data connections, and how many?

Lighting & controls

1. Are there different lighting scenarios for different functions?
2. Should there be controls for lighting, air conditioning?
3. Is there a specific lux level to be achieved?