

My Home Office Planner

A. GENERAL	
1.	What type of work will be done here?
2.	In-person meetings: <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rarely/Never
3.	Office size: <input type="checkbox"/> Pocket (50-99sq. ft.) <input type="checkbox"/> Full (100-170 sq. ft.) <input type="checkbox"/> Other (sq. ft.)
Notes:	
4.	If meeting clients/colleagues, do you need a meeting space? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Will this be a dedicated office space or shared/multi-purpose? <input type="checkbox"/> Dedicated <input type="checkbox"/> Shared
5a.	If shared, additional uses of this room (e.g. guest room):
5b.	If shared, additional uses of this space (e.g. w/in family room):
6.	How often will this office be used? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Occasionally
7.	Will more than one person typically be using this space? <input type="checkbox"/> Yes <input type="checkbox"/> No
7a.	Special considerations for multiple users:
8.	How much privacy do you want/need?
9.	Shipping/receiving considerations (e.g. shipping vestibule):
B. LOCATION	
10.	<input type="checkbox"/> First Floor <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Front of home <input type="checkbox"/> Central or side of home <input type="checkbox"/> Rear of home <input type="checkbox"/> Other </div> <div style="width: 45%;"> <input type="checkbox"/> Interior + exterior entrance <input type="checkbox"/> Interior only – public entrance <input type="checkbox"/> Interior only – ante room entrance <input type="checkbox"/> Exterior entrance <input type="checkbox"/> Interior entrance </div> </div>
11.	<input type="checkbox"/> Second Floor <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Front of home, over living space <input type="checkbox"/> Rear of home, over living space </div> <div style="width: 45%;"> <input type="checkbox"/> Over the garage/unfinished space <input type="checkbox"/> Loft area </div> </div>
12.	<input type="checkbox"/> Basement <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Daylight windows, exterior entrance <input type="checkbox"/> Minimal daylight, interior entrance </div> <div style="width: 45%;"> <input type="checkbox"/> Daylight windows, interior entrance <input type="checkbox"/> Other </div> </div>
C. ACCESS – PRIMARY	
13.	<input type="checkbox"/> Single door <input type="checkbox"/> Double doors <input type="checkbox"/> Open – no door(s) <input type="checkbox"/> Barrier-free/accessible <input type="checkbox"/> Other
14.	If door(s): <input type="checkbox"/> Hinged-swing door <input type="checkbox"/> Solid door (privacy) <input type="checkbox"/> Sliding (pocket door) <input type="checkbox"/> Sliding (barn door) <input type="checkbox"/> French door (9- or 10-lite) <input type="checkbox"/> Full-lite door <input type="checkbox"/> Locking door(s) <input type="checkbox"/> Sidelite(s)
D. ACCESS – SECONDARY	
15.	(e.g. private access from owner’s suite)
E. NEAREST BATHROOM	
16.	<input type="checkbox"/> Within office suite <input type="checkbox"/> Adjacent/nearby <input type="checkbox"/> Not adjacent/nearby <input type="checkbox"/> Dedicated for office <input type="checkbox"/> Office/guest use <input type="checkbox"/> Shared with household

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F. WORKSPACE	
17. Primary	<input type="checkbox"/> Built-in (e.g. countertops) Approx. size: <input type="checkbox"/> Freestanding desk/table Approx. size:
18. Secondary	<input type="checkbox"/> Built-in (e.g. countertops) Approx. size: <input type="checkbox"/> Freestanding desk/table Approx. size:
G. SEATING	
19.	Primary for you: size and describe (e.g. ergonomic task chair with tilt, swivel, casters, etc.):
20.	Secondary for you: size and describe (e.g. recliner, chaise lounge, etc.):
21.	Secondary seating for clients and colleagues – describe meeting area:
22.	Secondary seating for clients and colleagues – describe waiting area:
H. LIGHTING	
23. Window(s)	<input type="checkbox"/> Fixed <input type="checkbox"/> Operable <input type="checkbox"/> High transom(s) only <input type="checkbox"/> Clear <input type="checkbox"/> Obscure (privacy glass, glass/acrylic block, etc.) <input type="checkbox"/> Special considerations for basement/attic:
24. Skylight(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I. ELECTRICAL	
25.	General illumination/indirect/overhead: <input type="checkbox"/> Fixed (e.g. under cabinet) <input type="checkbox"/> Lamps <input type="checkbox"/> Other:
26.	Light bulb color temperature:
27.	Electric outlets <input type="checkbox"/> Standard per code Additional 110 AC outlets – location: Additional USB outlets – location: Additional electrical (describe):
28.	Structured Wiring <input type="checkbox"/> Data/Internet <input type="checkbox"/> Cable/Satellite <input type="checkbox"/> Phone/Fax (landline) <input type="checkbox"/> Special attention to wireless signal quality due to office location
J. NOISE	
29.	<input type="checkbox"/> Solid core door(s) <input type="checkbox"/> Hollow core door(s)
30.	<input type="checkbox"/> Soundproofing measures to minimize interior noises (e.g. adjoining rooms):
31.	<input type="checkbox"/> Soundproofing measures to minimize exterior noises (e.g. traffic, neighbors):
K. STORAGE (WITHIN THE OFFICE)	
32. Open Storage	<input type="checkbox"/> Shelves: <input type="checkbox"/> Wood <input type="checkbox"/> Glass <input type="checkbox"/> Adjustable <input type="checkbox"/> Cubbies: <input type="checkbox"/> Built-in <input type="checkbox"/> Freestanding <input type="checkbox"/> Adjustable

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33. Discrete Storage

- Cabinets: Solid doors Glass doors Pull-out drawers
 Built-in Fixed Free-standing
 Pull-out wastebasket Pull-out shredder
- Safe: Fireproof Size:
 Window Seat: Open under Hinged/storage Hinged/hanging files
 Closet(s) – size and special needs (e.g. electrical):

L. HEATING & COOLING

36. Special heating/cooling considerations (e.g. over the garage, product storage, etc.):

37. Special humidity issues (e.g. basement office, product storage, etc.):

38. Separate thermostat Ceiling fan Other:

M. FLOORING

39. Carpet Wood Laminate Other:

N. IMPRESSIONS

40. What do you want others to see (impression on others)?

41. What do you want to see (appeals to you, inspires you)?

42. Online video meetings (e.g. Zoom, Teams) – what do participants see/background?

43. Walls (finish and color):

- Calendar Bulletin/magnetic board White board Visual organization

44. Ceiling (finish and color):

O. NOTES