

# 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"/> <b>First Floor</b> <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"/> <b>Second Floor</b> <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"/> <b>Basement</b> <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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<b>F. WORKSPACE</b>	
<b>17. Primary</b>	<input type="checkbox"/> Built-in (e.g. countertops)    Approx. size: <input type="checkbox"/> Freestanding desk/table    Approx. size:
<b>18. Secondary</b>	<input type="checkbox"/> Built-in (e.g. countertops)    Approx. size: <input type="checkbox"/> Freestanding desk/table    Approx. size:
<b>G. SEATING</b>	
<b>19.</b>	Primary for you: size and describe (e.g. ergonomic task chair with tilt, swivel, casters, etc.):
<b>20.</b>	Secondary for you: size and describe (e.g. recliner, chaise lounge, etc.):
<b>21.</b>	Secondary seating for clients and colleagues – describe meeting area:
<b>22.</b>	Secondary seating for clients and colleagues – describe waiting area:
<b>H. LIGHTING</b>	
<b>23. Window(s)</b>	<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:
<b>24. Skylight(s)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>I. ELECTRICAL</b>	
<b>25.</b>	General illumination/indirect/overhead: <input type="checkbox"/> Fixed (e.g. under cabinet) <input type="checkbox"/> Lamps <input type="checkbox"/> Other:
<b>26.</b>	Light bulb color temperature:
<b>27.</b>	Electric outlets <input type="checkbox"/> Standard per code Additional 110 AC outlets – location: Additional USB outlets – location: Additional electrical (describe):
<b>28.</b>	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
<b>J. NOISE</b>	
<b>29.</b>	<input type="checkbox"/> Solid core door(s) <input type="checkbox"/> Hollow core door(s)
<b>30.</b>	<input type="checkbox"/> Soundproofing measures to minimize interior noises (e.g. adjoining rooms):
<b>31.</b>	<input type="checkbox"/> Soundproofing measures to minimize exterior noises (e.g. traffic, neighbors):
<b>K. STORAGE (WITHIN THE OFFICE)</b>	
<b>32. Open Storage</b>	<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**