



LIBRARY / OFFICE PLANNING GUIDE

1. What are the primary functions for the office/library?
 Business From Home ____ Computer Work ____
 Paying Bills ____ Home-work ____
 Reading ____ Relaxing ____
 Watching TV ____ Display for art/pictures ____
 Bar ____ Games/ cards ____
 Other _____
2. Is a TV needed in the space? Yes ___ No ____
 If yes, Size ____ Brand _____ Model# _____
3. How many family members will be using the room at one time? _____
4. How many workstations do you require? _____
5. How many computers will be in the room? _____
6. Do you want any Audio/Video in the room? If so, please describe...

7. Should this room be sound-proofed? Yes ___ No _____
8. What material are you considering for your space? _____
9. Type of Room Lighting? _____
10. What type of storage does the room require?
 Display Shelves ____ Filing Cabinets/ Drawers _____
 Drawers _____ Enclosed TV ____ Enclosed Computer _____
11. Is comfortable seating required for the space? Yes ___ No ____
 If yes, for how many people? _____
12. What are the approximate sizes of your equipment?
 Computer Monitor _____
 Computer Tower _____
 Printer _____
 Scanner _____
 Copy Machine _____
 Stereo Equipment _____
 Speakers _____
 Subwoofers _____
 Other _____

