

# Handout02 // Planning

## SPACE ANALYSIS

### [ ] Document existing or proposed space.

- Measure and draw base plans, sections, and interior elevations.
- Photograph existing space.
- Laser measure space if applicable.

### [ ] Analyze space.

- Orientation and site conditions of space
- Form, scale, and proportion of space
- Doorway locations, points of access, and the circulation paths they suggest
- Windows and the light, views, and ventilation
- Wall, floor, and ceiling materials
- Significant architectural details
- Location of plumbing, electrical, and mechanical fixtures and outlets
- Possible architectural modifications
- Elements for possible reuse, including finishes and furnishings

## **DIMENSIONAL REQUIREMENTS**

[ ] Determine required dimensions for space and furniture groupings.

- Each functional grouping of furniture
- Access to and movement within and between activity areas
- Number of people served
- Appropriate social distances and interaction

## **DESIRED QUALITIES**

[ ] Determine appropriate spatial qualities compatible with client's or users' needs or wishes.

- Feeling, mood, or atmosphere
- Image and style
- Degree of spatial enclosure
- Comfort and security
- Quality of light
- Focus and orientation of space
- Color and tone
- Textures
- Acoustical environment
- Thermal environment
- Flexibility and projected length of use
- Encouragement of physical movement

## **DESIRED RELATIONSHIPS**

[ ] Determine desired relationships between:

- Related activity areas
- Activity areas and space for movement
- Room and adjacent spaces
- Room and the outside

[ ] Determine desired zoning of activities.

- Organization of activities into groups or sets according to compatibility and use