



HOME OFFICE PLANNER

Thank you for considering InHouse Design Studio
for the design of your new home office.

This comprehensive guide will help us analyze your space requirements/limitations, work-style, hardware configuration and related issues with the goal of designing an attractive, ergonomically-sound and productive home office suited to your individual needs.

Date: _____

Customer name(s): _____

Contact number(s) in order of preference:

mobile landline

mobile landline

Please complete the Office Planner, save it and email it to mark@inhousesf.com. Even if you do not have time to formally complete the questionnaire, it will be helpful to review the questions for discussion at the meeting.

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**WHAT IS YOUR PERSONAL WORK STYLE AND WHAT WOULD YOUR
IDEAL HOME OFFICE LOOK LIKE?**

Do you prefer to spread out or do you work compactly?

While working at your desk, how much time is spent at your computer?

Generally speaking, what type of work will you mostly be doing in your office?

Do you need a space to write and do bills (the old fashioned way, with pen and ink)?

If so, how large a space should be devoted to this work (side to side measurement)?

Does your ideal work surface require a special shape?

If yes, what shape?

Would your ideal work surface be height adjustable?

To maximize productivity and complement your work habits, which of the following items need to be placed closest to your computer workstation: your hardware peripherals (printers, docking station, external hard drives, etc.), files, and shelves. Please list them in order of proximity with #1 being closest to “operations central”.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

How many people will be working in this space on a regular basis?

If more than one, how many will be working simultaneously in this home office?

** Each individual working in this home office should answer the questions in this guide. **

If you need to accommodate visitors, what type of seating/conference area will be necessary?

Do you have any hobbies that need to be accommodated in your office?

Yes No

If yes, what?

Does your hobby require special equipment, storage or space?

Yes No

If yes, describe.

Given the above answers, will the chosen space accommodate most or all of your needs?

If not, is there any other space/room in your home that could conceivably work for you?

Would you be willing to consider devoting that area to a home office instead or are you willing to pare down your needs to accommodate the original space?

**TELL ME ABOUT THE SPACE YOU HAVE CHOSEN
FOR YOUR HOME OFFICE**

Including the ceiling height, what are the approximate dimensions of the room?

Any idiosyncrasies or oddities in the space that will affect the home office design?

Where are the windows located? How high off the floor is the window sill (or bottom of the window if no sill)?

What kind of window coverings do you have?

Do you plan to replace the window coverings?

If not, are the current window coverings sufficient to block any glare that might affect the computer monitor's visibility?

If yes, do you need InHouse to assist with the replacement of the window coverings as part of its home office design services?

Tell me about the floor.

Is it Carpet Wood Tile Other

Do you plan to replace the floor covering? Yes No

If yes, do you need InHouse to assist with the replacement of the floor covering as part of its home office design services? Yes No

How many electrical outlets are there and where are they located?

Any Ethernet, telephone, cable outlets? Yes No

If so, where?

Are there a sufficient number of outlets for the near term or do you have any special electrical/wiring needs that you want incorporated into any redesign of the space? Yes No

Do you have an electrician with whom you would like us to work?
Yes No

If yes, what is the company name, contact person and phone number?

If no, do you want InHouse to facilitate the electrical work by bringing in a licensed electrician to complete any electrical improvements incorporated into the design?

What type of lighting is built into the space?

Is it sufficient or do you anticipate installing more when the space is built out?
Yes No

Are there any available closets in the space which can be integrated into the home office? (For instance, a closet can be reconfigured to house printers and storage cabinets). Yes No

Are there any noise factors that need to be addressed to maximize your productivity in this space? Yes No

Will this space be multi-purpose or exclusively devoted to the home office?
Multi-purpose Exclusively home office

If it is a shared space, what other uses are intended for this room?

How should the other uses for the space affect the design (for instance will you need to hide the computer and work from guests or children)?

HOW ABOUT YOUR OFFICE EQUIPMENT & FURNISHINGS?

How many computers will you be using in this space?

What types (laptop, desk top, Mac or PC)?

If a laptop, will you have an independent monitor?
Yes No

Would a monitor arm (for either one or multiple monitors) be helpful?
Yes No

Will your computer(s) be networked?

Yes No

If so, wirelessly or through an Ethernet connection?

Will you need an articulating, height adjustable keyboard tray? Yes No

Do you use a non-standard ("ergonomic") keyboard?

Yes No

Is your keyboard wireless?

Yes No

Do you use a Mouse Trackball Other _____

Is it wireless?

Yes No

Are you a right or left handed "mouser"?

Right Left

Do you need a task (desk top) lamp?

Yes No

If so, any preferences for type (Fluorescent, halogen LED, incandescent)?

Do you want InHouse to assist with the provision of a task light as part of its design services?

Yes No

Do you have an ergonomically designed task chair with height adjustability and lumbar support (highly recommended)?

Yes No

If not, would you like InHouse to assist in obtaining one as part of its design services?

Yes No

Do you have a shredder?

Yes No

If yes, can it be visible under the desk or do you want it hidden?

Visible Hidden

How about a garbage pail? Do you want it under the desk or hidden, yet accessible?

Visible Hidden

Do you want your printer(s) hidden (yet accessible) or visible?

Visible Hidden

Do you want your printer(s) wirelessly connected to your computer, hard wired or both?

Wireless Hard wired Both

Do you have speakers?

Yes No

How about a subwoofer?

Yes No

WHAT ARE YOUR STORAGE NEEDS?

How many linear feet (LF) of files do you need? (for instance if a file drawer is 2'-0" deep and you have three drawers that is 6 LF of files)

Letter files Legal files Both

If both, how many linear feet of each do you need?

How many linear feet of books do you want built into the design?

Any particularly large books or special sized books?

Yes No

If yes, how many linear feet and what size?

Which supplies will you be using regularly and how do you want to store them?

Will you require a lot of drawer space, or will you keep supplies on your desk top?

How many drawers will you need?

Any special drawer sizes or configurations?

How many storage cabinets will you need?

Do these cabinets need to be of any particular size?

How do you feel about pull-out shelves in the cabinets to facilitate access to items stored in the rear?

Do you have any unusual storage needs that I need to know about?

If so, what are they and what kind of spaces need to be created to accommodate these items?

Do you have any need for easily accessible cubbies or slots for organizing files, bills and loose paper?

Yes No

If yes, do you have any preference about whether you want the compartments to be horizontal, vertical or both?

How many of each?

Do you want tackboard (fabric covered cork boards) integrated into the design? (they can be visible or inside cabinet doors)

Yes No

If yes, how large a tackboard do you think you'd want?

AESTHETIC CONSIDERATIONS FOR YOUR HOME OFFICE

What color is the room now?

Do you plan on repainting the room?

Yes No

If no, do you have touchup paint available or the specifications for the existing paint?

If you plan on repainting, do you want InHouse to provide a color consultation as part of its design services?

Yes No

Choose some adjectives and briefly describe your taste in furnishings: (e.g., clean, simple lines, traditional, colorful, etc.).

What species of wood do you prefer (if any)?

Dark or Light

Do you want any particular material integrated into the design such as plastic laminates ("Formica"), stone, metal, paint, wood?

OTHER IMPORTANT ISSUES

What is the estimated budget for your new home office?

Do you anticipate using InHouse to design, manage and build out your new home office or do you only want design services with the assumption that you will utilize your own contractors to build out the space according to the approved design?

Design/Project Manged/Build

Design Only

Don't Know

What is your timeframe for this project?

YOUR EQUIPMENT INVENTORY SHEET

When measuring the depth (front to back) of your equipment, include any protruding wire heads or cables to your dimensions since they can add several inches to the manufacturer's product specifications.

For printers or printer/scanner/copiers, please note whether the paper loads from the front or top and include enough room in your dimensions to allow for comfortable insertion of the paper and for removal of any paper tray(s). If the top flips up for copying or scanning, please include the closed dimension as well as the dimension with the top flipped up. This will ensure that any cabinetry designed for your equipment can easily accommodate its multiple uses and configurations.

Hardware	Brand/Model	Height	Width	Depth
Monitor (stand alone)				
Screen Size:				
Printer-Scanner- Copier-Fax	_____	_____	_____	_____
	Front Loading <input type="checkbox"/>			
	Top Loading <input type="checkbox"/>			
	Wireless <input type="checkbox"/>			

Printer(s)	<hr/> Front Loading <input type="checkbox"/> Top Loading <input type="checkbox"/> Wireless <input type="checkbox"/>	<hr/>	<hr/>	<hr/>
Desktop Computer	<hr/> Separate CPU? <input type="checkbox"/> If so, include CPU dimensions to the right. Integrated CPU? <input type="checkbox"/> If so, monitor dimensions (above) should include CPU dimensions.	<hr/>	<hr/>	<hr/>
Laptop	<hr/> Separate Monitor? <input type="checkbox"/> Separate Keyboard? <input type="checkbox"/>			
Keyboard	<hr/> Standard <input type="checkbox"/> Ergonomic <input type="checkbox"/> Wireless <input type="checkbox"/>			
Mouse or Trackball	Right User <input type="checkbox"/> Left User <input type="checkbox"/> Wireless? <input type="checkbox"/>			
Scanner	<hr/>			
Shredder	<hr/>			
External Hard Drive (s)	<hr/>			
Speakers	<hr/>			
Subwoofer	<hr/>			

Docking Station				
Other				
Other				
Other				
Other				

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