



Programming Document

Date:	
Managing College/Department:	
Project Name:	
Project Manager:	
Primary Project Contact (Client):	
Phone	
Email	
Other Key Project Contacts:	
IT Representative	
Phone	
Email	
Other:	Role:
Phone	
Email	
Other:	Role:
Phone	
Email	
1	High Level Project GOALS and OUTCOME EXPECTATIONS
2	Project Schedule (Overall, Departmental Restrictions during construction; construction Phasing Opportunities)
BASIC PROGRAMMING	
GENERAL	
3	OCCUPANCY: Total Number of Staff and Student Workers

4	HOURS OF OPERATIONS
5	ADA Accommodations
SPACES	
6	OFFICES - Open vs. Closed
7	CLASSROOMS - Quantity & Capacity
8	RECEPTION AREA Needs (PUBLIC)
9	COMMON AREAS (PUBLIC)
10	TRANSACTION AREAS (PUBLIC emphasis for dealing with cash or privacy or other such transactions)
11	Department LOUNGE Space Needs
12	COLLABORATION Space Needs
13	KITCHENETTE Space Needs
14	CONFERENCE Room Needs
15	COPY/PRINT Room Needs

16	MAIL Room Needs
17	STORAGE Room Needs
INFRASTRUCTURE	
18	AUDIO/VIDEO (A/V) Requirements (and where)
19	SECURITY Requirements
20	GENERAL OFFICE EQUIPMENT (Copiers, Printers, Etc...)
21	NETWORK Requirements (Server rooms, wireless, general office, etc...)
ENVIRONMENT	
22	Unique Temperature, Noise, Lighting considerations
FIXTURES, FURNITURE, AND EQUIPMENT (FF&E)	
23	EXISTING FF&E (Furniture, Lamps, Whiteboards, Refrigerators, Etc... to use in project)

24	NEW FF&E
OTHER	