

**BEFORE YOU START:** Lobby or workplace build-out or redesign can be intimidating to even the most organized person. We have compiled some questions you should ask yourself before engaging with a commercial architecture and interior design firm. We hope you find these helpful.

### PROJECT MANDATORIES

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- What is our desired date of completion?
- What amount do we have budgeted for this project?
- Which parts of our current space function well as-is and which parts require reconfiguration?
- Who will be assigned as point of contact for this project?

### PLANNING FOR STAFF GROWTH

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- Is our organization trying to retain current staff, attract new employees or both?
- How much will our employee base grow by the end of the lease?
- Do we have space for subcontractors or teleworkers?

### PLANNING FOR FUNCTIONALITY

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- Does our lobby currently accommodate guests properly?
- Can we survey current employees to determine what is working and what is not?
- Should we consider traditional desks, standing desks, or rotating work stations?
- Will our organization be requiring new technical equipment within the next five years?
- What is the largest capacity requirement for a meeting room now? In five years?
- Which is the most effective meeting environment for our organization? Formal, informal, etc.
- Are their specific office requirements for executives, collaborative teams, other?
- Do we need to add space for storage of files or supplies?
- Will our office require a break-room, kitchen, or eat-in area?
- Do our current layout and adjacency relationships contribute to productivity and employee morale?

## PLANNING FOR TECHNOLOGICAL REQUIREMENTS

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- What role does technology play when employees collaborate? How are they communicating? Video-conferencing, instant messaging, onsite meetings, other?
- Where should printing, scanning, and copying services need to be located? How often is this equipment utilized? Does it need to be confidential?

## DESIGN MANDATORIES

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- Does our lobby represent our organization's brand accurately?
- Do guests who enter our lobby feel welcomed?
- Which of our brand elements are mandatory for the new design and how do they fit in with our preferred design style?
- Does our workspace reflect the company's culture?

### NOTES:

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