

Generating the Program

Once the location and the client's program requirements have been identified, you can compose a list that includes any special features. By program requirements, we mean all the spaces that are needed in order for the site to function. You must always keep the client's needs and wants, their "must haves" and their "would-like-to-haves." Second is the data and analysis from the research that you conducted before you began creating this program. The knowledge you got from your research and analysis should reflect in your program.

The Proposed Program

The program begins to take form as you start to list all the program requirements, determine the circulation, calculate the required square footage, document the existing sq. footage, and analyze specific needs.

You will generate a list of program requirements. Spaces that are needed for the site to function.

Program Requirements – (you can create a table)

Spaces	Quantity	Estimated Sq. Feet
Check-in Lobby	1	870
Lounge/Dining	1	1,207
Guest Rooms	44	13,860

Continue to add your spaces

Estimated Square Footage Total: 21,263

Circulation 30% : 6,379

Relevant Codes: Residential Occupancy (R-1), Assembly (A-3), Business (B), ADA compliant, ICC/ANSI standard

Circulation

It is important to determine the circulation or space for people to move around that will be allotted. The percentage needed for circulation can have a significant impact of the size of your other spaces. Typically, circulation should be factored between 22 to 40%. This will vary depending on the type of design project. A low circulation number is often associated with good, efficient space planning. Your design application will determine how much you will need.

Helpful Resources

These sites can help you find space square-footage standards for specific design applications.

American National Standards Institute (ANSI) www.ansi.org

Building Owners and Managers Association (BOMA) www.boma.org

The International Facility Managers Association (IFMA) www.ifma.org

Diagrams

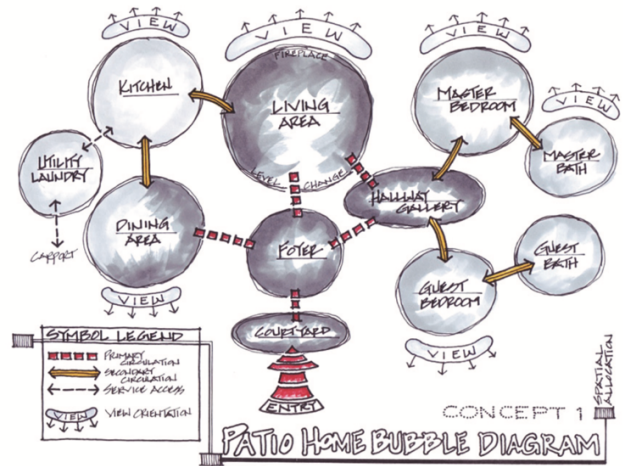
Begin Criteria Matrix with Adjacencies and Bubble Diagrams (per floor)

COMPLETED CRITERIA MATRIX WITH ADDED ADJACENCY MATRIX

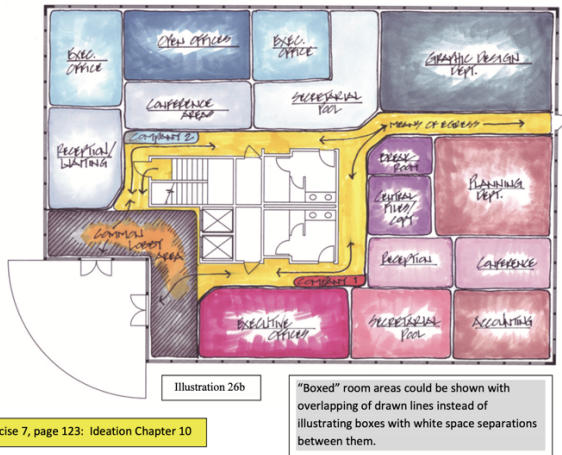
CRITERIA MATRIX		FOR: UNIVERSITY CAREER COUNSELING CENTER									
		30' FOOTING NEEDS	ADJACENCIES	PUBLIC ACCESS	INDOOR/OUTDOOR	TRAVEL	PLUMBING	ELECTRICAL	SPECIAL CONSIDERATIONS		
① RECEPTION	250	②	H	Y	N	N	N	N	TRAFFIC 100% ADJ. TO MAIN ENTRANCE		
② INTERVIEW STA. (4)	220	③	M	I	L	N	N	N	FEEL LIKE A TEAM OF FOUR		
③ DIRECTOR	140	④	M	Y	H	N	N	N	HIGHEST IMAGE ACCESS TO REAR DR. FOR PRIVATE EXIT		
④ STAFF	180	⑤	M	Y	M	N	N	N			
⑤ SEMINAR RM.	300	⑥	H	I	H	N	Y		ANY USE IMPORTANT CLOSE TO ENTRANCE		
⑥ REST ROOM (2)	200	CENTRAL	M	N	H	Y	N				
⑦ WORK AREA	120	⑦	L	N	M	Y	Y				
⑧ COFFEE STATION	50	CENTRAL	H	Y	N	Y	Y		CONVENIENT FOR EVERYONE		
⑨ GUEST APARTMENT	350	REMOTE	L	Y	H	Y	N		RESIDENTIAL CHARACTER		

TOTAL NEEDED = 1810 S.F.
2500 S.F. - 625 S.F. = 1875 S.F.
NOTE: IN "ADJACENCIES" COLUMN

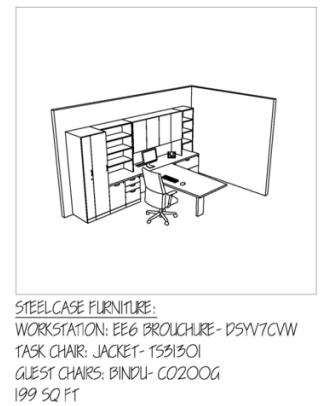
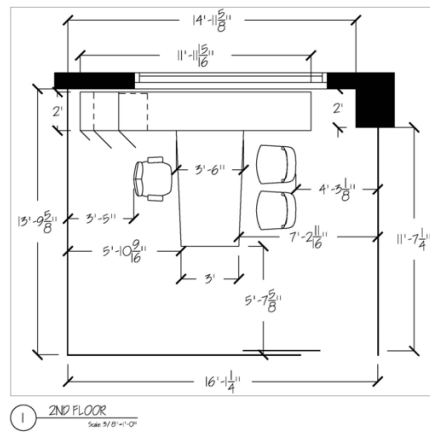
TOTAL AVAILABLE = 2300 S.F.
LESS 25% FOR CIRCULATION = 625 S.F.
③ - INDICATES ADJACENCY IMPORTANCE
② - INDICATES MAJOR ADJACENCY IMPORTANCE



Then begin Blocking Diagrams and Space Typicals



see Exercise 7, page 123: Ideation Chapter 10



Complete a FF&E chart for your design.

Space	Furniture Needs	Quantity	Equipment Needs	Special Needs	Additional Notes
Lobby	Sofa Side Tables Coffee Table Table Lamps Etc.	10 6 5 10			