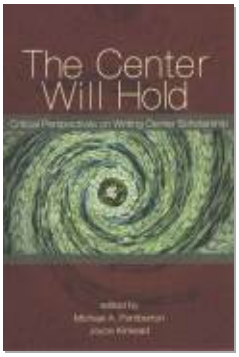
PROJECT MUSE®

# APPENDIX

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The term for research and data collection in architecture and interior design is *programming*, a systematic approach to gathering, analyzing, and interpreting specific quantitative and qualitative project requirements. The better the response to a designer's questions, the better the overall outcome of a project. An initial conversation between the client and the designer/architect might include information on flaws, problems, and situations of the current setting, but the staff should be prepared to address the following, which will be useful in the development of the project *program*.

1. Usable square footage requirements: from existing or new construction and how this will be allocated, i.e., by user group or support function.
2. Current and projected user requirements, keeping in mind long-range planning to avoid underestimating future needs.
3. Adjacency requirements: who needs to be next to whom and what.
4. Job classifications of those using the space: director, assistant director, tutors. (Some campuses will have square footage amounts assigned to particular ranks or positions.)
5. Work surface area: how many and what are their ideal sizes?
6. Machine use: list all types of equipment to be used (e.g., computers, printers, copiers).
7. Workstation area: how much space is ideal for the task to be performed, offering specific dimensions if possible.
8. Conference requirements: number to accommodate, which indicates number of chairs needed—with or without arms—and type of chairs.
9. Storage: how much storage and of what type.
10. Configuration: include any ideas about where work areas should be located and if it's important to face a certain direction.
11. Lighting: consider ambient (general) lighting, task lighting, and accent lighting. The latter is often left out but can provide a significant boost to the aesthetic quality of the environment.
12. Accessories: what types of objects will be added that will be functional (e.g., tack boards) or aesthetic (e.g., artwork, plants) and how many.
13. Safety/ADA: compliance with fire codes and with regulations regarding Americans with Disabilities Act.
14. Institutional image, branding, or look that may include specified character, detailing, and symbolic values.