

Introduction

All projects, large or small should begin with a assessment of your functional and aesthetic needs. Your program is the result of this exercise. It's our frame of reference throughout the project. It allows us to determine the scope of work. It also helps your project team members get intellectually invested in your project because it conveys your vision in detail.

If you don't have time to create your program then you don't have the time a building project will demand. Your program doesn't have to be perfect and you're welcome to contact us if you have questions or want some direction.

Organized Owners

The most important function of the programming exercise is that it causes you to organize your thoughts before the site analysis and design phases. This makes it much easier to convey your vision to your project team. That's a great way to control the design fees: give your team direction early in the process so we can be as efficient as possible.

Your program doesn't have to be perfect. We'll work with you to flesh out any missing pieces or issues, especially those that are too technical to consider without the help of a design professional.

Your project team can also offer alternate solutions to the design problems encountered as the work progresses. For example, the design team could use the program to develop three schemes in response to your program so you can choose your favorite solution.

The Participants

All parties who will have (any) input in the development of the design must complete this programming exercise *separately*.

You should reconcile your programs as best you can before presenting them to your architect for three reasons: 1) It causes each party to develop and organize their vision so it can be communicated.

Programming

All projects should begin with an assessment of your functional and aesthetic needs.

2) It greatly reduces the design fees you'd spend meeting with your architect when you're still talking through your priorities. 3) Reconciling your programs early helps prevent changes once the project is underway.

Two-Step Process

The following pages are intended to serve as a template for your program. You should have one copy of the General Project Information page and as many copies of the Room Data Sheet page as you need to describe each space in your home.

The two-step process is simple: 1) Record the finite requirements like function, adjacencies and building system requirements. Each space gets its own piece of paper which you can amend as you collect information. Don't forget, a room might contain multiple spaces so if you have a home office space in your bedroom, you should give some thought to breaking that into two separate pages so you can make notes for each space

The second step will require a bit more work: 2) Collect images, product data sheets and any other information you can assemble to describe the elements within the spaces or the characteristics of each space. Please consider making notes on the images and fastening them to their room data sheet. It's also helpful to note the things you don't like.

You'll have to find *your* best method for assembling your program. Some people use a notebook, some people make an electronic document and some people keep things loose so they can spread it out.

By the way, you can take a picture of a picture if you don't want to tear up your books and magazines.

Timing

Since your program is a document, it can be included by reference in your agreement with an architect. If you want to hire an architect to help you finish developing your program, you can still create the program before you begin the design phases.

If you don't finish your program before you sign an agreement with your architect, be sure you can terminate that agreement at your convenience and without cause. You may discover unexpected conditions that change or cause you to cancel your project.

Living Document

Your program is the frame of reference through which you evaluate your decisions in the design, bidding and construction phases. At some point, you may need to adjust your program because you have too much program for a project site, too much program for your budget or any number of other issues revealed through the in-depth exploration of the design phases.

Other Uses

You don't have to use this exercise exclusively for architecture services. There are lots of other applications. For example, home buyers can use this exercise to explore and distill their requirements. Even if you don't want to build, add-on or renovate, giving your program to your REALTOR® will give them a much better idea of what you're after so you'll both save time and expense.

Ryan Taylor Architects LLC is based in Atlanta, GA. We provide architecture and consulting services for residential projects. Please visit us online to learn more and connect with us:

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Programming



General Project Information

1. This project is a renovation, addition or new construction.
(You can check both "renovation" and "addition" if they apply.)
2. Property Owner Name:
3. Physical Address of Property:
4. Available Municipal Utilities:
 Electricity Water Sewer
 Natural Gas Telephone Cable/Broadband
 Trash Pick-Up Recycling Pick-Up
5. Do you have a survey? Yes No
(Please **do not** commission a survey without speaking with RTA.)
6. Do you have a CADD version of the survey? Yes No
7. Is the property part of a Home Owners Association? Yes No
8. Is the property within a historic preservation, conservation or other district with additional governance? Yes No
9. Does the neighborhood or municipality have any development or design guidelines, including covenants? Yes No
10. Is there a stream or any surface water on the site? Yes No
11. Is there a storm water structure on the site? Yes No
12. Do you need an ADA accessible design? Yes No
(You can ask us about accessibility options like a no-step entrance, in-law suite and wider doorways.)
13. What is your preferred architectural style for the exterior?
14. What is your preferred style or feel for the interior?
15. Do you require any of the following:
 Alarm System A Safe/Vault Fire Sprinkler
 Hidden Room Storm Shelter Firearms Storage
16. Do you require emergency/back-up power? Yes No
17. Do you have any requirements for sustainable design features? If so, please list them. (You can ask us about available options.)
18. What are your preferred floor-to-ceiling heights:
 Basement First Floor Second Floor
19. The following are common packages for residential work. (Ask us if you'd like specific definitions of each.) Images showing your preference for each would be very helpful:

Windows	Doors & Hardware
Casework/Cabinets	Exterior & Interior Trim
Lighting	Plumbing

(Fixtures only for the lighting and plumbing packages.)

Please use the back of this page or attach additional pages as necessary.

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Notes:

Programming



Room Data Sheet

1. Room function/name:
2. Number of occupants:
3. Required adjacencies:

4. Required furniture, fixtures and equipment:

5. Does this space need natural light? Yes No
6. Does this space need natural ventilation (a window)? Yes No
7. Lighting requirements:
 Ceiling Dimmable Task Lighting
8. Communication requirements:
 Telephone Wired Data Cable/Broadband
9. Does this space need acoustic separation? Yes No
10. Plumbing requirements:
 Cold Water Hot Water Sink
 Bath Tub Shower Toilet
11. Mechanical requirements:
 Exhaust Fan Ceiling Fan Air Conditioning
12. Security requirements:
 Alarm Panel Locking Door Hardware
13. Floor Finish:
 Hardwood Carpet Tile
 Vinyl Concrete Other
14. Wall Finish:
 Paint Tile Other
15. Ceiling Finish:
 Paint Plaster Other
16. Interior Trim:
 Base Chair Rail Wainscot
 Crown Mould Ceiling Panels Other
17. Are there any views to which the room should be oriented?

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