

CUSTOMER PROJECT SCOPE CHECKLIST

Below is a list of elements to consider and discuss with the Project Manager as you work together to define the scope of your project.

General
Define the problem; not the solution:
Identify what will not be included in the scope as well as what is:
Purpose of the renovation:
Number of rooms/square footage to be renovated:
Usage of each room (general usage and special needs, e.g., kitchen, bathroom, copier, etc):
Number of future occupants – their work and related space needed:
Access and through traffic (entrances, exits, hallways):

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OCCUPANCY ISSUES		UTILITIES	
Furniture		Electrical outlets	
Carpeting		Computer network connection	
Specialty Equipment		Telephone connections	
Built-in shelving and wall units (extra cost) vs. furniture		Water	
Reinforced walls for shelving units		Chilled water	
		Sewer	
ENVIRONMENTAL FACTORS		Lab/research facilities	
Lighting requirements		Fume hoods	
Temperature requirements		Life-cycle issues	
Ventilation		Fire alarms	
Humidity control		Gas piping	
Operable windows vs. air flow requirements		Space for mechanical equipment	
Noise requirements/impacts		SPECIAL NEEDS	
Cleanliness, dust, etc.		Emergency power backup	
Radio frequency		UPS	
Radioactive materials usage		Fire extinguishers	
		Acid resistant finishes	
		Hours of operation	
		Security	
		Clean power	
		Special fire protections	
		Special HVAC requirements	
		Other	

Customer Signature: _____ Date: _____

Project Manager Signature: _____ Date: _____