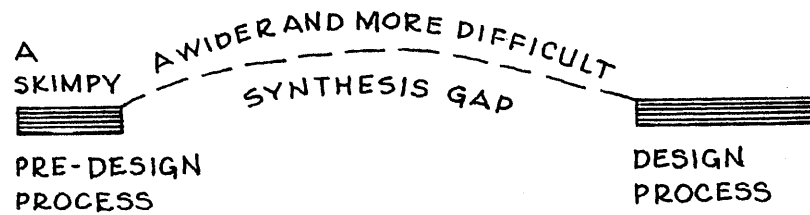
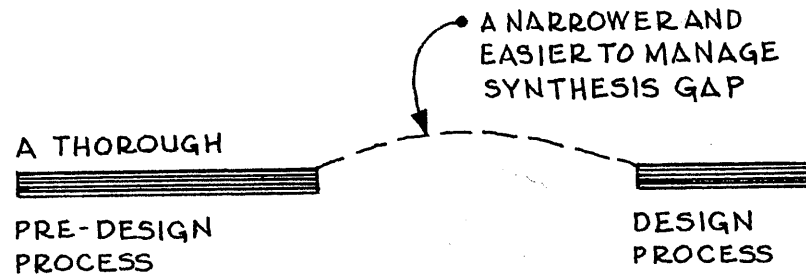


If the pre-design process has been skimpy or inadequate, the synthesis gap will be wider and more difficult to manage:



If the pre-design process has been thorough and insightful, the synthesis gap will be narrower and easier to manage:



ELECTRONIC DISTRIBUTORS, INC. BUILDING & DESIGN PROGRAM

Department	Space	Description of Function	Size	Proxemics	Equipment/ Furnishing	Thermal
EXTERIOR	STREET ENTRANCE	Vehicular entrance to site from Hornig Rd.	2-14' Lanes w/splayed sides for easy turns.	On Hornig Rd., easy access to both office and warehouse.	Signage—easy to read for approaching vehicles.	
	PARKING	For employees and visitors.	Now—128 employees, 10 Visitors Later—214 employees, 20 Visitors.	Convenient to Hornig St. entry, office, reception area, and pedestrian warehouse entrance.	Directional signage.	
	BUILDING EXTERIOR	Creates corporate image to employees, visitors, and passersby.		Visual outreach to Roosevelt Blvd. and Woodhaven Rd. is of secondary importance.		
	PEDESTRIAN ENTRANCE	Primary—for office employees and visitors. Secondary—for warehouse employees.		Primary—adjacent to main reception room. Secondary—direct access to warehouse employee locker room.	Exterior seating, such as benches, sitting walls, etc., for small parklike setting.	
	LOADING AREAS	Daily and frequent loading and unloading. Admin. plus oper. could share same exterior area, if specific dock and door areas are separated.	Admin. needs 4 truck bays of varying sizes. Oper. needs 3 truck bays of varying sizes.	Immediately adjacent to staging areas and shipping tables within both admin. and oper. warehouses.	Admin.—both med. spaces to have dock levelers. Oper.—med. To have wedge on ramp.	Deep overhang protection for loading docks, plus radiant heaters.
	RECREATION	Break, lunch and other non-work time exterior rest plus leisure activities.	Accom. one-third of total staff in passive activities (conversation, chess/checkers, sunning, etc.)	Immediately adjacent to large group. functions (lunch, mtg. training) could be next to main pedestrian entrance. Could be a major view space from office areas.	Seating (benches, walls), tables (dining, games) table umbrellas (semi-protection, decorative), moderate exercise.	
RECEPTION	The main entrance point for all office employees & all visitors. The hub of all internal office circulation.					
	VESTIBULE	Wind and temperature break between interior and exterior.	50 sf. to 100 sf.	Transition area between exterior pedestrian entrance and the receptionist desk.		Air surge for slightly exaggerated temperature change.
	RECEPTION STATION	Greeting point for visitors. Check-in /check-out point for staff. Basic security checkpoint.	250 sf. to 350 sf.	Immediately adjacent to and direct visual contact w/vestibule. doors. Adjacent to waiting area. Hub of internal office circulation. Easy-to-understand paths to entire building.	Two workstations, both visible, or one screened. Parcel ledge to separate visitors from receptionist.	TC-1; avoid entrance door drafts.
	WAITING	Visitor waiting.	6-8 guests; approximately 200 sf. to 300 sf.	Adjacent to reception station gallery and circulation paths to major office departments.	Upholstered lounge seating (not too low or too comfortable)—use system for easy change or additions.	TC-1
	POWDER ROOM	Toilet facility for guests.	25 sf. to 35 sf.	Immediately adjacent to waiting area. Visual supervision by receptionist.	Toilet. Sink in vanity.	TC-1; high ventilation.
	GALLERY	A small space for exhibiting fine artwork in a traditional gallery setting.	300 sf. to 400 sf.	Immediately adjacent to waiting area. Access from vestibule without walking through waiting area. Visual access from reception for basic security against theft/vandalism.	Picture hanging system for walls. Pedestal system for sculpture. Freestanding exhibit system for additional 2-D display.	TC-1

Date: _____

Revised: _____

Acoustics	Lighting	Color	Materials	Environmental Qualities	Future Factors
	Low-level lighting 2 +/- above grade.			Welcoming/use plants to identify.	None
	Mid-level lighting 8'-10' above ground.			Avoid "sea of cars" appearance—use earth berms and plants to humanize.	Future parking could be on upper deck
	Not required.	Colorful and warm.	Use a variety of materials—natural and man-made.	Present an image of professionalism and humanism—avoid monumentality.	Future add-ins to maintain original image.
	Well lighted with low and medium level fixtures—incorp. walls, planting, sculpture, fountains, and/or wall murals	Concentrated use of color - potentially in both building materials and fine artworks (sculptures, glazed tiles, walls, etc.)	Most personal contact with building exterior—special attention to scale and texture of building material.	Major focal point—use sculpture and/or fountains—an extension of reception rm.	Original image could be expanded.
	General driveway area, lighting and general lighting of dock areas.	Light, reflective surfaces.	Wall material able to take regular major abuse. Dock floor material tough and smooth.	Paved area must drain off easily. Snow removal must be efficient; consider use of electrically heated paved areas.	Loading areas will grow proportionally with their respective warehouse areas.
	Decorative lighting of foliage.	Opportunity for lots of color in furnishings, plant material, paving adjacent wall surfaces, window awning, etc.	Fast-drying, easily maintained.	Create a parklike setting. Utilize water and fountains; lunch, business meetings, and training sessions could move out to this area.	Must accommodate one-third of ultimate workforce.
	Ambient. An integral part of planned lighting for main reception spaces.	Subordinate to main reception spaces.	Very durable. Glass indoors for safety; floor to absorb water and snow.	An integral part of the planned reception area.	None.
A-1	Special lighting required for sculptural qualities of the reception area. Not overly dramatic. Task lighting for desk.	Colorful. An integral element in the planning of the main entrance space of the building.	Very durable. Appropriate luxury. Consistent for entire reception area.	Spacious, express firm's success. Use of permanent fine artworks. Large environment with high ceiling.	Third workstation required; screened.
A-1	Ambient. Daylighting and view desired. Articulate sculptural quality of space.				More people in future.
	Ambient.	C-2.	Durable and water-resistant.		
A-1	Ambient, plus track system for exhibit light. Control natural light.	Neutral colors to avoid conflict with exhibited works.	Tackable wall surfaces desirable.	A special space, inviting, to bring pleasure and enlightenment to employees and visitors.	Could expand if successful.

COMPLETED CRITERIA MATRIX WITH ADDED ADJACENCY MATRIX

DESIGN PROGRAM 25

CRITERIA MATRIX		FOR: UNIVERSITY CAREER COUNSELING CENTER							
		SQ FOOTAGE NEEDS	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	SPECIAL CONSIDERATIONS
①	RECEPTION	250	② ⑤	H	Y	N	N	N	TRAFFIC HUB ADJ. TO MAIN ENTRANCE
②	INTERVIEW STA. (4)	220	① ④	M	I	L	N	N	FEEL LIKE A TEAM OF FOUR
③	DIRECTOR	140	④	M	Y	H	N	N	HIGHEST IMAGE ACCESS TO REAR DR FOR PRIVATE EXIT
④	STAFF	180	③	M	Y	M	N	N	
⑤	SEMINAR RM	300	① ⑥ ⑦	H	I	H	N	Y	A/V USE IMPORTANT CLOSE TO ENTRANCE
⑥	REST ROOM (2)	200	↑ CENTRAL ↓	M	N	H	Y	N	
⑦	WORK AREA	120	② ④ CENTRAL	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

LEGEND

H=HIGH
M=MEDIUM
L=LOW
Y=YES
N=NO/NONE
I= IMPORTANT BUT
NOT REQUIRED

⊕ - IMMEDIATELY
ADJACENT
* - IMPORTANT
ADJACENCY
X - REASONABLY
CONVENIENT
• - UNIMPORTANT
-- - REMOTE

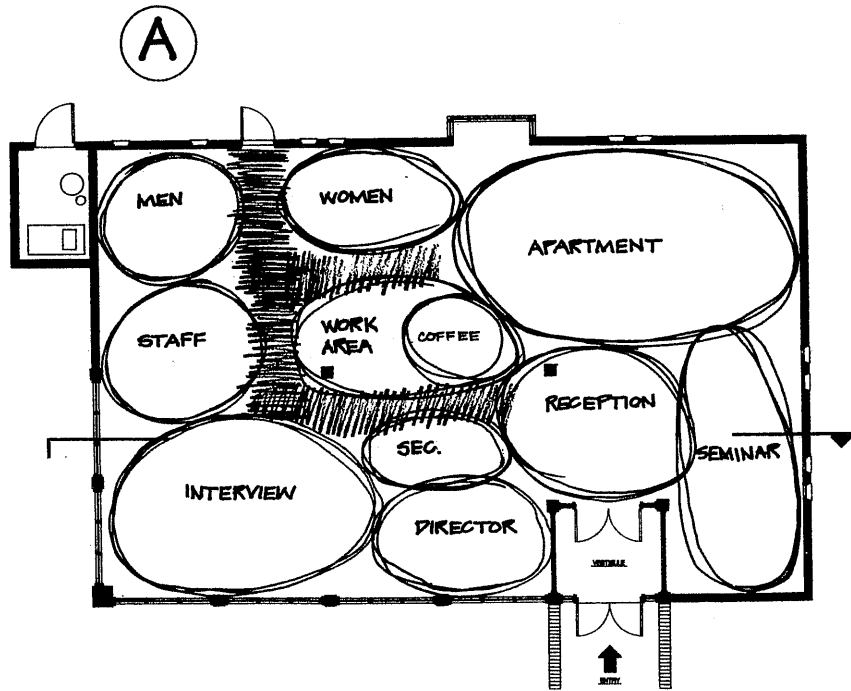
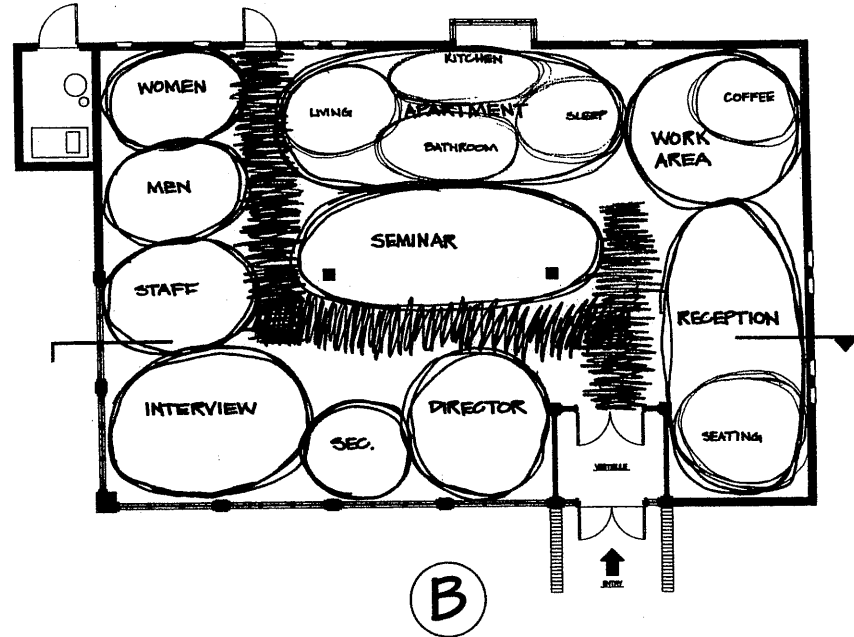
TOTAL NEEDED = 1810 S.F.
2500 S.F. - 625 S.F. = 1875 S.F.

NOTE: IN "ADJACENCIES" COLUMN

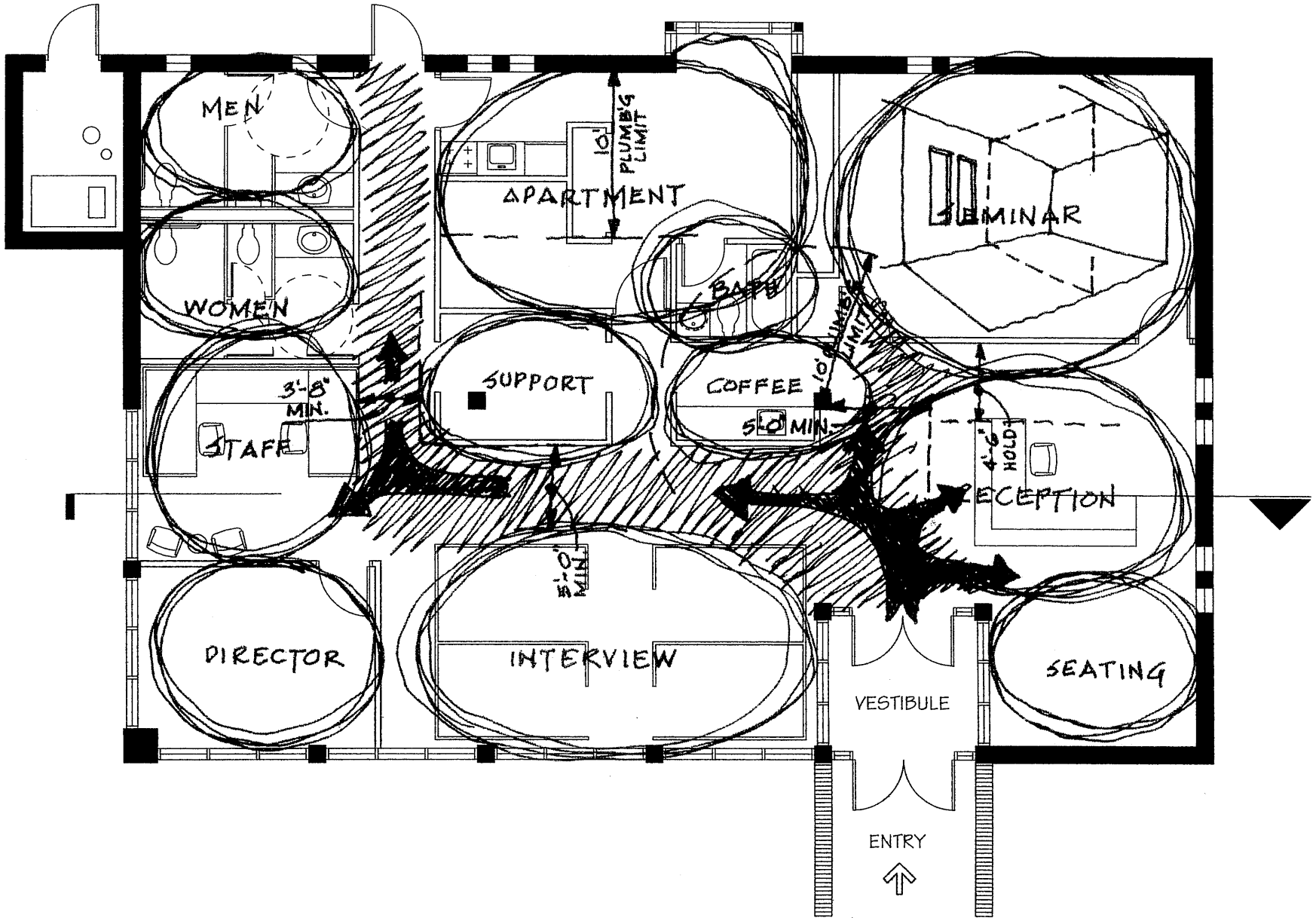
TOTAL AVAILABLE = 2500 S.F.
LESS 25% FOR CIRCULATION = 625 S.F.

① - INDICATES ADJACENCY IMPORTANCE
② - INDICATES MAJOR ADJACENCY IMPORTANCE

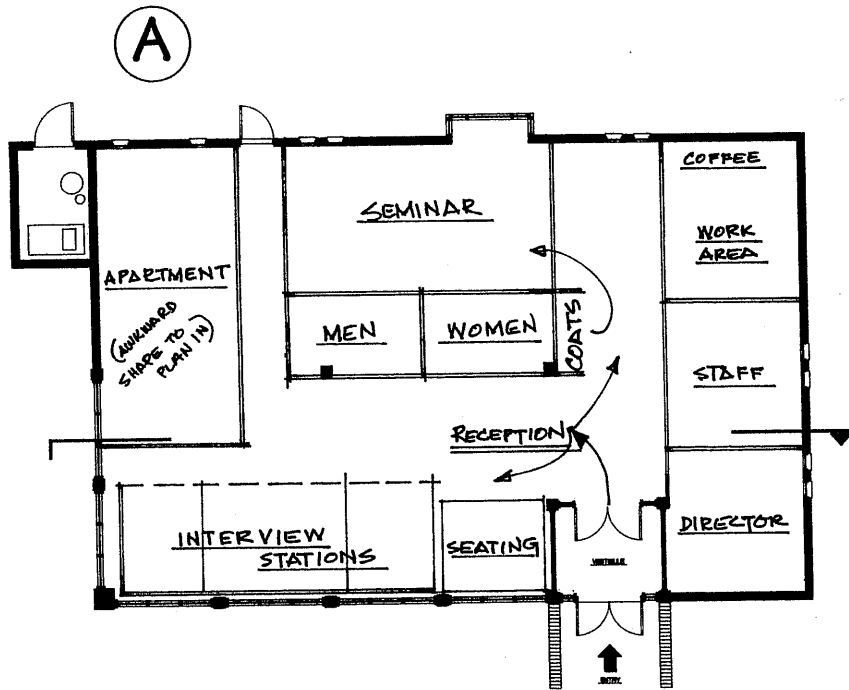
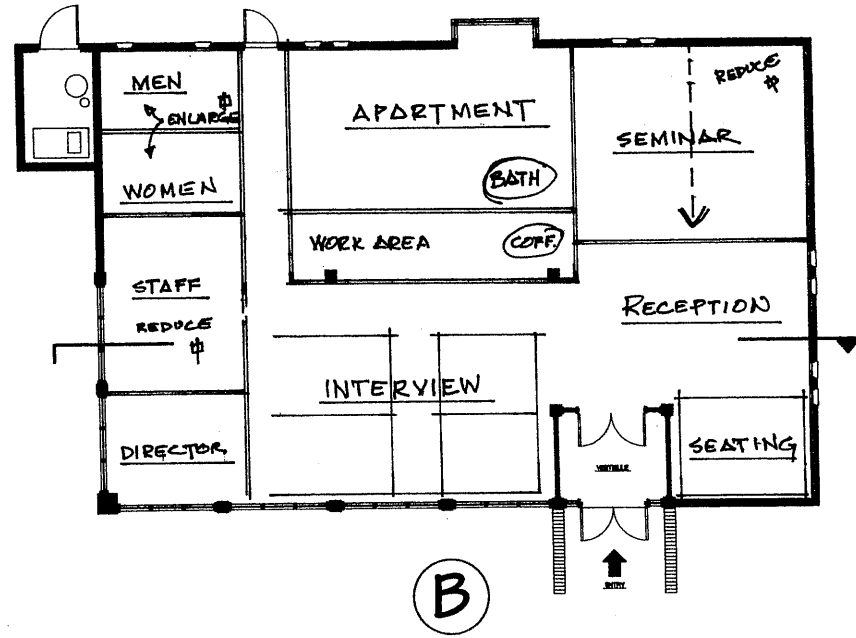
BUBBLE DIAGRAMS



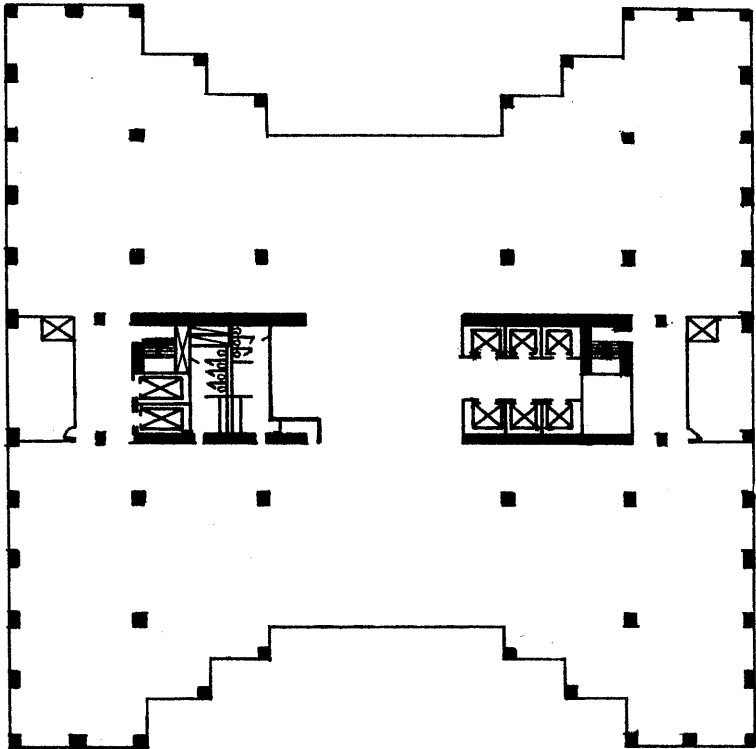
ROUGH PLAN, STAGE FOUR: BASIC ROOM ALLOCATIONS



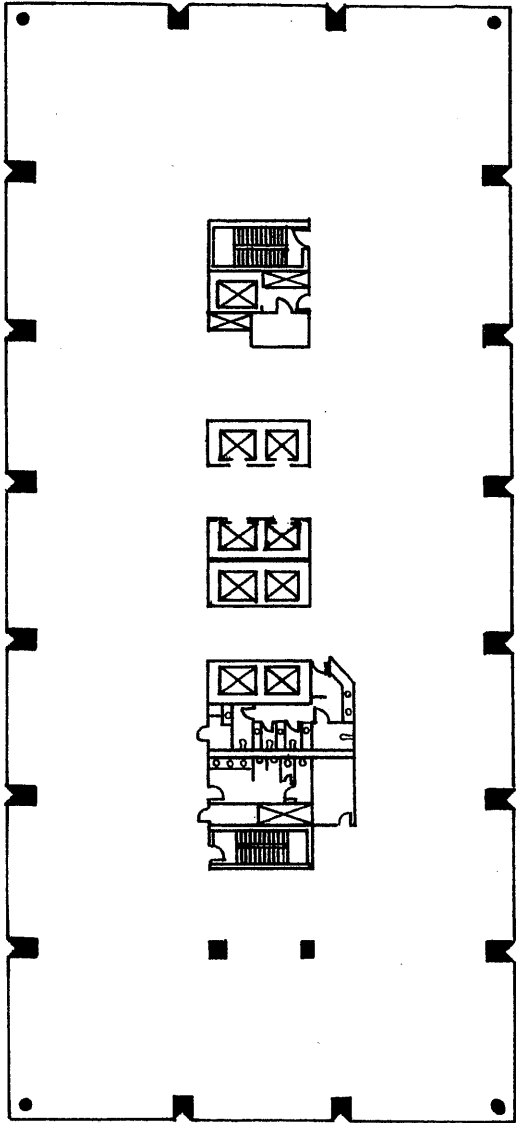
BLOCK PLANS



BUILDING CONFIGURATION INFLUENCES SPACE PLANNING



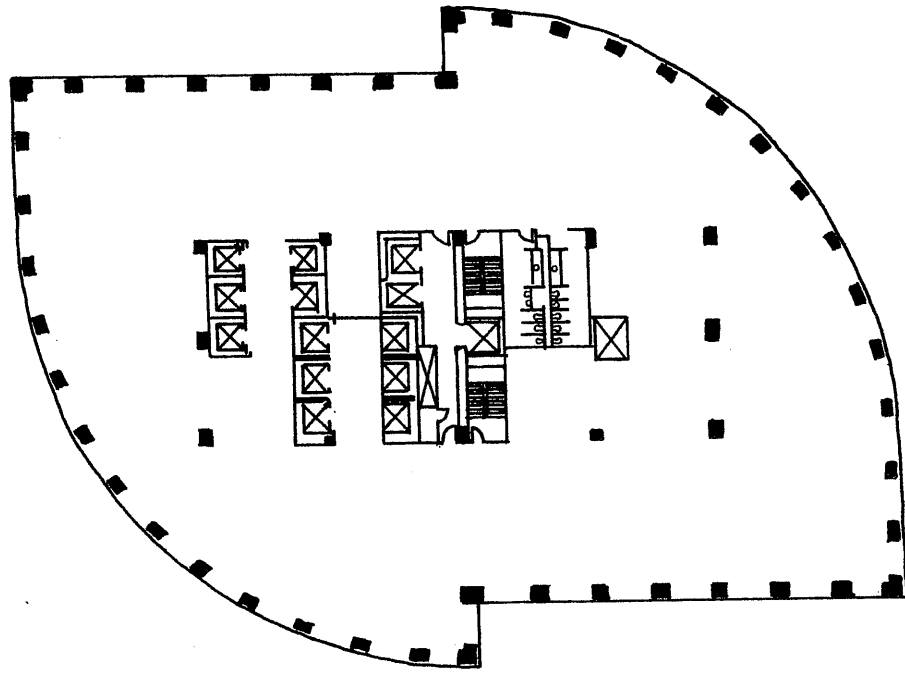
• MULTI-FACETED CONFIGURATION PROVIDES FOR MANY 'CORNER' OFFICES, BUT CREATES SPACE PLANNING COMPLEXITIES.



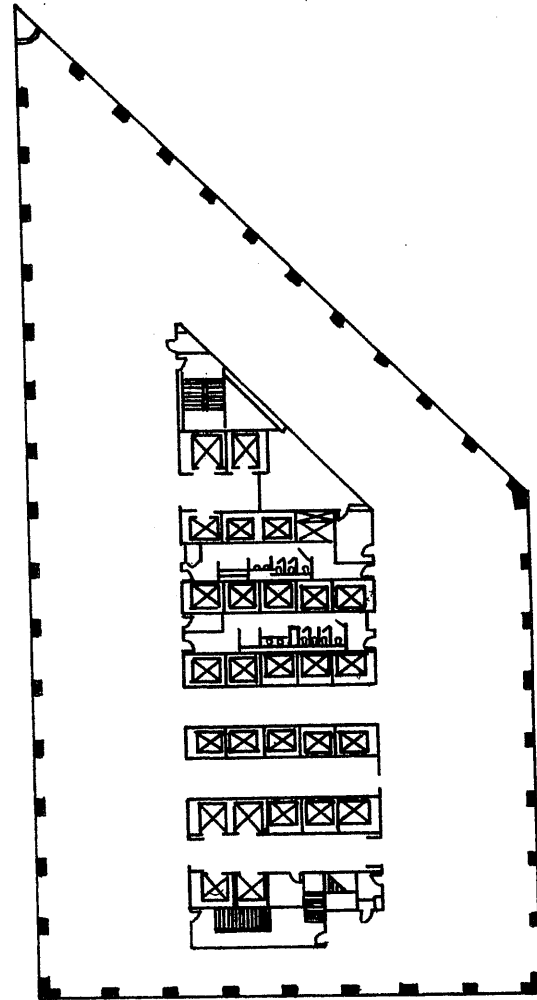
• TYPICAL CENTER CORE BUILDING W/FEW INTERIOR COLUMNS PERMITS EASY SPACE PLANNING.

BUILDING CONFIGURATION INFLUENCES SPACE PLANNING

ILLUS. 4-1B

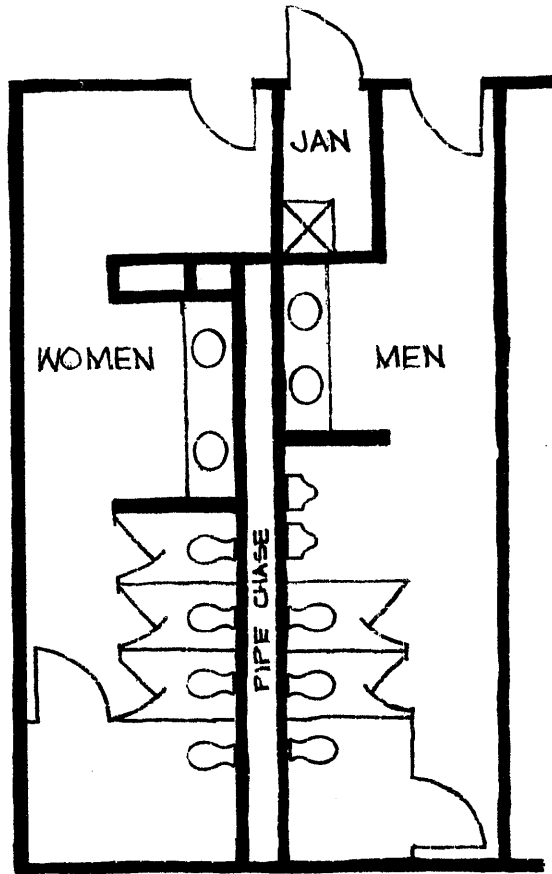


● MAJOR CURVED WALLS PRESENT SPECIAL SPACE PLANNING PROBLEMS.

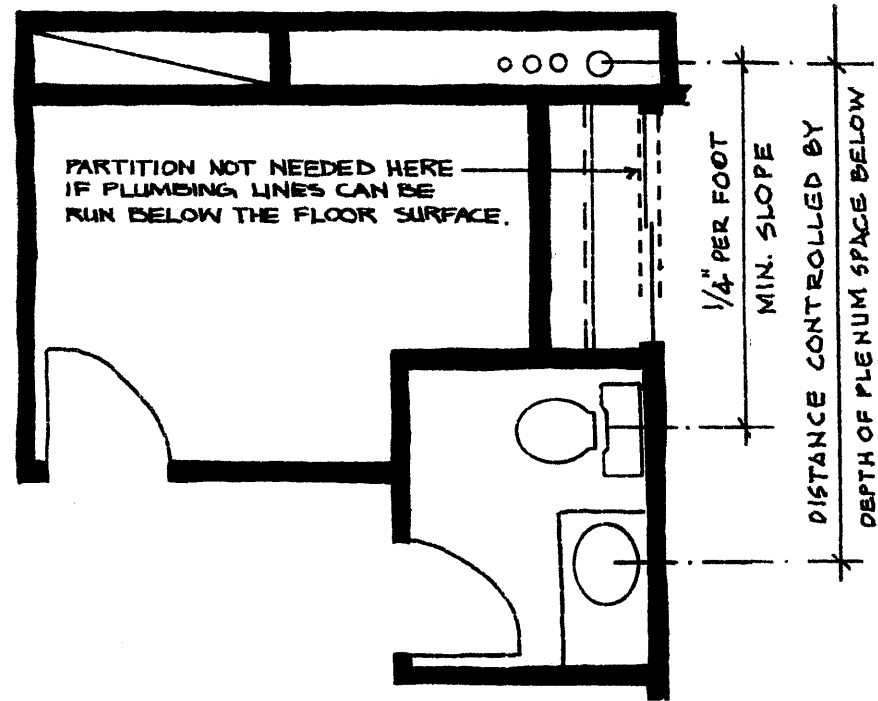


● ACUTE ANGLE IN BUILDING SHAPE PRESENTS SPACE PLANNING LIMITATIONS.

PLUMBING CONSIDERATIONS



- PLUMBING FIXTURES GROUPED ALONG COMMON PIPE CHASE
CONSTRUCTION AND MAINTENANCE ECONOMIES DEMAND THIS TYPE OF ARRANGEMENT



- RULE-OF-THUMB FOR PLUMBING FIXTURE PLACEMENT
IN VERY PRELIMINARY PLANNING STAGE