



## PRE DESIGN INFORMATION SURVEY

### PART 1: LIFESTYLE

A. Family Members and Ages \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Do any Family members have special needs?  
\_\_\_\_\_  
\_\_\_\_\_

C. Where does your Family spend the most time together? \_\_\_\_\_  
\_\_\_\_\_

D. Where does your family eat the most meals? \_\_\_\_\_  
\_\_\_\_\_

E. Does your family usually watch TV together, or do you prefer separate TV watching areas for parents and children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. How do you entertain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. How important are formal living areas to you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. How do you plan to use your backyard?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. How do you plan to use your basement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

### PART 2: SITE PLAN / LOT

- A. Dimensions \_\_\_\_\_
- B. Is there a survey available? \_\_\_\_\_
- C. Are there any original Architectural Drawings for an existing house? \_\_\_\_\_
- D. Owner Site requirements (views, driveway access, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PART 3: SERVICES

- A. Electrical Service (Existing or Req'd)  
Size (amps) \_\_\_\_\_  
Breaker or Fuse? \_\_\_\_\_  
i. Overhead   
ii. Underground
- B. Heating Fuel (gas, oil, other) \_\_\_\_\_
- C. Existing Furnace Specs  
Serial Number \_\_\_\_\_  
Manufacturer \_\_\_\_\_  
BTU \_\_\_\_\_  
Age \_\_\_\_\_
- D. Water source (municipal/well) \_\_\_\_\_
- E. Security system \_\_\_\_\_
- F. Vacuum System \_\_\_\_\_
- G. Air Conditioning \_\_\_\_\_
- H. Sump Pump \_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

### PART 4: GENERAL REQUIREMENTS

- A. Desired Square Footage \_\_\_\_\_
- B. How many levels? \_\_\_\_\_
- C. If two stories, how many staircases, and where? \_\_\_\_\_  
\_\_\_\_\_
- D. Preferred exterior materials \_\_\_\_\_  
\_\_\_\_\_
- E. Window style preference (casement/ double hung/other) \_\_\_\_\_  
\_\_\_\_\_
- F. Door style preference \_\_\_\_\_  
\_\_\_\_\_
- G. How many garages? (single door/double door) \_\_\_\_\_  
\_\_\_\_\_
- H. Special garage requirements (location, storage, hobby area, other)  
\_\_\_\_\_  
\_\_\_\_\_
- I. Number and location of bedrooms \_\_\_\_\_  
\_\_\_\_\_
- J. Number and location of baths \_\_\_\_\_
- K. Special room requirements \_\_\_\_\_  
\_\_\_\_\_
- L. In which rooms do you want fireplaces? \_\_\_\_\_  
\_\_\_\_\_
- M. Preferred laundry location \_\_\_\_\_
- N. Mudroom \_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

### PART 5: ROOM – SPECIFIC REQUIREMENTS

#### A. FOYER

- I. Size \_\_\_\_\_
- II. Ceiling height \_\_\_\_\_
- III. Lighting \_\_\_\_\_
- IV. Floor Finish \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### B. LIVING ROOM

- I. Location \_\_\_\_\_
- II. Size \_\_\_\_\_
- III. Style \_\_\_\_\_
- IV. Formal or Informal \_\_\_\_\_
- V. How will it be used? \_\_\_\_\_
- VI. What furniture must it accommodate? \_\_\_\_\_
- VII. Special Features \_\_\_\_\_
- VIII. Ceiling Height \_\_\_\_\_
- IX. Lighting \_\_\_\_\_
- X. Floor Finish \_\_\_\_\_

**NOTES:**

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\_\_\_\_\_  
\_\_\_\_\_

#### C. DINING ROOM

- I. Location \_\_\_\_\_
- II. Size \_\_\_\_\_
- III. Style \_\_\_\_\_
- IV. Formal or Informal \_\_\_\_\_
- V. How will it be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

- VI. What furniture must it accommodate? \_\_\_\_\_  
\_\_\_\_\_
- VII. Special Features \_\_\_\_\_  
\_\_\_\_\_
- VIII. Ceiling Height \_\_\_\_\_
- IX. Lighting \_\_\_\_\_
- X. Floor Finish \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## D. KITCHEN

- I. Location \_\_\_\_\_
- II. Size \_\_\_\_\_  
Style \_\_\_\_\_
- III. Will the kitchen typically be used for serious meal preparation or for quick convenient meals? \_\_\_\_\_  
\_\_\_\_\_
- IV. Will you eat most of your meals here? \_\_\_\_\_
- V. Do you want a breakfast counter with stools? \_\_\_\_\_
- VI. What type of work area do you prefer – island or peninsula? \_\_\_\_\_  
\_\_\_\_\_
- VII. Describe the type of appliances you want and where they should be located? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- VIII. What Materials should the counter be? \_\_\_\_\_  
\_\_\_\_\_
- IX. What Style, color, and configuration of cabinets do you want? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- X. Do you want a desk near the Kitchen? \_\_\_\_\_
- XI. Will your family use an outdoor eating area off the kitchen? \_\_\_\_\_
- XII. Do you want a walk in Pantry? \_\_\_\_\_
- XIII. Special Requirements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- XIV. Ceiling Height \_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

XV. Lighting \_\_\_\_\_  
\_\_\_\_\_

XVI. Floor Finish \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## E. FAMILY ROOM

I. Location \_\_\_\_\_

II. Size \_\_\_\_\_

III. Style \_\_\_\_\_

IV. Should the Family room be open to the kitchen? \_\_\_\_\_

V. Will the family's main TV be located here? \_\_\_\_\_

VI. Should there be a fireplace, where should it be located in relation to TV? \_\_\_\_\_

VII. What furniture must it accommodate? \_\_\_\_\_  
\_\_\_\_\_

VIII. Wet bar? \_\_\_\_\_

IX. Special Features \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X. Ceiling Height \_\_\_\_\_

XI. Lighting \_\_\_\_\_  
\_\_\_\_\_

XII Floor Finish \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## F. STUDY OR HOME OFFICE

Need one? \_\_\_\_\_

I. Location \_\_\_\_\_

II. Style \_\_\_\_\_

III. How will it be used? \_\_\_\_\_  
\_\_\_\_\_

IV. What built in would you need? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

What Special electrical or wiring does it need? \_\_\_\_\_

V. What office equipment does it require? \_\_\_\_\_

VI. Special Features \_\_\_\_\_

VII. Ceiling Height \_\_\_\_\_  
Lighting \_\_\_\_\_

VIII. Floor Finish \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## G. MASTER SUITE

I. Location \_\_\_\_\_

II. Size \_\_\_\_\_

III. Style \_\_\_\_\_

IV. Fireplace? \_\_\_\_\_

V. Do you want Patio or Deck Access? \_\_\_\_\_

VI. Sitting Area or Retreat? \_\_\_\_\_

VII. What Furniture must it accommodate? \_\_\_\_\_

VIII. Need adjacent exercise hobby, office or nursery area? \_\_\_\_\_

IX. Closet Requirements \_\_\_\_\_

X. Lighting \_\_\_\_\_

XI. Floor Finish \_\_\_\_\_

XII. Ceiling height \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## H. ENSUITE

I. Location \_\_\_\_\_

II. Size \_\_\_\_\_

III. Number of sinks/ layout? \_\_\_\_\_

\_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

IV. Do you want a separate room for toilet? \_\_\_\_\_

V. Shower for one or two? \_\_\_\_\_

VI. What style of tub? \_\_\_\_\_

VII. Counter/ cabinet finish? \_\_\_\_\_

VIII. Other Requirements \_\_\_\_\_

IX. Lighting \_\_\_\_\_

X. Floor Finish \_\_\_\_\_

XI. Ceiling height \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## I. SECONDARY BEDROOMS

I. Location \_\_\_\_\_

II. How many? \_\_\_\_\_

III. Size \_\_\_\_\_

IV. Preferred bath arrangement \_\_\_\_\_

V. Need Shared play/Study/Living Space? \_\_\_\_\_

VI. What Furniture must it/they accommodate? \_\_\_\_\_

VII. Closet Requirements \_\_\_\_\_

VIII. Lighting \_\_\_\_\_

IX. Floor Finish \_\_\_\_\_

X. Ceiling height \_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## J. BATHROOMS

I. Location \_\_\_\_\_

II. How many? \_\_\_\_\_

III. Number of sinks/ layout? \_\_\_\_\_

IV. Shower/bath? \_\_\_\_\_

\_\_\_\_\_





**PRE DESIGN INFORMATION SURVEY**

- V. Counter/ cabinet finish? \_\_\_\_\_
- VI. Other Requirements \_\_\_\_\_
- VII. Lighting \_\_\_\_\_
- VIII. Floor Finish \_\_\_\_\_
- IX. Ceiling height \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**K. BASEMENT**

- I. What type of rooms would you like to accommodate? \_\_\_\_\_
- II. Other Requirements \_\_\_\_\_
- III. Lighting \_\_\_\_\_
- IV. Floor Finish \_\_\_\_\_
- V. Ceiling height \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**L. MUDROOM**

- I. Need One? \_\_\_\_\_
- II. Location \_\_\_\_\_
- III. Laundry Facilities? \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

### FOR OFFICE USE

The following is to be filled out during the site visit by a representative from  
Cynthia Zahoruk Architect

#### PART 1: SITE PLAN

- J. Existing trees** (*record on site plan*)
- I. Locate existing trees
  - II. Identify type and size
  - III. State its condition (old, decay, etc.)
- K. Existing Plant Material, planter beds** (*record on site plan*)
- I. Identify the areas of planters, gardens
- L. Identify any changes and direction in grade** (*record on site plan*)
- I. From natural slopes
  - II. From retaining walls
  - III. From decks/patios to grade
- M. Identify utility/Service equipment on property** (*record on site plan*)
- I. Hydro/gas meters
  - II. Utility poles
  - III. Overhead wires
- N. Identify other landscape features** (*record on site plan*)
- I. Paving (driveway)
  - II. Patio areas
  - III. Decks Area
  - IV. Landscaped areas
  - V. Pool

#### PART 2: Exterior Building Information

- E. Overall dimensions of Buildings footprint** (*record on site plan*)
- I. Approx. location from property line
  - II. Perimeter Dimensions
- F. Exterior Doors** (*record on plan*)
- I. Location

## PRE DESIGN INFORMATION SURVEY

- II. Height
- III. Width
- IV. Frame type
- V. Door type

- VI. Glazing
- VII. Direction of swing

### G. Windows *(record on plan)*

- I. Location
- II. Height
- III. Width
- IV. Frame type
- V. Operation type
- VI. Grills
- VII. Height from ground/floor
- VIII. Condition

### H. Exterior Landing/stairs

- I. Location *(record on plan)*
- II. Height from ground \_\_\_\_\_
- III. dimensions *(record on plan)*
- IV. Rise / Run Rise \_\_\_\_\_ Run \_\_\_\_\_
- V. Material \_\_\_\_\_

### I. Roof

- I. Height of Soffit from ground \_\_\_\_\_
- II. Width of projection \_\_\_\_\_
- III. Fascia height \_\_\_\_\_
- IV. Roof Slope \_\_\_\_\_

### J. Exterior Materials

- I. Brick, stone, siding etc. \_\_\_\_\_
- II. Condition \_\_\_\_\_

## PART 3: Interior Building Information

### I. General Room Information *(record on plan)*

- I. Ceiling height \_\_\_\_\_
- II. Room dimensions
- III. Current floor/wall/ceiling materials \_\_\_\_\_
- IV. Current Lighting Layout
- V. Current location of Switches/phone/cable jacks

**PRE DESIGN INFORMATION SURVEY**

- VI. Dimension and location of Openings
- VII. Dimensions of Shelving/Millwork
- VIII. Location of appliances
- IX. Location of ductwork/bulkheads
- X. Location of Heat Grilles, return air, supply air
- XI. Current use \_\_\_\_\_

**J. Kitchen Information** (*record on plan*)

- I. Ceiling height \_\_\_\_\_
- II. Overall dimensions
- III. Layout
- IV. Current floor/wall/ceiling materials \_\_\_\_\_
- V. Current Lighting Layout
- VI. Current location of Switches/phone/cable jacks
- VII. Dimension and location of Openings
- VIII. Dimensions of Shelving/Millwork
- IX. Location and types of appliances \_\_\_\_\_
- X. Cabinet and counter materials and dimensions \_\_\_\_\_
- XI. Location of ductwork/bulkheads
- XII. Location of Heat Grilles, return air, supply air

**K. Bathroom Information**

- XIII. Ceiling height \_\_\_\_\_
- I. Overall dimensions
- II. Layout
- III. Current floor/wall/ceiling materials \_\_\_\_\_
- IV. Current Lighting Layout
- V. Current location of Switches/phone/cable jacks
- VI. Dimension and location of Openings
- VII. Dimensions of Shelving/Millwork
- VIII. Location and types of plumbing fixtures \_\_\_\_\_
- IX. Cabinet and counter materials and dimensions \_\_\_\_\_
- X. Location of ductwork/bulkheads

**L. Stairways (to second floor)**

**PRE DESIGN INFORMATION SURVEY**

- I. rise \_\_\_\_\_
- II. run \_\_\_\_\_
- III. height of landing \_\_\_\_\_
- IV. height of handrail \_\_\_\_\_
- V. number of risers \_\_\_\_\_
- VI. width \_\_\_\_\_
- VII. headroom at minimum point \_\_\_\_\_

**M. Stairways (to basement)**

- VIII. rise \_\_\_\_\_
- IX. run \_\_\_\_\_
- X. height of landing \_\_\_\_\_
- XI. height of handrail \_\_\_\_\_
- XII. number of risers \_\_\_\_\_
- XIII. width \_\_\_\_\_
- XIV. headroom at minimum point \_\_\_\_\_

**N. Interior Doors**

- VIII. Location
- IX. Height
- X. Width
- XI. Frame type
- XII. Door type
- XIII. Glazing
- XIV. Direction of swing

**PART 4: Services**

**O. Furnace**

- I. Location \_\_\_\_\_
- II. Size (See page 2)
- III. Type / specs (See page 2)

**P. Electric (record on plan)**

- I. Location of Panel
- II. Location of outlets

**Q. Water (record on plan)**

- A. Location of water heater
- B. Source (well, etc.) \_\_\_\_\_



## PRE DESIGN INFORMATION SURVEY

### R. Duct Work *(record on plan)*

- A. Location of ducts
- B. Location of vents

## PART 5: Structure

### A. Floor/ Ceiling joists

- I. Size \_\_\_\_\_
- II. Direction *(record on plan)*
- III. Spacing \_\_\_\_\_

### B. Beams *(record on plan)*

- I. Size
- II. Location
- III. Headroom

### C. Columns *(record on plan)*

- I. Size
- II. Location

### D. Walls *(record on plan)*

- I. Thickness
- II. Type (load bearing / non load bearing)
- III. Assembly

### E. Foundation

- I. Thickness \_\_\_\_\_
- II. Type (block/cast in place) \_\_\_\_\_

### F. Roof

- III. Slope \_\_\_\_\_
- IV. Trusses \_\_\_\_\_