

Reception Desk Design Checklist

1 of 2

Dealer

Project Ref

FUNCTION & FORM

1. How many receptionists will permanently operate the desk?

2. Will the desk require a DDA Recess for seated visitors?

3. Will there be any other storage requirement within the desk Please give details

4. What general shape is preferred

5. What size desk is required

FINISHES

1. Has the client indicated a preference for finishes required

Please specify if known:

2. Will the desk require a company logo or other corporate graphics visible on the front of the desk for an additional cost?

3. Will the desk require any lighting features?

Please specify if known:

BUDGET

Please give an indication of the budget set aside for the reception desk. NB. The more accurate you are now, the more chance of your initial design being accepted quickly and without significant and time-consuming alterations. Don't be embarrassed to ask, it always helps to have a rough idea.

LAYOUT

1. If an electronic copy/CAD version of the room layout is not available, please provide a basic room layout below showing critical room measurements. Where relevant, please show locations for features which might affect the desk such as the main entrance, doorways, waiting/seating areas, structural columns, staircases, radiators, windows etc.
2. On the layout, please show the required desk location, indicating its general shape and size. Please indicate the high and low areas plus DDA recess.
3. Please also provide basic information regarding access. This could have a crucial bearing on the design and installation of the desk. Single or double doors? Floor level? Will stair or lift access be required? (For a full list of access information please fill in a PRE-INSTALLATION CHECK LIST form)

LAYOUT PLAN