

Reception Desk Design Checklist

Dealer/ Specifier:

Project Reference:

FUNCTION

1. How many receptionists will permanently operate the desk?
2. Will the desk require a recessed knee-space for seated visitors? Yes No
3. Will the receptionist's monitor need to be 'hidden' behind/within a high level counter area? Yes No
If so please provide monitor height
Please note: dependant on the monitor size and desk style this may make the counter level too high or not practical.
4. Will there be any other storage requirement within the desk for filing, equipment etc? Please give details Yes No
5. Would a mobile pedestal be required? If so how many? Yes No
6. Will it require a gate and flap for staff to gain access? Yes No

FORM

7. What general shape is preferred Straight Curved Combination
8. What size desk is required
9. Has the client indicated a preference to a particular style or desk? If they have seen something else they like please provide images where possible Yes No
10. What type of plinth/kick plate is preferred? None Flush Recessed
11. Are glass shelf counters required? If so what type of supports? Yes No
12. If a client is unsure of a particular style, and the brief includes terms such as "Wow Factor" or "Statement Piece", please note down which elements they consider to be the most important.

FINISHES

13. Has the client indicated a preference to a real wood veneer finish, or a plain colour or wood effect laminate finish? Bear in mind that a veneer finish is more expensive

Real wood veneer Wood grain laminate Plain colour laminate

Please specify

14. Will the desk require a company logo or other corporate graphics visible on the front of the desk for an additional cost? Yes No

15. Will the desk require any lighting features? Illuminated glass counters Yes No

Plinth lighting Yes No

Backlit front panels Yes No

BUDGET

16. 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.

OTHER

17. Please give any other information that may help. Are there any other special features required? Perhaps specific to the company business?

18. What don't they like about their existing desk? Lack of space? Awkward when helping visitors? Lack of privacy, Obscured visibility? Uncomfortable? Recurring problems?

19. What would you do to make things more organised, or improved?

LAYOUT

- 20.** 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.
- 21.** On the layout, please show the required desk location, indicating its general shape and size. Is it curved, straight, or a combination? Please indicate the high and low level areas as required.
- 22.** 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

Please indicate high level or low level sections