

PROJECT PLANNING CHECKLISTS

TYPE

- New construction
- Renovation

ROOMS

- | | |
|---|--|
| <input type="checkbox"/> kitchen | <input type="checkbox"/> games room |
| <input type="checkbox"/> live-in-kitchen | <input type="checkbox"/> sun-room |
| <input type="checkbox"/> breakfast room | <input type="checkbox"/> solarium |
| <input type="checkbox"/> dining room | <input type="checkbox"/> green-house |
| <input type="checkbox"/> family room | <input type="checkbox"/> veranda |
| <input type="checkbox"/> great room | <input type="checkbox"/> porch |
| <input type="checkbox"/> drawing room | <input type="checkbox"/> foyer |
| <input type="checkbox"/> parlour | <input type="checkbox"/> entrance |
| <input type="checkbox"/> butler's pantry | <input type="checkbox"/> hallway |
| <input type="checkbox"/> walk-in pantry | <input type="checkbox"/> vestibule |
| <input type="checkbox"/> larder | <input type="checkbox"/> staircase |
| <input type="checkbox"/> pantry | <input type="checkbox"/> loft |
| <input type="checkbox"/> living room | <input type="checkbox"/> attic |
| <input type="checkbox"/> den/ recreation room | <input type="checkbox"/> basement |
| <input type="checkbox"/> kid's room | <input type="checkbox"/> cellar |
| <input type="checkbox"/> nursery | <input type="checkbox"/> wine-cellar |
| <input type="checkbox"/> master bedroom | <input type="checkbox"/> gym |
| <input type="checkbox"/> master en-suite | <input type="checkbox"/> fitness room |
| <input type="checkbox"/> bedroom | <input type="checkbox"/> laundry-room |
| <input type="checkbox"/> guest room | <input type="checkbox"/> utility room |
| <input type="checkbox"/> en-suite | <input type="checkbox"/> mechanical room |
| <input type="checkbox"/> bathroom | <input type="checkbox"/> boiler room |
| <input type="checkbox"/> walk-in closet | <input type="checkbox"/> furnace room |
| <input type="checkbox"/> closet | <input type="checkbox"/> spare room |
| <input type="checkbox"/> powder room | <input type="checkbox"/> mud-room |
| <input type="checkbox"/> library | <input type="checkbox"/> garage |
| <input type="checkbox"/> home-theatre | <input type="checkbox"/> other |
| <input type="checkbox"/> office | |
| <input type="checkbox"/> bar | |

SITE CONDITIONS¹

FOR ROOM _____	YES	NO
<input type="checkbox"/> HAS A SITE SURVEY/ MEASURE BEEN COMPLETED?	_____	_____
<input type="checkbox"/> finished floors	_____	_____
• are finished floors level?		
• what is floor thickness (if new)?	_____	
<input type="checkbox"/> finished walls	_____	_____
• are finished walls plumb?		
• studs	_____	_____
• plywood or drywall	wood Ply	metal Dry
<input type="checkbox"/> finished ceilings	_____	_____
• are finished ceilings level?		
• what is floor to ceiling height (finished or otherwise) ?	_____	
<input type="checkbox"/> finished openings (doors, windows already in place) please mark location and dimensions on plan/ elevation	_____	_____
<input type="checkbox"/> fire-place	_____	_____
▪ to be integrated in new design?	_____	_____
please mark location and dimensions on plan/ elevation		
<input type="checkbox"/> clear passage for furniture/ fixtures/ appliances	_____	_____
• site access constraints: doorways, stairs, elevator, corridor		
<input type="checkbox"/> bulk-head (soffit)	_____	_____
• locations (please mark location and dimensions on plan/ elevation)		
<input type="checkbox"/> vents/ registers)	_____	_____
• locations (please mark location and dimensions on plan/ elevation)		
<input type="checkbox"/> electrical outlets, switches, other similar	_____	_____
• locations (please mark location and dimensions on plan/ elevation)		
<input type="checkbox"/> plumbing		
• locations (please mark location of existing on plan/ elevation)		

¹ The work to be done and the design process will depend on the actual state of the space that will be renovated or finished; what is done and what not, what is to be kept and what is to be changed or improved.

CONTINUED FOR ROOM _____	YES	NO
<input type="checkbox"/> baseboard	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> wainscoting	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> chair rail	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> panelling	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> crown	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> door-casing	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> window-casing	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> valences	_____	_____
▪ to be integrated in new design?	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		
<input type="checkbox"/> cabinets/ built-ins	_____	_____
▪ to be integrated in new design?	_____	_____
please mark location of existing on plan/ elevation	_____	_____
▪ locations (please mark location of existing on plan/ elevation)		
▪ dimensions		

CONTINUED FOR ROOM _____

YES

NO

counters

- to be integrated in new design?

please mark location of existing on plan/ elevation

- locations (please mark location of existing on plan/ elevation):

- dimensions

HOW DOES ROOM RELATE TO OTHER SPACES?

HOW DOES ROOM RELATE TO OUTSIDE?

VIEWS/ SITE LINES

KITCHEN ANALYSIS / DESIGN INPUT

- 1- How long do you plan to stay in your home?
 - a. Are you building your dream kitchen?
 - b. Are you planning to resell or rent?
- 2- What do you like about your kitchen and would like to keep?
 - a. Sufficient storage?
 - b. Layout that works well?
 - c. Enough space for all your appliances?
- 3- What do you dislike about it?
 - a. Difficult to move around for more than one cook?
 - b. Difficult access to certain cupboards, corners?
 - c. Is it entirely dated?
- 4- Main reason for change: efficiency/ functionality or appearance/ aesthetics?
- 5- What would you like in your ideal kitchen?
- 6- How many people will use the kitchen and how many cooks are there?
- 7- Is primary cook left handed or right handed?
- 8- Is secondary cook left handed or right handed?
- 9- Are there children in the household? Child safety issues?
- 10- Are there pets in the household? Requirements?
- 11- What are the traffic patterns?
- 12- Do any of the dwellers have physical limitations?
- 13- Do any of the cooks have any specific dimensional requirements/ expectations?
- 14- What are the activities carried out in the kitchen? Is it a live-in or eat-in kitchen (for how many)? Doubles as laundry space?
- 15- Frequency of parties/ entertainment; average number of guests to accommodate.
- 16- Do caterers use the space?
- 17- What kind of cooking goes on in your kitchen?
 - a. Often and from scratch;
 - b. Heat up in the microwave oven;
 - c. Specialty cooking: kosher, ethnic, vegan, etc.
 - d. Lots of baking;
 - e. Cooking large quantities, etc.
- 18- How often do you shop for food and how much do you buy? What types of items? Where are they stored?
- 19- Do you can food or buy in bulk?
- 20- How many sets of dishes, pots and pans and silverware do you need to store?
- 21- Do you like to display special items?
- 22- How many cleaning products do you use and store in the kitchen?
- 23- What types of small appliances do you have? Will you need an appliance-garage for some of them?

Work centers in the kitchen -Space planning checklist-

1- cleanup center

- close to the table where the family eats
- far from second sink

- a) primary sink
- b) dishwasher
- c) waste bin
- d) trash compactor
- e) storage for cleaning materials
- f) storage for everyday dishes

2- cooking center(s)

- a) main cooking center: range and hood for exhaust
- b) cook top in island- with downdraft ventilation
- c) **baking center** with wall ovens, specialized storage and marble counters for rolling dough
- d) storage for cooking-baking utensils, pots and pans
- e) counter-space
- f) pot-filler
- g) microwave oven

3- food preparation center(s)

- close to cooking center
- far from primary sink
- out of the main traffic path

- a) second sink
- b) counter space around
- c) refrigerator drawer with fresh produce
- d) storage for utensils and small kitchen appliances

4- food storage center(s)

- outside the prep and cooking but easily accessible from the cooking center
- easily accessible for non-cooks without passing through prep and cooking

- a) refrigerator
- b) freezer
- c) pantry

5- snack center

- on the perimeter, outside the prep, cooking and cleanup
- easily accessible for kids

- a) beverage center
- b) freezer drawer
- c) microwave
- d) storage

6- planning center

- o outside the main work areas

- a) desk area with chair
- b) drawers for miscellaneous
- c) computer
- d) cook-books

7- eating areas

- o casual – barstool at the counter
- o table

Notes:

- o the number of work centers and the type of your appliances will depend on how you use your kitchen
- o store items at the point of first use

DESIGN INPUT

STYLE

- Contemporary
- Transitional
- Traditional
- Formal
- Other - please explain

INSPIRATION

- Pictures
- Magazine clippings
- Pinterest or other internet links

PRELIMINARY DRAWINGS AND SPECIFICATIONS

- drawings from architect/ interior designer
 - PDF (full package if available)
 - CAD (.dwg for AutoCAD)
- schedules
 - appliances
 - plumbing fixtures
 - lighting
 - flooring
 - materials and finishes
- leeway/ degree of freedom in adapting cabinetry footprint/ features of preliminary drawings

DIMENSIONAL REQUIREMENTS

- Floor to top of counter-top (personalised or standard 36")
- Base cabinet countertop thickness
- Island countertop thickness
- Island seating height
- Other - please explain

Cabinet options

- Neff standard
- Semi-custom
- Custom

Cabinetry style

- 1- Face
 - a. With face-frame
 - full overlay- the door covers the frame
 - standard overlay- door covers only the opening
 - b. Without face-frame (Euro-style)

- 2- Door and drawer faces - SEE DOOR STYLES
 - MOLDINGS
 - a. No molding
 - b. Shaker
 - c. With inset moulding
 - d. With applied moulding

 - PANELS
 - a. flat panel
 - b. raised panel
 - c. glass doors (with or without frame)
 - d. doors with wire mesh or decorative metal front
 - e. doors with fabric or other decorative materials
 - f. no doors (open shelves)
 - g. tambour doors (metal, wood, glass slats; vertical, horizontal)

Cabinet box species/ materials (affects the cost):

- solid wood
- veneer
- laminate
- plywood
- MDF (medium density fiberboard)
- particleboard
- Stainless steel

Cabinetry exterior finishes:

- veneered
- stained

- painted
- laminate

- A. Grain direction?
- B. Is grain matching required?
- C. Color(s)?
- D. Finish/ sheen?

Cabinet interiors

- Drawers
- Pullout shelves
- Inner drawers
- Deep drawers for pots/ pans/ lids/ dishes
- Drawers with peg-boards
- Drawers with accessories for
 - o Knives
 - o Utensils
 - o Spices
 - o Carved blocks for ustencils
 - o other - please specify
- Specialised storage for
 - o cookbook
 - o bottles
 - o wine
 - o food containers
 - o baking equipment/ utensils
 - o paper
 - o linens
 - o cleaning supplies
- Adjustable shelves
- Fixed shelves
- Garbage bin
- Recycle bin
- Spice pullout
- Cookie sheet storage
- Butcher block
- Pullout cutting board
- Pull-down shelf/ basket
- Small appliance garage
- Items for pets

Functional and decorative hardware:

- Magic Corner
- Lazy Susan
- full extension drawer slides
- hinges
- knobs
- pulls
- integrated finger pull (hardware free)
- TIP-ON (hardware free)
- Servo-drive

Specialty systems:

- moving
- sliding
- automated
- TV lift
- appliance lift
- coplanar doors
- pantry system
- dish storage
- other

Countertops

- laminate
- metal laminate
- ceramic or stone tiles
- concrete
- butcher block
- wood
- solid surface (Corian)
- quartz
- stainless steel
- glass
- stone:
 - soapstone
 - slate
 - marble
 - granite

Islands

- please provide details of expectations

APPLIANCES AND HOME ELECTRONICS FOR THE KITCHEN

BRAND AND MODEL NUMBER or SPECS

- Range
 - Gas
 - electric
 - induction
 - dual-fuel
- Cook-top
 - Gas
 - Electric
 - With coil and drip plate
 - Solid disks
 - halogen burners under glass cook-top
 - induction burners under glass cook-top
- Wok burner
- Vegetable steamer
- Deep fryer
- Counter mounted grill
- Ventillation
 - wall hood/ insert
 - island hood/ insert
 - downdraft
- Wall-oven
 - Gas
 - Electric
 - Conventional
 - Convection
 - Multi-mode
 - Steam
- Microwave oven
- Microwave drawer
- Warming drawer
- Cook sink
- Toaster oven
- Refrigerator (options: cold water dispenser, ice-maker)
- Freezer (option: ice-maker)
- Icemaker
- Wine cooler
- Fridge-drawers
- Extra refrigerator or freezer space
- URBAN CULTIVATOR (herb growing appliance/ indoor garden)
- Dishwasher
- Second dishwasher
- Dishwasher drawers
- Trash compactor
- Garbage disposal
- Food disposer (Garborator)

- Hot water dispenser
- Stand mixer
- Espresso machine
- Coffee maker
- Kettle
- Toaster
- Hand mixer
- Can opener
- Food processor
- Slow cooker or crock pot
- Sandwich press
- Blender
- Ice-cream machine
- Television
- Radio
- Computer

Note: appliances can be

- self-standing
- built-in
- integrated (preferable)

In each case specifications should be studied to determine necessary openings in the cabinetry.

Other home electronics

- Audio-visual
- Security
- Smart wiring
- Scent dispenser

PLUMBING FIXTURES
PLEASE PROVIDE BRAND AND MODEL NUMBER
(or SPECS if specs not available online)

- Sinks
 - Materials:
 - Custom stone slab
 - Stainless steel
 - Bronze
 - Cast iron with fired-on porcelain finish
 - Enamelled steel
 - Solid-surface
 - Fireclay (vitreous china)
 - Acrylic and fibreglass
 - resin
 - Styles:
 - Self rimming (drop-in)
 - Under mount
 - Farmer sink (apron sink)
 - integrated
- Faucets
 - Number of holes:
 - one hole
 - two hole / bridge
 - three holes
 - with side-spay
- Pot-fillers
- Cold water dispenser/ water filter
- Hot water dispenser/ water heater

FLOORING

- vinyl
 - sheet
 - tile
- tile
 - unglazed stone tiles
 - glazed ceramic tiles
 - porcelain mosaic tiles
- wood
 - solid wood planks
 - parquet squares
 - patterns (e.g. herringbone)
 - laminated wood
- concrete
- epoxy finish
- cork
- linoleum

LIGHTING

- task light- illumination of specific work areas
 - under-cabinet lighting (puck-light or strip-lights in light valence)
 - recessed or track lighting (spot-lights) around hood or sink
 - focused pendants or spotlights over island
 - banker's lamp or other opaque shade table lamps for desks or reading
- accent lighting- focused light draws attention to an object (art-work or other) or a space
 - puck-lights or rope-light inside a display cabinet
 - track lighting, spot-lights
 - recessed adjustable fixtures
 - picture lights
 - rope light for toe-kicks
- decorative lighting - shows off light, creates sparkle in the room but only creates the illusion of providing the room's illumination
 - chandelier
 - table-lamp
 - candle-stick or other type of wall-sconce
- ambient- soft, general illumination, **indirect** light (reflected from a surface); ambient light softens the lines on people's faces
 - cove/ valence lighting – installed in coves, above cabinets or behind trim
 - pot lights illuminating the walls
 - floor-light
 - up-light
 - indirect pendants (RLM fixture)- bounces light off a surface inside the fixture
 - wall-sconces with opaque shade -to bounce light off walls and ceiling

Light bulbs

(=lamps in the lingo of lighting professionals)

- incandescent
 - traditional
 - candle style, or other various shapes
 - halogen
 - mirror reflector lamps (MR16 and MR11)
 - PAR- parabolic aluminized reflector
- Fluorescent
 - Tubular (T)
 - Compact fluorescent (CFL)
- HID – high intensity discharge- for commercial settings and exterior use
- LED- light emitting diodes- great for art-work because they emit zero UV rays

To consider when lighting a space

- color of space – light coloured spaces need less light
- reflectance – highly polished surfaces reflect light like a mirror
- texture – you can show it off or smooth it with light
- mood – have sufficient ambient light and also create ambiance
- tone – balance lighting colors (warm incandescent >> cooler fluorescents)
- building code
- natural light – windows
- ceilings – regular, sloped or otherwise shaped
- objects that may obstruct the flow of light (e.g. pot racks)
- door swing - position of light switch

ARCHITECTURAL DETAILS

- baseboards
- wall treatments
 - wainscoting
 - plate rail
 - chair rails
 - panelling
 - applied mouldings (wall frames)
 - picture rails
- crowns
- doors
- arch-ways
- door-casings
- windows
 - fixed
 - double-hung
 - casement
 - sliding
 - awning
- window-casings
- shutters
- valences
- window seats
- fireplaces
- niches
- columns
- pilasters
- ceiling treatments
 - ceiling beams
 - coffered ceiling
 - plaster decoration
 - exposed ceiling joists
 - recesses, coves, domes
 - tin ceilings
- soffit (bulk-head)
- staircase details: posts, balusters, hand-rails

BATHROOM ANALYSIS

1. Are there enough bathrooms in the house for the people living there?
2. Are the bathrooms conveniently located?
3. Is the main family bathroom close to the bedrooms?
4. Can it be comfortably used by two people at the same time?
5. Is the bathroom a space for shower, bath and toilet only or for other activities (grooming) as well?
6. Are there traffic jams in or near the bathrooms?
7. Are there doors that swing into the traffic path?
8. Are there young children, elderly or persons with special needs living under the same roof? Do the bathrooms meet their needs?
9. Is the kid's bath child-safe? Do the kids like using them?
10. Is there adequate storage in all the bathrooms?
11. Is there enough space around the sink(s)?
12. Is there enough counter space?
13. Is the toilet visible through an open door?
14. Do you prefer a bath or a shower?
15. Do you need more than one sink?
16. Is the tub or shower big enough?
17. Do the fixtures need updating? Are there any leaks?
18. Are the fixtures water and energy efficient?
19. Is there good ventilation? Is there condensation? Are there signs of mildew?
20. Are there any moisture damaged finishes or any surfaces swollen or rotten?
21. Is there sufficient water pressure?
22. Do the pipes make a banging noise (water hammer)?
23. Do you experience problems with the drain (slowness, smells)?
24. Is there enough lighting?
25. Are there enough electric outlets (protected with ground-fault circuit interrupters – GFCIs)?
26. Are there places for towels and bathrobes close to shower/ tub?
27. What kind of items would you like to store in the bathroom?
28. Is the space made safer with grab-bars?
29. Which walls are load bearing? Will they need to be modified during the renovation?
30. Are walls sturdy and thick enough to accommodate new plumbing, grab- bars, windows, etc.?
31. Are exterior walls cold or drafty?
32. Are there any defects in the floor that may indicate structural problems?
33. What kind of budget do you have?
34. Do you possess any skills that would allow you to do some of the work yourself?
35. Is there any extra bathroom you can use while renovating your bathroom?

BATHROOM CHECKLIST

- WALLS- framing
- FLOORING
 - Hardwood
 - Laminate
 - Natural stone
 - Limestone
 - Marble
 - Slate
 - Travertine, etc.
 - Ceramic/ glass/ porcelain tile
 - Metal tiles
 - Concrete
 - Vinyl and linoleum
- WALL COVERING and wall treatments
 - Drywall, greenboard, cement board
 - Glass-block
 - Paint
 - Wall-paper
 - Ceramic tile
 - Natural stone tile / slab
 - Mirror
 - Wainscoting
 - Panelling
 - Solid surface material
- TUB/ SHOWER SURROUND
 - Ceramic, glass, porcelain tile
 - Natural stone tile / slab
- WINDOW and window treatment
- DOORS
 - Entrance door
 - Shower door
- SHOWER
 - Prefabricated
 - Custom enclosure
 - Shower/ bath
 - Wet room
- SHOWER ACCESSORIES
 - Bench
 - Shelves

PLUMBING FIXTURES

 Sink

- Vanity sink
 - Self-rimming (drop-in)
 - Under mount
 - Flush-mount
 - Integral
 - Vessel
 - Countertop
- Pedestal and console sink
- Wall-hung sink

Sink materials

- Stainless steel
- Enamelled cast iron
- fireclay
- Vitreous china
- Tempered glass
- Concrete
- Copper
- Stone
- Wood

 Sink faucet

 Toilet

- Two-piece
- One-piece
- With elongated bowl (+2")
- Elevated toilet (h 18" instead of 15")
- Gravity assisted toilet
- Pressure assisted toilet
- Dual flush toilet

 Bidet

 urinal

 Tub

 Built-in

- Under mount
- Drop-in
- Alcove
- Sunken
- Attached apron

 Free-standing

Tub materials

- fibreglass
- acrylic
- enamelled steel
- cast iron
- stone
- concrete
- wood

 Tub filler

 Shower system

 Pipes, vents

 STORAGE

- Vanity
- Medicine cabinet
- Linen closet
- Dressing table
- Island
- Cabinet(s)
 - Built-in

- Free-standing
 - Shelving
 - Niches
- COUNTERTOPS
 - Ceramic tile
 - Natural stone slabs
 - Marble
 - Granite
 - Soap-stone
 - Limestone, etc.
 - Plastic laminate
 - Solid-surface material
 - Wood
- LIGHTING
 - Ambient lighting
 - Task lighting
 - Accent lighting
 - Decorative lighting
- ELECTRICITY
 - Ground fault circuit interrupters
- HEATING/ COOLING/ VENTILATION
 - Radiators
 - Electric heaters
 - Towel warmers
 - Fireplaces
 - Floor warming systems
 - Heat lamp
 - Ventilation
- ACCESSORIES
 - Shower curtain and curtain rod
 - Robe hook
 - Grab bars
 - Towel bar
 - Towel ring
 - Toilet paper holder
 - Soap dish
 - Toothbrush holder
 - Tissue box holder
 - Toiletries basket
 - Mirror
- LUXURY ITEMS
 - Whirlpool or Air Jet Tub
 - Steam shower
 - Sauna
 - Shower jets
 - Towel warmer drawer
 - Telephone / TV / sound system
 - Lighted makeup mirror