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BRAND  
PASSION  
CUSTOM  
HONEST  
INSIGHT  
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IMAGE  
VISION  
**KDG**  
ENGAGE  
DESIGN  
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# KatzDesignGroup

Commercial Interior Architecture and Design

## Medical Programming Questionnaire starter

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff workspace:** please attach organizational chart

Quantity of private offices? \_\_\_\_\_ Current sizes? \_\_\_\_\_

Quantity of workstations? \_\_\_\_\_ Current sizes? \_\_\_\_\_

Quantity of open workspaces in the corridors? \_\_\_\_\_

Key personnel \_\_\_\_\_

### Equipment:

How many and what type of the following equipment do you have in your company?

If you have cut sheets of equipment, please provide, this will help our engineers with circuitry during CD's.

Printers	Refrigerator (need icemaker?)
Personal Printers + which offices/wkstns	Under-counter Refrigerator Ice machine?
Fax	Water Cooler
Copier- (need data line?)	Microwave
Stand alone computer	Coffee Machine
Server	Dishwasher
Computer Room (24-hour cooling?) - Add information down below	Binding Machine
AV equip	Stand Alone Shredder
Mail Machines	Typewriter (yes, some still use them)
Switchboard	TV/DVD player
Laser	Flat Screen TV- in any offices?
Autoclave	Vending Machines
Electro cautery	Scanner
Other	Other



**Storage:**

Quantity of Files: Note by number of drawers followed by length i.e. 5/36-5 high x 36" wide

Quantity of Storage Cabinets: Note by height \_\_\_\_\_

Do you need any special refrigeration? Freezer? \_\_\_\_\_

**Space Adjacencies:**

What key adjacencies are there within your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Computer Room:**

Do you need 24-hour cooling? \_\_\_\_\_

Who is your MIS/IT person (add phone #)? Will they be designing the computer room layout?

\_\_\_\_\_

Do you need a window into this room? Is a card reader required? \_\_\_\_\_

**Exam Rooms:**

How many exam rooms will you need? \_\_\_\_\_

Any Procedure rooms? \_\_\_\_\_

How many people will you want to sit in each? \_\_\_\_\_

Will you need a sink? \_\_\_\_\_ Computer \_\_\_\_\_ Keyboard? \_\_\_\_\_

Do you need a recessed projection screen? \_\_\_\_\_ TV? \_\_\_\_\_

Do you have existing furniture you will be taking? Dimensions? \_\_\_\_\_

Will you require special lighting? dimming? \_\_\_\_\_

Do you need power in the floor? \_\_\_\_\_ Where? \_\_\_\_\_

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## Reception:

Do you have a receptionist? How many? \_\_\_\_\_ Do you have multiple receptions? \_\_\_\_\_

## Mail/Copy/Equipment/Workrooms:

Do you have a room designated for your equipment? \_\_\_\_\_

Are supplies kept in one central location or within each doctor? How much space is required?

\_\_\_\_\_

Do you need a storage room or a junk room? How big? \_\_\_\_\_

## Furniture:

Will you be bringing your existing furniture? \_\_\_\_\_

Do you have a furniture standards program? \_\_\_\_\_

Do you have a relationship with a particular furniture dealer? \_\_\_\_\_

Do you have a budget set aside for artwork? \_\_\_\_\_

## Special Spaces:

Do you need a shower? \_\_\_\_\_

## Security:

Are there any security needs you will have? \_\_\_\_\_

## Acoustics:

Do you have any spaces needing special acoustic treatment? \_\_\_\_\_

## Lighting:

Do you have any spaces needing special lighting conditions? \_\_\_\_\_



**Branding:**

Do you like to update your logo/branding? \_\_\_\_\_

**What can we do to make you more successful?**

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**Are there any Colors, Finishes, or Styles that you like/dislike? Would you like me to visit any offices that you have been in that you liked? This is all about you... We want to deliver the most appropriate product that will suit your image.**

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