

CLIENT INFORMATION CHECKLIST

Proposed use:

- Family Size
- Occupation (s)
- Hobbies
- His Needs
- Her Needs
- Children's Needs

Property:

- Location
- Size
- Topography
- HOA

Primary & Secondary Disciplines:

- Civil Engineering
- Structural Engineering
- MP&E Engineering

Style of home:

- Old World
- Southwest / Pueblo / Santa Fe
- Ranch
- Craftsman
- Log
- Contemporary
- Western Contemporary Adaptation
- Organic
- Tuscan
- Italian Villa
- Colonial

- Arizona
- Symmetrical
- Non-symmetrical
- Radius

Square footage livable:

- Main living
- Guest living (attached)
- Guest living (detached)
- Accessory

Square footage non-livable (attached):

- Garage (s)
- Workshop
- RV storage

Type of construction:

- Wood Frame
- CMU
- Adobe
- Post & Beam

Levels (main living):

- Single Level
- Multiple Levels
- 1 Story
- 2 Story
- 3 Story
- Split-Level
- Tri-Level
- Basement
- View Deck (s)

Bedrooms (main living):

- Master Bed
- Bed #1

- Bed #2
- Bed #3
- Bed #4

Bathrooms (main living):

- Powder Room
- 1/2
- 3/4
- Full

Rooms (main living):

- Great Room
- Living Room
- Family Room
- Office
- Library
- Media Room
- Theater
- Den
- Game Room
- Bar
- Wine Room
- Formal Dining
- Laundry Room
- Hobby Room
- Exercise Room
- Foyer
- Vestibule

Fireplace (main living):

- Location (s)
- Size
- Type
- Mantel

- Hearth

Kitchen (main living):

- Refrigerator / Freezer
- Dishwasher
- Sink(s)
- Range Hood
- Range (gas / electric)
- Cook Top (gas / electric)
- Oven(s)
- Microwave
- Warming Drawer
- Center Island
- Breakfast Bar
- Breakfast Nook
- Pantry

Ceiling Details:

- Beams
- Soffits
- Arches
- Light Coves
- Vaults
- Domes
- Groin Vaults
- Crown
- Casing

Interior Finishes:

- Texture
- Venetian Plaster
- Stone
- Brick
- Cantera

- Kerfed
- Cased
- Built-Ins
- Niche
- Window
- Clerestory
- Door

Flooring:

- Tile
- Wood
- Carpet
- Vinyl
- Cork
- Bamboo
- Stained Concrete

Exterior Finishes:

- Stucco
- Brick
- Stone
- Siding
- Window
- Door
- Garage Door

Roof:

- Composition (shingle)
- One and Two Piece Concrete Tile
- Mud Set Clay Tile
- Metal

Patio (attached):

- Front
- Rear

- Side

Guest Quarters (attached):

- Size
- Kitchen
- Living
- Bed (s)
- Bath
- Accessibility

Guest House:

- Size
- Kitchen
- Living
- Bed (s)
- Bath

Outside Living:

- Pool
- Pool House
- Jacuzzi
- Spa
- Water Feature
- Cabana
- Ramada
- Pergola
- Arbor
- Fireplace

Accessory Structures:

- Garage
- RV Storage
- Workshop
- Storage