

# Office Preparation Sheet

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

## SOUNDPROOFING

Fill the walls? \_\_\_\_\_

Install sound-dampening drywall? \_\_\_\_\_

Extend office walls above dropped ceiling? \_\_\_\_\_

Insulate above walls? \_\_\_\_\_

Door replacement? \_\_\_\_\_

Insulate or weather-strip door jambs? \_\_\_\_\_

Door bottom sweeps? \_\_\_\_\_

Other: \_\_\_\_\_

## FLOOR TO CEILING (INCLUDE POTENTIAL VENDORS)

Carpets: \_\_\_\_\_

Wall color, painting: \_\_\_\_\_

Curtains, blinds: \_\_\_\_\_

Ceiling tiles replaced: \_\_\_\_\_

Lighting changes: \_\_\_\_\_

Signage in lobby, landings: \_\_\_\_\_

Signage at suite entry: \_\_\_\_\_

“In session / Available” door sliders \_\_\_\_\_

Other: \_\_\_\_\_

## FURNITURE CHECKLIST (INDICATE QUANTITIES AND VENDORS)

Desks: \_\_\_\_\_

Client chairs: \_\_\_\_\_

Waiting area chairs: \_\_\_\_\_

Clinician chairs: \_\_\_\_\_

Assistant's chair: \_\_\_\_\_

Bookshelves (heights, widths): \_\_\_\_\_

File cabinets (vertical/lateral, # drawers, color): \_\_\_\_\_

Desk lamps: \_\_\_\_\_

Floor lamps: \_\_\_\_\_

Coffee/side tables: \_\_\_\_\_

Storage unit: \_\_\_\_\_

Whiteboard/flipchart: \_\_\_\_\_

Other: \_\_\_\_\_

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## **ADDITIONAL FURNISHINGS**

Artwork: \_\_\_\_\_

Clocks: \_\_\_\_\_

Sound system: \_\_\_\_\_

White noise generator or fan: \_\_\_\_\_

Water cooler/service: \_\_\_\_\_

Magazines: \_\_\_\_\_

Pamphlet/display racks: \_\_\_\_\_

Other: \_\_\_\_\_

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## **STATIONERY (QUANTITIES AND DESIGNER/PRINTER/VENDOR)**

Logo design: \_\_\_\_\_

Electronic letterhead (for e-mail, etc): \_\_\_\_\_

Business cards: \_\_\_\_\_

Letterhead: \_\_\_\_\_

Brochures: \_\_\_\_\_

Other: \_\_\_\_\_

## **ELECTRONICS (BRAND/VENDOR)**

Computers: \_\_\_\_\_

Printer/fax/scanners: \_\_\_\_\_

Phone system: \_\_\_\_\_

# voicemail boxes? \_\_\_\_\_

with fax line? \_\_\_\_\_

Wireless broadband: \_\_\_\_\_

Calculators: \_\_\_\_\_

Point-of-sale terminal: \_\_\_\_\_

Other: \_\_\_\_\_

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