



# CHD Home Design Client Checklist

## Construction Information

### Name

First

Last

### Address

Address Line 1

Address Line 2

City

State

Zip Code

### Work Phone

### Home Phone

### Email

### Project Address

Address Line 1

Address Line 2

City

State

Zip Code

### Subdivision

### Legal Description

## INFORMATION TO BE PROVIDED BY THE OWNER PRIOR TO DESIGN

### Surveys and Reports

- A certified land and topographical survey of the site including: streets, alleys, rights of way, restrictions, easements, encroachments, zoning deed restrictions, boundaries and contours of the site at two foot increments (preferred), dimensions and complete data pertaining to existing buildings, trees, location of utilities including: electric, water, elevation of sewer invert and gas lines
- Soils engineer report
- Subdivision covenants and architectural guidelines including height restrictions and minimum size
- Any hazards in your area such as floods, land slides and fire danger

Front Setback

Rear Setback

Side Yard Setback

Utilities Information: Water

Utilities Information: Sewer

Utilities Information: Electricity

Utilities Information: Gas

## CONSTRUCTION INFORMATION AND GENERAL REQUIREMENTS

Budget

Contractor

Time Schedule: Design Phase

Time Schedule: Construction Phase

## Architectural Style

### PREFERRED ARCHITECTURAL STYLE OF YOUR HOME

A general statement about character and style

Would you like to keep the same style in the interior of your home?

Yes  No

Square Footage

Number of Floors

Basement

Partial  Walkout  None

Garage

2-car  3-car

### Preferred exterior materials including color or stain preference:

Walls

External Trim

**Roof**

**Walkways**

**Patios**

**Decks**

## Special Features

**Entry**

**Patio, decks**

**Skylights, windows, attached greenhouse**

**Exterior structures (gazebos, spas, etc.)**

**Include photos or sketches of your architectural style if possible**

### Heating Preference

- Boiler with radiant baseboard
- Boiler with mixed radiant and forced air
- Furnace with forced air
- Electric radiant ceilings
- Electric baseboards
- 

### Passive solar heating

- Direct gain
- Indirect gain: sunspace, green house
- Trombwall
- Destratification systems
- Mass floors
- Mass walls

**Please note any specific heating requirements and preferences in individual rooms:**

### Do you want...

- to allow for future installation of any combinations of these systems?
- an electronic air cleaner?
- air conditioning?

### Preferred location of children's, parents' and family areas:

**Does anyone in the family have allergies to any building materials or heat sources?**

Yes  No

**If yes, please explain:**

**Notes**

## About the Owners

### ABOUT THE OWNERS

#### Who will live here?

##### Family Member

Name and any notes

##### Special needs (including persons with disabilities)

##### Where does your family spend the most time together?

##### Where does your family eat the most meals?

##### Do you host large parties or events frequently?

##### How important are formal living areas to you?

##### If you had to reduce cost due to budget constraints, what area(s) would you be willing to sacrifice, reduce, or modify?

##### Notes

# Living Room

## LIVING ROOM

What do you like or dislike about your present LIVING ROOM?

Size

Relationship to other rooms

Orientation (compass and or view)

Formal or informal?

How will it be used?

## Describe preference and details of these features:

Fireplace

Skylights

Windows

Ceiling heights

Built-ins (bookshelves, etc.)

Special electrical (TV, ceiling fan, etc.)

How do you prefer to light the area (ambient, task, accent, etc.)?

Describe furniture or equipment that will be located in the room including style, color and size.

Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.).

**Notes**

**Living Room Ideas**

**Dining Room**

**DINING ROOM**

**What do you like or dislike about your present DINING ROOM?**

**Size (including maximum number of people to be seated at table)**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Formal or informal?**

**How will it be used?**

**Special Features**

**Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Do you want a storage area nearby for table leaves, large serving pieces, table linens, silver and or other equipment?**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Do you need a butler's pantry?**

Yes  No

**If so, describe the preference and details of these features:**

**Built-ins (wine rack, etc.)**

**Appliances (wine cooler, warming drawer, etc.)**

**Location**

**Lighting**

**Countertops**

**Flooring**

**Cabinets (wall, base, depth, etc.)**

**Notes**

**Dining Room Ideas**

**Kitchen**

**KITCHEN**

**What do you like or dislike about your present KITCHEN?**

**Size**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Will you eat most family meals here?**

Yes  No

**Do you want a breakfast counter with stools?**

Yes  No

**Which type or work area do you prefer?**

Island  Peninsula

**Describe the types of appliances you want and where they should be located**

**What material should the counters be (including height requirements)?**

**What material should the floors be?**

**Will your family use an outdoors eating area off the kitchen?**

Yes  No

**Do you want a walk-in pantry (size, location, etc.)?**

**Describe preference and details of these features:**



**Cabinets (appliance garage, etc.)**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**Fireplace**

**Cookbook display area**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Do you want a storage area nearby for table leaves, large serving pieces, table linens, silver and or other equipment?**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Kitchen Ideas**

## **Breakfast Nook**

### **BREAKFAST NOOK / HEARTH ROOM**

**What do you like or dislike about your present BREAKFAST NOOK / HEARTH ROOM?**

**Size**

**Relationship to other rooms**

**Orientation (compass and or view)**

### **Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**Cookbook display area**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Breakfast Nook Ideas**

**Family Room**

**FAMILY ROOM**

**What do you like or dislike about your present FAMILY ROOM?**

**Size**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Should the family room be open to the kitchen?**

Yes  No

**Will the family's main TV be located here?**

Yes  No

**Do you need a wet bar?**

Yes  No

**Where should the fireplace be located in relation to the TV?**

**Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**Cookbook display area**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

Family Room Ideas

## Home Office

### STUDY / DEN / HOME OFFICE

What do you like or dislike about your present STUDY / DEN / HOME OFFICE?

Size

Relationship to other rooms

Orientation (compass and or view)

Do you want more than one?

Yes  No

How will it be used?

### Describe preference and details of these features:

Fireplace

Skylights

Windows

Ceiling heights

Built-ins (bookshelves, etc.)

Special electrical (TV, ceiling fan, etc.)

How do you prefer to light the area (ambient, task, accent, etc.)?

Describe furniture or equipment that will be located in the room including style, color and size.

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Home Office Ideas**

**Master Bedroom**

**MASTER BEDROOM**

**What do you like or dislike about your present MASTER BEDROOM?**

**Size**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Should the master bedroom include a sitting area or retreat?**

Yes  No

**Do you want exterior patio or deck access – private or adjoining?**

**Which floor?**

First Floor  Second Floor

**Closet requirements (including number of closets)**

**Do you prefer closet access from the bath, bedroom, or dressing area?**

**Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Master Bedroom Ideas**

**Master Bedroom**

**MASTER BATHROOM**

**What do you like or dislike about your present MASTER BATHROOM?**

**Together or his and hers?**

Together  His and hers

**Size of each**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Preferred sink or counter layout**

**Vanity layout**

His and Hers  One long two-person vanity

**Tub style**

**Shower for one or two (in steam unit)?**

**Do you need a linen closet in the bathroom?**

Yes  No

**Do you prefer an enclosed toilet compartment (including bidet, separate "his and hers," etc.)**

**Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Special needs (grab bars, etc.)**

**Built-ins (sit-down vanity area, coffee area, medicine cabinets, etc.)**



**Do you need a seat?**

Yes  No

**Shower enclosure**

Glass block  Enclosure

**Special requirements for showerheads**

**Special electrical or wiring needs (inside cabinets, phone, TV, heat lamp, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**The standard height of a vanity and basin is 32 inches. Do you need it higher than standard?**

Yes  No

**Notes**

**Master Bathroom Ideas**

## Secondary Bedrooms

### SECONDARY BEDROOMS

**What do you like or dislike about your present SECONDARY BEDROOMS?**

**How many?**

**Preferred bath arrangement**

**Do you need an accessible bedroom that would be for persons with disabilities?**

Yes  No

**Preferred and acceptable closet arrangement**

**Size**

**Relationship to other rooms**

**Orientation (compass and or view)**

**Should the master bedroom include a sitting area or retreat?**

Yes  No

**Do you want exterior patio or deck access – private or adjoining?**

**Which floor?**

First Floor  Second Floor

**Closet requirements (including number of closets)**

**Do you prefer closet access from the bath, bedroom, or dressing area?**

**Describe preference and details of these features:**

**Fireplace**

**Skylights**

**Windows**

**Ceiling heights**

**Built-ins (bookshelves, etc.)**

**Special electrical (TV, ceiling fan, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe furniture or equipment that will be located in the room including style, color and size.**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Secondary Bedroom Ideas**

**Bathrooms**

**BATHROOMS**

Number of BATHROOMS and features to include in each (separate baths, Jack and Jill bath, private bath, handicap accessible, compartmentalize, etc.)

Size of each

Relationship to other rooms

Orientation (compass and or view)

Do you need a linen closet in the bathrooms?

Yes  No

Other than normal uses for bathroom (laundry area, sauna, etc.)

The standard height of a vanity and basin is 32 inches. Do you need it higher than standard?

Do you want glass blocks or tempered glass in the bath or shower stall?

Yes  No

Special requirements for shower head heights

Do you need any POWDER ROOMS?

Yes  No

Size of each

Relationship to other rooms

Preferred lighting (ambient, accent, task, etc.)

**Describe preference and details of these features:**

Special needs (grab bars, etc.)

Skylights

Windows

Ceiling heights

**Built-ins (sit-down vanity area, medicine cabinet, etc.)**

**Special electrical or wiring needs (inside cabinets, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Unusual storage needs in the bathroom, such as for exercise equipment**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Bathroom Ideas**

**Basement**

**BASEMENT**

**What do you like or dislike about your present BASEMENT?**

**Size**

**Describe preference and details of these features:**

**Fireplace**

**Windows**

**Ceiling heights**

**Built-ins (sit-down vanity area, medicine cabinet, etc.)**

**Special electrical or wiring needs (inside cabinets, etc.)**

**How do you prefer to light the area (ambient, task, accent, etc.)?**

**Describe materials and special finishes for walls, ceilings, floors, etc. (including niches for artwork, exposed beams, wood trim, etc.)**

**Notes**

**Basement Ideas**

**Garage**

**GARAGE**

**What do you like or dislike about your present GARAGE?**

**Size**

**Relationship to other rooms (separated or attached)**

**Orientation (compass and or view)**

## **Describe preference and details of these features:**

**Ceiling heights**

**Garage door heights**

**Number or type of garage doors (size, insulation, etc.)**

**Sport storage closet or workshop area**

**Heating requirements**

**How do you prefer to light the area?**

**Describe materials and special finishes for walls, ceilings, floors, etc.**

**Notes**

**Garage Ideas**

## **Additional Rooms**

## **ADDITIONAL ROOMS**

List types of additional rooms (hobby room, exercise room, media room, etc.) and include information similar to the preceding pages

Additional Room Ideas

### **Outdoor Spaces**

## **OUTDOOR SPACES**

What feeling do you want to create in your home's outside area?

What is most important to you about landscaping and outdoor living?

If you enjoy outdoor dining, what facilities do you want (covered barbecue area, serving counter, serving bar or pass-through from the kitchen, space for table and chairs, etc.)?

Do you want to provide a place for special outdoor furniture, hammocks, or porch swings?

**Do you want to provide areas for children’s play (sandbox, wading pool, playhouse, swing set, etc.)?**

**If it is important that they can be viewed from specific rooms, please explain which ones**

**Notes**

**Outdoor Space Ideas**

**SUBMIT**

Thank you for completing our Client Checklist. When you click SUBMIT, your input will be sent to us. A copy of your input will be also be emailed to you, with a link to add or change the information.