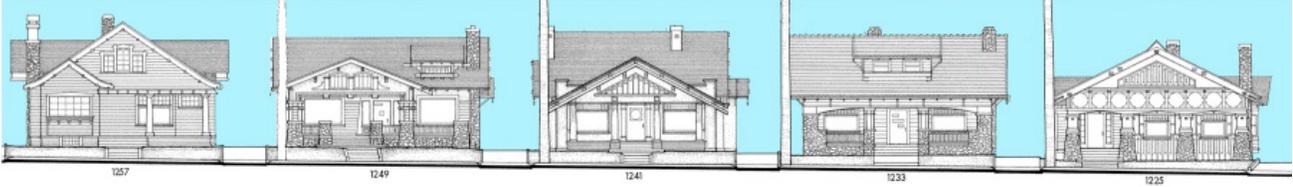


# BEFORE YOU BUILD:

## PROGRAM QUESTIONNAIRE



*“Our home is the place where we sketch our family portrait; the place for signaling the kind of family we are. We are beyond any shadow of doubt the loving family where peace and tranquility abounds. On top of that, we may be the kind of family which wallows in exquisite taste; or a ‘happening’ family swarming with fascinating interests and on the go. For this family portrait, we must have thingamajigs and paraphernalia...” — Rolf Jensen*

### General notes on personal lifestyle:

Profession/ Job/ Daily activities:

Describe your hours of work; weekends/ evenings...

Kids?

Animals?

Temporary or permanent relatives that live with you? In-laws? Kids home from college? Do you have family far away, and extended family visits?

Does anyone in the family have a disability? What type? Do you worry about accessibility in case of possible injury? Do you think you could stay in the house long enough, where issues of aging and mobility may need to be addressed?

How do you describe yourself (from 1-10, 10 being neat freak) in your need for order and cleanliness around the house? Are all surfaces clear, shoes in closet, beds made? Or is homework and mail piled on the table?

How do you describe yourself (from 1-10, 10 being formal) in your lifestyle and how you use your home  
- totally casual, no set place for any one activity to very formal, everything has it's place, time and order...

How much disruption in your life can you tolerate during the renovation/ additions to your home?

Hobbies/ activities... what do you do with time off?

### **Personality traits / quirks that affect how you use your space...**

(always multi-tasking—knitting/movies; cooking/language lessons; watching TV in bathroom; getting up early—don't want shower to wake up kids/ spouse; making midnight pancakes... whatever)

Night person/ morning person? Do you keep lights on a dimmer at full brightness or partially dimmed?

What lighting styles do you prefer—overhead, track, recessed, wall sconces, pendant, chandeliers? Which types of lighting fixtures do you dislike?

Do you have collections or artwork that require special placement, housing, lighting or protection from daylight?

Connection to outside world when at home—Do you like to watch birds and squirrels? Enjoy gardening?

Like to keep an eye on the neighborhood? Chat with the mailman...

Talk on phone with family and friends; IM or emails...watch the news...entertaining...kids' friends in/ out?

Other ways you use your home? Community meetings? Baby groups? Garden club? Holiday home tours?

## **Project Description and Major Goals**

Write a brief description of the project and the major goals you wish to achieve with this project.

Describe what do you like about your current home. What don't you like? What's missing? Do you want to change the space you have?

Do you have strong ideas / design preferences?

Do you want to build a new home? or add to or renovate your current home? Why?

Describe character of the house when complete, list new and remodeled spaces:

**List important spaces/ aspects/ details that describe both the essentials and hopes for the project:**

(After listing everything, prioritize your wish list from most important to least.)

## **Site Description**

### **Neighborhood:**

Include any site survey, zoning restrictions, setbacks, height restrictions, photos of neighboring houses...that you have or can readily obtain.

Confirm that you are not in a Historic District or near wetlands (from the Town Planner) and, if you are, gather all applications and hearing date information.

How would you describe your street?

Character of your neighbors on the right and left, in front and to the rear?

### **Front entry:**

How would you like to enter your house? Frontally? Through a porch? Side door?

Directly from car/ through garage? How do you want guests to enter, or perceive your front yard and entrance?

Is it formal? Casual? Two entries- “front door” and “friends entry?” Single entry?

### **Mud room/ Laundry:**

List the activities you will want to accommodate in the mud room/ laundry areas- separate or together?

(storage requirements, pedestrian flow through room, amenities- counter, cubbies, bench, coat hooks, and umbrella stand...?)

How do wet/ dirty clothes and boots come into house? Dried on line outside/ brought in to washer/ dryer/ garage/ on hook in bathroom..?

What floor do you prefer the washer and dryer be located on?

Do you wear street shoes in the house?

## **Kitchen:**

Do you like to cook? Who does the majority of cooking? Multiple cooks in kitchen?

Do you do large-scale food preparation? Do you do a lot of baking?

How often do you entertain? Large parties? How large? Do you like to seat everyone at the table, or do buffet style dinners?

Intimate get-togethers with friends and family? Formal or informal?

Do you celebrate holidays with guests at your house?

Storage requirements: How often do you shop? Do you do bulk item shopping? Do you have a service?

How do you prefer to store your food/equipment? In large pantry/ cabinet storage/ open shelves...

Do you like to display dishware, baskets, platters...on shelves/ counters? or have everything behind doors, in closets...?

Think about how you will be using areas of the room. Will you eat meals in the kitchen? What meals?

Do you prefer to eat at a table or counter/island? How many seats?

Do you have a morning routine that could be accommodated best in the kitchen? Relaxed, morning coffee and a newspaper? Hurried—encouraging kids to eat breakfast before school?

Do you often have flowers on the table?

Will you want a place to sit to read? Afternoon tea?

When and where in the kitchen will you hang out with friends or family?

When you entertain or have a party, how will the kitchen function? Food prep only/ caterer...messy, all food served in another room?

Kitchen used for bar/ ice/ refrigerator access, food elsewhere?

Or, general hangout with food and drinks in kitchen?

Will there be a desk or an office workspace?

Will you want a built-in sound system? Controlled from where?

### **Family room:**

List the activities you will want to accommodate in the family room? Games, talking, music, TV?

Think about how you might use different areas of the room. Where will you sit to read? Will you be eating in the family room?

Will you have a built in entertainment center/ bookshelves...Storage requirements? Sound system?

Will the family room ever serve as overflow sleeping space? How? Fold-out couch, sleeping bags for kids...

How much connection do you want between the family room and the backyard? Decks, bays, porches...

How much connection do you want between the family room and the kitchen?

Does this room have TV? Is TV a focus or background item?

Does this room have a fireplace? Is a fireplace a focus or background item? Type of fireplace?

Do you have artwork or collections that require special display area, or protection from direct light?

Will there be a desk or an office workspace? Project or game table?

### **Dining Room:**

List the activities you will want to accommodate in the dining room? Should it be a separate room?

How many people must be accommodated both normally, and in max situation with all extensions in table?

Round or rectangular table? Other furniture in space? Artwork?

Will you have built in bookshelves/ cabinets...Storage requirements? Sound system?

## **Living room:**

Formal/ informal?

List the activities you will want to accommodate in the living room? Adult quiet space, reading, talking, music, TV?

Think about how you might use different areas of the room. Where will you sit to read?

Will you have a built in entertainment center/ bookshelves...Storage requirements? Sound system?

Will the living room ever serve as overflow sleeping space? How? Fold-out couch, sleeping bags for kids...

How much connection do you want between the living room and the dining room or kitchen? Outside, decks, bays, porches...

Does this room have TV? Is TV a focus or background item?

Does this room have a fireplace? Is a fireplace a focus or background item? Type of fireplace?

Do you have artwork or collections that require special display area, or protection from direct light?

Will there be a desk or an office workspace?

### **Other First Floor Room(s) / Office:**

List the activities you will want to accommodate?

Do they need to be near other activities? Away from certain activities? Noise? Visibility?

Think about how you will be using areas of the room. Where will you sit to read? Will you want a lamp there?

Where will you want more ambient lighting? Will there be a desk or an office workspace that needs task lighting?

### **Guest Bedroom:**

Do you have/ need a separate guest bedroom?

Where would it ideally be located?

Describe the character of the guest bedroom (Large/ intimate/ formal/ hangout/ multipurpose/ sleeping room/ TV/ skylights...)

Will it serve another purpose when not being used as a guest room? Office/ Library/ Play room/ TV lounge?

What are your storage needs? (Bureau/ closet/ armoire)

### **Master Bedroom:**

Describe the character of the master bedroom/ sitting room areas (Large/ intimate/ formal/ hangout/ multipurpose/ sleeping room/ dressing room/ Sunday room/ lounge/ efficient/ bright and airy/ warm and cozy/ fireplace/ TV/ skylights/ open to master bath...)

How do you perceive dressing areas? Do you need a vanity in this area?

What are your storage needs? (Be specific/ list types and quantities)

Think about how you will be using areas of the room. Will you want a place to sit to read?

Will you be reading in bed? Will you want a lamp there?

Will you want ceiling light fixture(s), ambient lighting? Ceiling fan? Sound system?

Will there be a desk or a workspace in the room? Does it need separation?

## **Master Bathroom:**

How do you perceive the master bathroom- large/ small, luxurious/ functional, sunny and open/ secluded...?

What amenities are essential?

Double sinks

Single sink with extra counter

Vanity or freestanding sinks

Toilet

Separate toilet "stall"

Shower and tub combo

Shower—tile or fiberglass

Tub/ Air tub or Jacuzzi

Full-length mirror

Modesty windows? View from tub?

Shelf for special soaps, shells or candles?

Storage—towels, toilet paper, cleaning supplies...

Medicine cabinet—pre-manufactured in-wall unit with mirrors, or cabinet on wall?

Lighting—at mirrors for make up and dressing, mood lighting, night light, cleaning lights

**Bedrooms: total # \_\_\_\_\_**

Describe the character of the other bedrooms (Large/ intimate/ formal/ hangout/ multipurpose, guest/ sleeping room/ dressing room/ efficient/ bright and airy/ warm and cozy/ TV/ skylights...)

How do you perceive dressing areas? Do you need a vanity in this area? What are your storage needs? (Be specific/ list types and quantities)

**Bedroom # 1**

**Bedroom # 2**

**Bedroom # 3**

**Bedroom # 4**

**Family Bathrooms: total # \_\_\_\_\_**

How do you perceive the bathroom- large/ small, luxurious/ functional, sunny and open/ secluded...?

Will you have a powder room? Jack-and-Jill bathroom? Each bedroom with a bathroom?

What special amenities are desired? (Double sinks, mirror, separate toilet "stall", shower and tub...)

Storage—towels, toilet paper, cleaning supplies...

Medicine cabinet—pre-manufactured in-wall unit with mirrors, or cabinet on wall?

Lighting—at mirrors for make up and dressing, mood lighting, night light, cleaning lights

**Sunroom or screened porch:**

List the activities you will want to accommodate in the sunroom/ screened porch? Table for eating, soft furniture...?

How much connection do you want between the sunroom/ screened porch and the backyard?

How much connection do you want between the sunroom/ screened porch and the adjacent rooms?

Will you have built in bookshelves/ closets...Storage requirements?

## Outside

How do you imagine your ideal "yard"?

What type of structured areas would you like? Deck, brick terrace, trellises, gazebo...? Outdoor shower?

Would you like area for a vegetable /herb/ flower garden? Where? Amount of time spent gardening?

Will you want to park in a garage, or will you leave your car(s) in the driveway? Carport? How many cars? How close to the house is parking needed? Direct access into mudroom/ kitchen?

Where are bicycles kept during the day/ overnight/ in the rain? In winter? How many bikes?

Where do you store trash and recyclables? Inside and outside? Do you have trash pickup? How often?

How convenient must out of house trash storage be from house? Shed? Garage?

What is your system for recycling? Preferred number of bins? How often is recycling taken out or picked up?

**How do you use your back yard? List all activities you may want to accommodate-**

Entertaining/ reading/writing/ painting...

Weekend get-togethers—family/ neighbors/ friends

BBQ/ potlucks

Formal parties/ graduations/ showers/ weddings...

Sunbathing... level of privacy?

Playing with kids/ dog(s)

Football/ Volleyball/ Badminton

Putting green/ croquette/lawn games

Pool/ Tennis court

Other:

### **Other Preferences/ Comments:**

If you have a preference on these or other individual building details, note those here.

I like/ do not like modern designs.

I like/ do not like symmetrical plans.

I like/ do not like complex or irregular floor plans.

I like/ do not like complex or irregular rooflines.

I like/ do not like gambrel rooflines.

I like/ do not like hipped gable rooflines.

I like/ do not like steeply pitched rooflines.

I need/ do not need full basement in addition.

I like/ do not like level changes in plan (example, step down from kitchen to family room).

I like/ do not like changes in ceiling heights

I like/ do not like vaulted ceilings.

I like/ do not like skylights.

I like/ do not like lots of direct sunlight.

I like/ do not like sliding doors.

I like/ do not like pocket doors.

I like/ do not like natural/ stained wood.

I like...

I like...

### **Other preferences that might be helpful to know:**

How important is green design, sustainability and increased energy efficiency to you?

How much time and energy will you realistically spend on maintaining your home?

How much can you realistically afford to spend on construction?

How soon would you like to start construction? When would you like to be settled into your new space?

Are there rigid time restraints?

Will you be moving out during some or all of construction? When? How long?

### **Completing the programming questionnaire:**

Complete the questionnaire to the best of your ability prior to the programming meeting. We will go through each area, using your comments to discuss space goals and priorities. Plan on at least two hours to review program needs.

If you have any, photo clippings of designs you like, and one's you don't like (and why) plus any sketches or wish lists that you may have put together.

Don't feel you need to draw anything, however sketches you do provide will be reviewed for content rather than specific design solution.

### **Collect together for the programming meeting, if available, copies of:**

1. Site survey or plot plans — official survey or mortgage plan, whatever you may have
2. Floor plans — plans from real estate company (used to show buyers), owner generated, by hand or computer
3. Photos of house —overall exterior and interior

Don't worry if you don't have any of these, it just helps to get things going quicker. (It could save you money... for example, if plans already exist on file at town hall.)