

Room Description

The planning committee members work in small groups to develop a detailed room description for each room in each program area to insure that critical elements are included in a variety of categories.

Program Area

Room Name

**# Of Persons
Using Room**

Room Size

Location

Function

Furniture/Fixtures/Equipment

Qty.	Qty.	Qty.
<ul style="list-style-type: none"> ▪ ▪ ▪ Teacher chair ▪ Student desk [flat top desk/chair unit] ▪ Floor podium ▪ Guest chair 	<ul style="list-style-type: none"> ▪ Bookcase ▪ File cabinet ▪ Mobile storage cabinet ▪ Table [36"x72"] ▪ Base cabinet w/counter, open shelving above 	<ul style="list-style-type: none"> ▪ Marker board [front & back walls] ▪ Wall clock ▪ Printer/scanner copier ▪ Overhead projector ▪ Computer workstation – student [includes table, task chair & computer] ▪ Projection surface/TV for computer images & video
		Max LF

Note: LF = linear feet

Creating Connections: The CEFPI Guide for Educational Facility Planning
Chapter 5: Writing Educational Specifications
Room Description Worksheet

Program Area

Room Name

Building Systems

Plumbing

Mechanical

Electrical

Qty.

Building Elements

Windows

Other

Doors

Notes