

St Paul's United Methodist Church
2010 Program Statement and Space Analysis

Reference:

Room Name:

Size:

Committee:

Purpose and Type of Activity:

Number and Type of Occupants:

Location Relationships:

Visual Relationships:

Special Finishes and Needs:

Multiple Use Availability

Mechanical and Electrical

Furniture and Equipment

Other

St. Paul's United Methodist Church
2004 Program Statement and Space Analysis

INSTRUCTION SHEET

Reference:

Room number to be used on the space analysis drawings. (This will come later).

Room Name:

Name to appear on the space analysis drawings

Size:

Can be exact or subjective.

Committee/Staff:

What is the name of committee or staff person that identifies this need? What is the area of responsibilities? (Worship, Education, Day School, Administration, etc.)

Purpose and Type of Activity

What happens in this space and what is needed for accomplishment?

Will the space be used for worship, fellowship, study, recreation, etc.?

Number and Type of Occupants

Will they be students, visitors, staff, etc.? What are student ages and is there any other useful information?

Location Relationships

How is the space to be accessed? Does it need natural light or natural ventilation?

Does the space depend on adjacent functions such as reception, kitchen etc.?

Visual Relationships

Do occupants need to see what is happening outside of the space or/and should the entrance to this space be visible from other spaces? What effect should this space have on the occupants such as being colorful, light and airy, private, inviting, subdued, active, quieting etc.?

Special Finishes and Needs

What should wall, floor and ceiling finishes be? Is storage required?

Are there any other needs special to this space?

Multiple Use Availability

How often will this space be used? How will it be scheduled? Is it compatible with other space functions such as Day School and Christian Education? What would need to be done to make the space usable for other functions?

Mechanical and Electrical

Are there special needs for heating, cooling or ventilating the space?

Will special lighting be needed? Will there be a need for a kitchen or rest rooms within the space?

Furniture and Equipment

What kind of fixed and movable furniture and equipment will be placed in the room?

Examples are lounge chairs, folding tables, piano, band instruments etc.

Other

What else should be considered for this space to meet program needs?

For additional space to describe requirements please use the back of this page.