DEPARTMENT:

ACCOMMODATION PLANNING SHEET

sheet no. of

NAME	SPACE NEEDS								WORK STN REQUIREMENTS									RELATED STORAGE									EQUIPMENT					SERVICES										Remarks see over
						Visitor			Desk				Filing		Shelves			Shelves Open		Shelves Enclosed												Power			Lighting			Data			Cmnctns		
	Visual Privacy	Acoustic Privacy	Lockable	Keying	Work Station	At desk No. off	Low seating No. off	Conf. Table	Dimensions	LH/Rtn RH/Rtn	Ped(mob)No. off	Lockable	Suspsn File in Ped	Filing Cabinet	Open	Enclosed	Lock	Run	Depth	Run	Depth	Lock	Computer Trolley	Bookcase	Stationary Unit	Cloak cupboard	Photo Copier (local)	Photo Copier (gen.)	Collator	Clock	Waste paper bin	Single GPO	Double GPO	Special	Task	General	Special	Uni Net	Local Net	Other	Stnd Handset	Other	

Appendix 'A'

REMARKS: