



XYBIX FLOORPLAN & RENDERINGS REVIEW WORKSHEET

Project Name:

2D Floorplans: Review the Space and Layout			
Category	Details	Checked?	Notes
Dimensions	Recheck the dimensions of the space, especially if it's a new build and plans aren't final.		
Number of consoles	Confirm the number of consoles ordered. A miscommunication or a rapidly growing organization may mean that you need to change the number.		
Room features & obstructions	Ensure that all obstructions and features in the space—columns, raised floors, ramps, ceiling height, fire panels, electrical panels—are included and accommodated in the layout.		
Panels	Confirm the inclusion of any panels or plexiglass for privacy, managing acoustics and/or physical distancing.		
Electrical	Check that a power source is accessible to all equipment.		
Clearance	For ADA compliance, ensure that the floorplan leaves 3' of clearance around alarm boxes, electrical boxes and doors; and confirm that walkways are 3' wide.		
Windows	Consider whether natural light from any windows will cause glare on screens.		
Sightlines	If the space includes video screens, ensure line of sight from all consoles.		
Accessories	Make sure all the storage cabinets, lockers, tables for meetings and visitors, bookshelves and the like that you requested are included in the layout.		
Room for growth/phased projects	If your organization is growing or the project will be phased in over several years as funds become available, you might work with your designer on plans for the big picture. You can then review the initial project with the full future state in mind.		



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Project Name:

3D Renderings: Check the Consoles and Colors			
Category	Details	Checked?	Notes
Console shape	Confirm the shape of each console throughout the layout. Your layout may include a combination of curved and straight consoles, depending on your needs.		
Space to stand	Think about how people in your area work—sitting sprawled out, standing still, pacing about—and how much space they may need beyond the 3' of required walkway space.		
Monitor management	Make sure the rendering includes a typical number of monitors, typical monitor sizes and an easy way to adjust those monitors as necessary. Remember, monitors are <i>not</i> getting smaller over time.		
Desktop space	Make a list of what needs to be on each desktop and ensure that you'll have space. This may include phones, radio, keyboard, mousepad, notepads, etc. Check with IT to see if they anticipate changes in the space you need for technology.		
Computers	Consult IT to ensure that computers are stored according to specifications, such as hanging or in a cabinet with a fan.		
Accessories	Confirm that any requested lighting, climate controls, cupholders, shelving and the like are shown/listed for the consoles.		
Colors	See how the console colors and finishes work with the panels, walls and carpet in the room. In general, you will want to select neutral colors that will stand the test of time.*		



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Project Name:

Virtual Walkthrough: Analyze Workflow			
Category	Details	Checked?	Notes
Traffic flow	Enter the space and take a look around. Are the busiest people—who might benefit from quiet—away from the noisy entrance or on the path to the restroom? Is it easy to travel from one desk or department to the next? Are shared resources such as a breakroom or files centrally located?		
Workflow & communication	Does the layout reflect your workflow, whether it's linear or centralized? Imagine how people will communicate with each other, and if the consoles are in the appropriate places to facilitate that. For example, placing a supervisor in the center can help her or him keep tabs on the department and assist as needed.		
Overall vibe	As you "walk" through the space, be sure to stop, look and listen. Does it feel welcoming, modern, fresh and open? Or dim and crowded? Would you be comfortable coming to work, hanging up your coat, grabbing that first cup of coffee and settling in? Are the colors suited to the space and your job? Do the consoles provide everything you need and more to stay healthy, alert and productive?		

*To accurately review color, ask for samples from all vendors. The color you see on a screen is impacted by many factors, including calibration, monitor settings and lighting in the room.



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