

Name of Project: _____

(Please include a drawing of your Maker Space. See guidelines at the end of this questionnaire.)

Maker Space will be used by...

- K-12 Grade Levels: _____
- College
- Public
- Other: _____

What is the maximum anticipated occupancy at any time? _____

Budget available for your project? \$ _____

The issue of budget can be sensitive. We respect your decision to disclose or not to disclose the budget that you have available for your project. Please be assured that mediatechnologies has product lines to fit any budget/any taste. The disclosure of your available budget will help us to provide you with the most accurate layout and quote for your project.

Please help us understand how you plan to use your space...

1. Is mobility and the ability to reconfigure your space(s) important? Yes No
2. Are there architectural attributes (bulkhead, lighting fixtures, floor design), not shown in your drawing, that will influence the design or arrangement of your furniture?
 No Yes, describe briefly below

3. Are you planning one space or multiple spaces in your facility?
 One Space Multiple How many? _____

4. What types of activities are you planning for your space(s)

5. Will the activities in your spaces require any of the following?...
 - Technology (3D printer, laser cutter, vinyl cutter, high-end software, A?V equipment, etc.)
 - Crafting and/or art space (silk screening, sewing, painting, sculpting, scrapbooking, etc.)
 - Shop equipment or equipment that could be potetially loud
 - STEM kits or collaborative projects
 - Items that will need to be checked-out (from locked storage) such as multimeters, telescopes, cooking items, etc
 - preparation for cooking classes or other training classes?

6. Does your drawing indicate any of your mechanical or electrical needs, such as...

- | | |
|---|---|
| <input type="checkbox"/> Existing Storage/Furniture | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Sink/Plumbing | <input type="checkbox"/> Electrical Wall Outlets |
| <input type="checkbox"/> Electrical Floor Boxes | <input type="checkbox"/> Ceiling-Mounted Electrical Boxes |
| <input type="checkbox"/> Light Source(s) | |

7. Is space for the staff required?

- No Yes, describe briefly below

8. What types of furnishings are required for the staff space?

- Desk Storage Instructional Space Table

9. What are your Display and A/V requirements?:

- Slatwall Magnetic Board Writing Surface (Chalk/whiteboard)
 Display Case(s) Large Monitor Projection Screen

10. Tables and Worksurfaces

- | | |
|---|---|
| <input type="checkbox"/> Heights 29/36/42:_____ | Surface Selections |
| <input type="checkbox"/> Flip-Top:_____ | <input type="checkbox"/> Lab Top |
| <input type="checkbox"/> Mobile:_____ | <input type="checkbox"/> Butcher Block |
| <input type="checkbox"/> Counters: _____ | <input type="checkbox"/> Reclaimed Wood Look |
| <input type="checkbox"/> Storage Base: _____ | <input type="checkbox"/> Work Surface shapes: _____ |
| <input type="checkbox"/> Open Base:_____ | |

11. Seating

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Chairs:_____ | Material Selections |
| <input type="checkbox"/> Stools:_____ | <input type="checkbox"/> Laminate Shell |
| <input type="checkbox"/> Mobile:_____ | <input type="checkbox"/> Plastic |
| <input type="checkbox"/> Task:_____ | |

12. Computers:

Indicate on drawing where the power and data are located. Also indicate whether ceiling, floor or wall power entry points.

Do you plan for a dedicated computer area? If so, How many computers will there be? _____

- Desktop Laptop Tablet
 BYOD (Bring Your Own Device), describe interface : _____

Please make sure power and data sources/outlets are indicated on your drawing.

Is the room wired...

- Single circuit Multicircuit

Do you want the computers to plug into...

- The building The furniture

Used at...

- Tables other furniture: _____

Is it important for the teacher/class leader to see most of the monitors from a teacher desk?

- Yes No

Special Computer/Equipment needs/comments?

13. What are your Storage_

- Mobile
- Stationary
- Track-Mount
- Fixed Installation
- Lockable
- Tote Storage
- Powered
- Special: _____

14. Is there anything else that we need to know?

Maker Space Drawing Guidelines

A drawing of your existing or proposed maker space will be a great help. While an electronic CAD file is ideal, even a simple sketch will help to answer many questions.

Please include:

- As many dimensions as you can
- Wall, Door and window locations including window heights and whether doors swing in or out
- Columns pilasters or other similar architectural elements
- Labels for special areas (paint area, woodworking area, children's area, etc.)
- Conditions that would affect furniture placement such as electrical and data outlets, light switches, thermostats, fire alarms/fire extinguisher cabinets, etc.
- Any special conditions or traffic pattern requirements that wouldn't be obvious from the floorplan.