• Personnel management
• Accounting system
• Office procedures

A. Physical Plant

• Attractive, well-designed office illustrating architect’s personal design philosophy

Functional Requirements:

1. Administration
   o Entry, reception, waiting space
   o Principal’s office and conference space
   o Management, secretarial, stenographic, bookkeeping and filing spaces
2. Production
   o Private spaces for engineers, project supervisors, writers, estimators, etc.
   o Library
   o Product or material display and consultation spaces
   o General drafting spaces
   o Contractor’s take-off space
   o Reproduction and model-making space
3. Storage
   o Vault space
   o Dead storage space
4. Service
   o Staff lounge space
   o Toilet Space
   o Janitor’s space

Area requirement – 140 sq. Ft./ person

Analysis by function

<table>
<thead>
<tr>
<th>Function</th>
<th>Area/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>70 sq.ft.</td>
</tr>
<tr>
<td>Production</td>
<td>40 sq.ft.</td>
</tr>
<tr>
<td>Storage</td>
<td>20 sq.ft.</td>
</tr>
<tr>
<td>Service</td>
<td>10 sq.ft.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>140 sq.ft.</td>
</tr>
</tbody>
</table>