

- Personnel management
- Accounting system
- Office procedures

A. Physical Plant

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

Functional Requirements:

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

Area requirement – 140 sq. Ft./ person

Analysis by function

Function	Area/Person
Administration	70 sq.ft.
Production	40 sq.ft.
Storage	20 sq.ft.
Service	10 sq.ft.
TOTAL	140 sq.ft.