

CCN SPEC CHECKLIST

The bespoke process at CCN involves a conversation with you regarding the requirements for a project. To help prepare for such an interface, we've developed the following checklist. note: Room plans, elevations, and furniture elevation drawings are also extremely useful for us to accurately respond to your inquiry.

1) type(s) of application(s)

- private office _____
- admin. workstation _____
- reception station _____
- conference _____
 - how many individuals should the table seat? _____
 - what is the width of the specified chair? _____
 - video/data/electrical requirements? _____
- other application _____

2) select a CCN platform

- AERO _____
- SITE _____
- POCHE' _____
- CHARISMA _____
- BARRINGTON _____
- FOUNDATION _____
- TOCOTTA _____
- JANE _____

- CROFTON _____
- I like it just the way it is
- I like it but want to modify it
- I'd like to combine features from more than one platform _____
- I have some special requirements _____

or, select the following items:

- edge _____
 - pulls _____
 - wood specie/finish _____
 - accent or contrast specie/finish _____
 - other finish(es) – metal components (legs, inlays) painted surface(s) whiteboard(s) tackable surface(s) _____
-
- other finishes – stone Corian glass p. lam. _____
 - ergonomics – sit/stand adj. surface keyboard tray provisions for adj. monitor arm(s) _____
 - lighting
 - under cabinet fluorescent _____
 - under cabinet LED _____
 - accent lamp _____
 - podium mount gooseneck _____

3) specify the storage requirements:

- none _____
- box drawer(s) – qty _____
- filing: total filing inches reqd, letter or legal _____

- general storage below worksurface level, behind doors _____
- general storage doors above worksurface level, behind doors _____
- coat storage – short (jackets, etc.) tall (raincoats, etc) _____
- open shelving above worksurface _____
- paper sorting _____
- concealed/secure processor storage _____
- special storage requirements _____

4) site conditions

- angled or curved walls? (if so, should furniture respond?) _____
- columns? _____
- architectural millwork (match to?) _____
- term of lease (should this be “built-in” or movable) _____
- access: size of passageways leading from loading dock _____
- size of elevator _____
- height and width of smallest doorway _____

5) special conditions

- is FSC certification a requirement? _____