

***W**hat type and size of building does our company need to accommodate our future plans for growth?*

Robertson 





STEP 3. Special Needs

For the **departments and/or work areas** you've named on the previous page, list those that have special needs, such as:

- Cranes
- Loading docks
- Computer wiring
- Fiber optics

- Extra wide column-free areas – including hallways
- Humidity and/or temperature controls
- Special electrical and/or plumbing requirements
- Accommodations for physically challenged personnel

Name of Department
or Work Area:

Description of
Special Needs:

STEP 4. Common Areas

Determine approximately how many square feet or meters you have now, what is needed now, and needed in five years for the **common areas**, such as your reception area, lunch and/or break rooms, restrooms,

meeting and/or conference rooms, training areas, etc. Once again, don't overlook storage spaces for each of these areas. Also specify parking spaces required, including handicapped.

Name of Department
or Work Area:

Sq. ft./meters have NOW	Sq. ft./meters needed NOW	Sq. ft./meters needed in 5 YEARS
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Totals

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STEP 5. Climatic Considerations

Depending on the location of the building you're planning and the climate conditions in the area, it may be advisable for you to consider reinforced construction if heavy snows and/or high winds are often experienced.

Special or extra insulation may also be something you will want to consider so that you provide employee comfort and realize cost-saving energy efficiencies during all seasons.

STEP 6. Insurance

Include the representative from the firm that provides property insurance for your company during the planning phase. This person can provide excellent

advice on sprinkler systems, alarms and security monitors as a means for reducing your company's insurance premiums.

STEP 7. Types of Buildings

After you've decided your building's basic needs, begin considering the type of building that will best suit these needs. There are three basic types of buildings that are

used most often for commercial structures. Some of the advantages and disadvantages of each are listed here:

TYPE OF BUILDING	ADVANTAGES	DISADVANTAGES
Pre-cast concrete building	<ul style="list-style-type: none"> • Economical to build 	<ul style="list-style-type: none"> • Higher maintenance costs • Tilt-up walls require costly foundation work • Walls and roof are more susceptible to cracking • Low resistance to heat transfer results in higher energy costs
Masonry building	<ul style="list-style-type: none"> • Fire resistant properties • Better aesthetic qualities than concrete buildings 	<ul style="list-style-type: none"> • Higher cost to build resulting from hand labor • Same high maintenance costs as pre-cast • Same low resistance to heat transfer as pre-cast results in higher energy costs
Engineered Building System	<ul style="list-style-type: none"> • Economical to build • Greater design flexibility • Occupancy occurs sooner • Accommodates future expansion more easily 	<ul style="list-style-type: none"> • Requires a builder who is proficient in engineered steel building construction



STEP 8. Budget

Approximately, how much do you plan to budget for your new building?

To answer this, we encourage you to meet with your company's accountant or a trusted financial consultant who can help you determine how much your company can spend and who can also direct you toward financial assistance if it's needed.

If you haven't had an opportunity to review Robertson's planning book, entitled *How can we justify*

the cost of building our own building and When should we begin building?, we urge you to do that before this planning step. The purpose of the booklet is twofold:

- To help you determine if your company can justify the cost of owning its own building;
- To help you decide when it's the right time for your company to begin owning and stop leasing your building. *To obtain a copy of this booklet, please call Robertson toll-free at 1-800-387-5335.*

STEP 9. Dates

Set the following dates:

Selection of a design source: Date: _____

Start of construction: Date: _____

Selection of contractor: Date: _____

Desired move-in date: Date: _____

STEP 10. Look and Feel

Determine the look and feel, in general terms, of your building when it is finished.

Exterior: _____

Interior: _____

STEP 11. Exterior Finishing

Determine how you see the exterior surfaces of the building being finished. Once again, be sure to consider your local climate. In areas of high winds

and/or heavy snows, you'll want reinforced construction:

- Metal panel
- Type of metal panel that looks like masonry
- Masonry and other construction materials
- Metal roofing
- Conventional roofing

Other custom finishing: _____

STEP 12. Ceiling Height

Determine the approximate height of your new building's ceiling – one that will accommodate current and future needs:

Interior ceiling height = _____

Draw Your Plan

Using the five planning grids that appear on pages 8, 9 and 10

1. If you're planning an expansion of your current structure, please sketch out how it will connect to your existing building.

2. Draw your floor plan, even if it's only an idea in your mind at this time. Include locations and sizes of work areas (including storage areas and rest rooms) wherever possible.

3. Draw each of the four sides of the building, showing length and height. Please include the location of doors, windows, and loading docks.

4. Identify the scale used in each of your sketches. (For example, 1/2 square = 1 ft. or 1 square = 1 meter, etc.)



Floor Plan Scale: _____ = 1 ft./meter

Side A of Building Scale: _____ =1 ft./meter

Side B of Building Scale: _____ =1 ft./meter

Side C of Building Scale: _____ = 1 ft./meter

Side D of Building Scale: _____ = 1 ft./meter

Please take a few minutes more to answer these questions

1. Have you checked into possible zoning restrictions?

- Yes
- No

2. Has a building permit been obtained?

- Yes
- No

3. If you answered "YES" to Question #2, does the building permit indicate required design values?

- Yes
- No

If "YES," what are the values?

Wind load(s): _____

Snow load(s): _____

Other: _____

4. Does the construction site have any unusual soil conditions?

- Yes
- No

If "YES," please explain:

5. Have you arranged for soil testing to determine if the load-bearing capacity of the soil?

- Yes
- No

6. What source (or sources) will be used to heat your building?

- Natural gas
- Electricity
- Propane
- Heating oil
- Heat pump
- Solar

7. What surface will be used for the parking lot?

- Asphalt
- Concrete
- Gravel

IMPORTANT:

If you have questions about any of the steps, a Robertson Builder is ready to assist you.

If you would like Robertson Building Systems to help you find an authorized Builder in your area, please call Robertson toll-free at 1-800-387-5335.

Thank you.

Robertson 

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