

# SCHEDULE OF REQUIREMENTS

## **BUILDING CHECKLIST FOR COMMERCIAL PROPERTIES**

Regionale ontwikkelingsmaatschappij  
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**A. SITE**

1. Dimensions	length width	m. m.	
2. Part of the plot to be built on		m <sup>2</sup>	
3. Car park/parking spaces			
4. Outside storage on site		m <sup>2</sup>	
5. Green area		m <sup>2</sup>	
6. Future expansion		m <sup>2</sup>	
7. Entrances public road			
8. Fencing		m.	
9. Entrance gates			
10. Road gullies			
11. Site lighting			
12. Cone penetrometer tests			
13. Miscellaneous items			

**B. BUSINESS SPACE / WORKSHOP**

1. Dimensions	length width	m. m.	
2. Minimum clear height		m.	
3. Floor load		kg/m <sup>2</sup>	
4. crane track		T on	
5. Work stations			
6. Windows in exterior wall		m <sup>2</sup>	
7. Elongated roof lighting		m <sup>2</sup>	
8. Overhead doors			
9. Pass doors and escape doors			
10. Drop panelling			
11. Water discharge gutters/wells			
12. fire-extinguishing equipment			
13. Lighting		lux	
14. Heating		°C	
15. Fire compartmentalisation			
16. Miscellaneous items			

### C. WAREHOUSE

1.	Dimensions	length	m.	
		width	m.	
2.	Minimum clear height		m.	
3.	Floor load		kg/m <sup>2</sup>	
4.	Floor smoothness			
5.	Floor compartmentalisation			
6.	Overhead doors			
7.	Dock boards			
8.	Dock levellers			
9.	Dock board doors			
10.	Car loading dock	length	m.	
		width	m.	
11.	Elongated roof lighting		m <sup>2</sup>	
12.	Windows in exterior wall		m <sup>2</sup>	
13.	Pass doors and escape doors			
14.	Water discharge gutters/wells			
15.	Fire-extinguishing equipment			
16.	Lighting			
17.	Heating			
18.	Miscellaneous items			

**D. RECEPTION OFFICE**

1. Dimensions	m <sup>2</sup>	
2. # persons behind desk		
3. Airlock entrance	Yes/no	
4. Sitting/waiting area : No. of persons		
5. Directly connected to: - offices - workshop - warehouse	yes/no	
6. Combined with administration office	yes/no	
7. Miscellaneous items		

**E. ADMINISTRATION OFFICE**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Miscellaneous items		

**F. SALES OFFICES/CALCULATION**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. <u>Miscellaneous items</u>		

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**G. PURCHASING OFFICES/PLANNING**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Miscellaneous items		

**H. MANAGEMENT OFFICES**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Directly connected to		
4. Miscellaneous items		

**I. SUPERVISOR'S WORKSHOP/WAREHOUSE OFFICES**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Directly connected to		
4. Miscellaneous items		

**J. SHOWROOM/SALES AREA**

1. Dimensions	m <sup>2</sup>	
2. Lower front height	m.	
3. 1st floor	yes/n o	
4. Sitting/waiting area	Yes/n o	
5. Miscellaneous items		

**K. WASHING/CHANGING ROOM**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Directly connected to		
4. Own entrance	yes/n o	
5. Number of lockers		
6. Number of toilets		
7. Number of urinals		
8. Wash trough		
9. Shower		
10. Miscellaneous items		

**L. CANTEEN**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Directly connected to		
4. Kitchen	yes/n o	
5. Storage space	yes/n o	
6. Miscellaneous items		

**M. INTERVIEW ROOM**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Miscellaneous items		

**N. MEETING ROOM**

1. Dimensions	m <sup>2</sup>	
2. Number of persons		
3. Miscellaneous items		

**O. FILING ROOM**

1. Dimensions	m <sup>2</sup>	
2. Fire-resistance	min.	
2. Directly connected to		
3. Miscellaneous items		

**P. TOILET BLOCK**

1. Dimensions	m <sup>2</sup>	
2. Women's toilet		
3. Men's toilet		
4. Number of toilets		
5. Number of urinals		
6. Number of washbasins		
7. Miscellaneous items		

**Q. PANTRY/OFFICE KITCHEN**

1. Dimensions	m <sup>2</sup>	
2. Directly connected to		
3. Miscellaneous items		

**R. MAINS SERVICES ROOM**

1. Dimensions	m <sup>2</sup>	
2. High-voltage area		
3. Low-voltage area		
4. Gas cupboard		
5. Water meter chamber		
6. Miscellaneous items		

**S. SUPPLEMENTARY DATA PERSONNEL**

1. Management		
2. Administration		
3. Reception		
4. Sales department		
5. Purchasing department		
6. Supervisor's workshop		
7. Workshop personnel		
8. Warehouse personnel		
9. Other		

**T. POINTS TO CONSIDER**

1. Safe	m <sup>2</sup>	
2. Computer room	m <sup>2</sup>	
3. Letter box		
4. Door bell		
3. Other		

