



**W**ant to Save time and money on your next building project? Careful planning will help you to anticipate problems, make the right decisions, and to speed construction.

If you don't know the answers to all these questions, don't worry. A professional building company can help you get the answers that you need.

## Initial Design & Size

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- What will the building be used for (office work, manufacturing, laboratory, education, daycare, health care, or a combination of the above?)  
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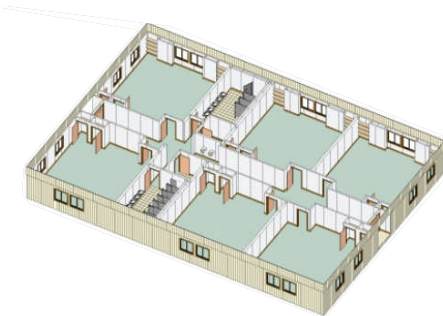
- What kind of specialized equipment will be used in the building? How much space will this equipment require? How can you conveniently locate it for all who will be using it? What kind of special systems (HVAC, electrical) will the facility need?  
\_\_\_\_\_

- What kind of energy source will be used for heating (gas, electric, steam, solar-assisted)? Is it readily available?  
\_\_\_\_\_

- How many people will be using the building? How many square feet of space per person is reasonable? How many private offices are needed? How many conference rooms?  
\_\_\_\_\_

- Do you need a portion of the building for executive offices, less accessible to the public, with features like upgraded finishes and private restrooms?  
\_\_\_\_\_

- Will you need a basement? A loading dock? Freight elevators? A delivery area?  
\_\_\_\_\_





Have you considered traffic patterns within the building?

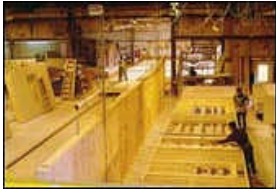
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Will you need a food preparation/serving area?

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How many restrooms do you want? Where do you want them located in the building (i.e., one central location, every floor, etc.)?

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Is the building accessible to the disabled?

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Have you discussed all plans with the end user of the building?

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Does your building plan allow for easy expansion to accommodate future growth?

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## Site

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Have you chosen a site for your building?

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Do you have a clear title to the land?

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Is the site the right size and shape for your proposed building?

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Are there other structures, current or planned, on the property? How far away?

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Is there sufficient space for parking? What size parking lot will you need?

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Will employees and customers have easy access to the site (i. e., nearby roads, bus stops, train stations, etc.)?

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Have you had the soil tested to determine building criteria like loading levels and foundation types? Have you checked drainage? Have you checked for contaminants?

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Is the lot level? Will it need fill? Will it need dirt removed? Rock removed?

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Have you checked zoning and building code restrictions?

How much open land  
can be covered by the building? \_\_\_\_\_

What is the total square  
footage allowed on the site? \_\_\_\_\_

Are there height restrictions  
What is the required setback? \_\_\_\_\_

What type of building  
occupancy is allowed in the area? \_\_\_\_\_

Will the building meet fire  
code requirements for minimum  
distances between buildings? \_\_\_\_\_

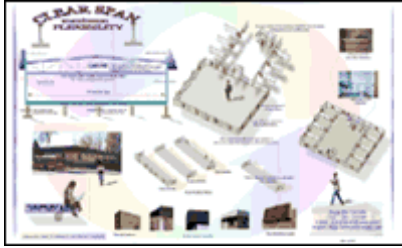
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Have your building plans been approved by your local planning department? (This should be done before engineering work proceeds.)

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Is the site located close to existing utilities? Will any utility lines have to be moved?



- Are there existing services (sewer, water, power, storm sewers, etc.) that can handle the building's anticipated demands?

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- Is there room on the land for further expansion, should that be necessary?

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- Are you aware of local landscaping or other covenant requirements?

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## Time & Money

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- What is your budget for the project? Have you used reasonable cost estimates to arrive at this figure?

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- Have you included money for:
  - Architectural/engineering fees?
  - Performance bonds?
  - Legal fees?
  - Required surveys, tests, environmental studies, inspections, etc.?

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- Have you arranged for insurance during construction?

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- Are there other structures, current or planned, on the property? How far away?

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- What type of financing will you need?
  - Short-term construction financing
  - Long-term financing (take-out loans)
  - Both



- What are your financing options?  
 Bank or other lending institutions  
 Building-arranged financing  
 SBA loans  
 Other
- 



- When do you want to move in and begin using the building?
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- When must construction begin and end to meet this date?  
 Is this a realistic schedule?
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## Building Construction

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- Exterior:**  
 What type of construction do you want?  
 Wood Frame                      Concrete block or masonry  
 Steel Frame                      Other
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- Have you compared the advantages/disadvantages of each?
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- Is a non-combustible building required?
- 



- Are there other structures, current or planned, on the property? What kind of roof system do you want? Will it meet the climate requirement for your area (I.e., snow load, rain run-off, etc.)
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- What kind of exterior finish do you want?
- |        |          |
|--------|----------|
| Wood   | Glass    |
| Brick  | Aluminum |
| Steel  | Stone    |
| Vinyl  | Other    |
| Stucco |          |
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- Will the exterior design and finish complement existing buildings on the site? Does it go well with the surrounding environment? (This may be required by planning board.)
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- Will a connection (i.e., corridor, covered walkway) to an existing building be required?
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- What kind of exterior signage is needed?
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- Interior:**  
Do you need a clear span (open area without columns building)? Can you incorporate support columns into your work areas?
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- What kind of interior wall systems do you want?
- |             |
|-------------|
| Partitions  |
| Fixed walls |
- 



- What finishes do you want for your interior walls?
- |                      |           |
|----------------------|-----------|
| Drywall              | Paint     |
| Tile                 | Wallpaper |
| Vinyl wall coverings | Paneling  |
| Fabrics              | Other     |
| Wood finishes        |           |





- What type of heating and cooling systems are needed? Will they handle future needs easily? What kind of maintenance will be required? What items are covered under warranty?
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- Have doors, windows and load-bearing walls been positioned to allow for easy expansion?
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- Are utilities sized to allow for expansion?
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## Choosing a Builder

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- Can the company make use of a variety of building methods/ techniques to deliver your building on time? Within budget?
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- How long has the company been in business?
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- How much experience does it have in building for others in your field?
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- Can you visit other projects the company has completed?
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- Does the company have a good reputation for quality product, on-time delivery and service?
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- Can the company give you references (complete with names, addresses and telephone numbers)?



Do company representatives seem knowledgeable about all applicable building codes?

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Does the company use quality materials for construction?

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Does the company have the financial resources and reputation necessary to secure bonding (bid, performances and payment), and to bring the project to a successful conclusion?

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Can the company offer you a variety of financing options (lease, lease-purchase, lease with an option to buy or outright purchase)? Has it given you a clear explanation of each option?

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Can the company provide as many services as you need?  
Building design/engineering    Site preparation  
Project management            Finish work, including  
Building construction            parking lots and landscaping

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What provision does the company make for service? Does it offer extended warranty/service plans?

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We hope this checklist will help you with your building planning process. To save even more time, however, and to make your job much easier, you may want to consider using a full-service builder to guide you through all phases of building construction, from the earliest planning stages through final landscaping and parking lot construction.

At Whitley Manufacturing we are experts—experts in making your building project as trouble-free as possible.

Call us today at 1-260-723-5131 or visit us through our website at [www.whitleyman.com](http://www.whitleyman.com) to see how we can save you time and money on your building project.

# Notes

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