DESIGN CONSIDERATIONS CHECKLIST

BUILDING LAYOUT – *A building should "work" for residents, staff and visitors.*

Entries
Provide as many private, ground level entries to individual units as possible. Ensure that all building entries are prominent and visible and create a sense that the user is transitioning from a public to a semi-private area. Avoid side entries and those that are not visually defined. At all entries consider issues of shelter, security, lighting, durability, and identity.   For apartment buildings, allow visual access from managers office and/or 24 hour desk. Allow visual access to stairs and elevators from the lobby. For buildings with clustered and individual unit entries, consider providing small "porch" areas that residents can personalize with plants, etc. Limit "shared entries" to less than eight households. Consider providing some form of storage – for strollers, bikes, shopping carts, etc. – at or close to all main entries.

Central Facilities and Common Rooms
Consider locating central facilities – such as community rooms and laundries - in a central part of the development or building. Common rooms should be linked to common outdoor space. Ensure that community rooms are comfortable, accessible, durable, and, most important, flexible places. Community room should have access to toilet rooms, a kitchenette, and should have good storage. Consider whether or not a childcare program will be provided and whether the community room will accommodate it. Provide access to daylight and natural ventilation in all common rooms.

Support and Service Areas
Carefully consider the design and location of key support/service areas such as the managers office, maintenance rooms, janitor's facilities, mechanical equipment rooms and trash collection areas. Provide access to bathrooms and kitchens, and adequate space, furniture and storage for each of these uses, together with access to bathrooms and kitchens as appropriate. The manager's office should supervise the main entrance and should be located centrally, next to community and maintenance rooms. Provide screened trash collection areas that are convenient and easy to access from all of the units. Consider the path of travel of trash from source to removal area.

Stairs
Ensure stairs are durable, attractive and safe. Avoid treating stairs as an afterthought. Instead, consider them, particularly entry stairs, as major design elements. Consider how they relate to the street and neighborhood, how they accommodate users and visitors, and what they "say" about the project and its occupants. Consider how the area under the stairs will look and be used. Ensure that all stairs can accommodate moving furniture without damage to finishes.

Elevators
Locate elevators in sight of managers office if possible. Design adequate space in front of elevator to allow waiting and passage.

Access Corridors
Avoid corridors of excessive length; i.e. greater than 100 feet unbroken length. Break up long corridors with lobbies, lighting, benches, materials and color changes, offsets, artwork. To the extent possible, provide corridors with access to natural daylight and ventilation. Ensure that all corridors can accommodate moving furniture without damage to finishes.

Security
Consider ease of visual and physical surveillance by the residents of areas such as the street, the main entrances to the site and the building, children's play areas, public open space and parking areas. Consider locating windows from actively used rooms such as kitchens and living rooms so that they look onto key areas. Also consider containing open spaces within the building layout and using the selection and layout of plant materials to enhance, rather than hinder, surveillance and security. Consider specific design strategies to maximize the security of the building, including adequate lighting, lockable gates and doors at all entrances to the site and the buildings, and video cameras and monitors**.**