SPECTRUM ROOM LAYOUT REQUEST CHECKLIST

Project / Institution:

Date:

City: State:

Reseller: Quote # (if available):

Room Details:

✓
Done

Requested Spectrum Product(s):	Size:	Qty:	Product #:
Do you need an instructor workstation?	Yes	No	
Do you need an ADA workstation(s)?	Yes	No	
Do you need a peripheral workstation(s)? *(for Printer, copier, 3D printer etc.)*	Yes	No	
Is seating needed?	Yes	No	
Do you need electrical access? *(i.e. power modules, power strips, hard-wired power distribution)*	Yes	No	*Product numbers/quantities determined by layout*

Spectrum can provide 2D room layouts and 3D room renderings to customers or resellers that have details of the space.

In order for Spectrum to provide the most accurate room layouts in the quickest possible time frame, some basic details about the room(s) and product are needed. Turnaround time is typically 3 business days for 2D layouts, and 5 business days for 3D renderings.

Note: Spectrum-supplied layouts are for general informational purposes only. They are not intended as formal interior design proposals and are not intended for use in any construction planning. If formalized space planning is required, please contact your organization's interior designer or architectural firm.

The free layouts and renderings Spectrum provides is a courtesy to our customers and not intended as a design service.

The purpose is to show Spectrum product within the customer's space. Projects with excessive revision requests or enhanced room details may require additional service fees.

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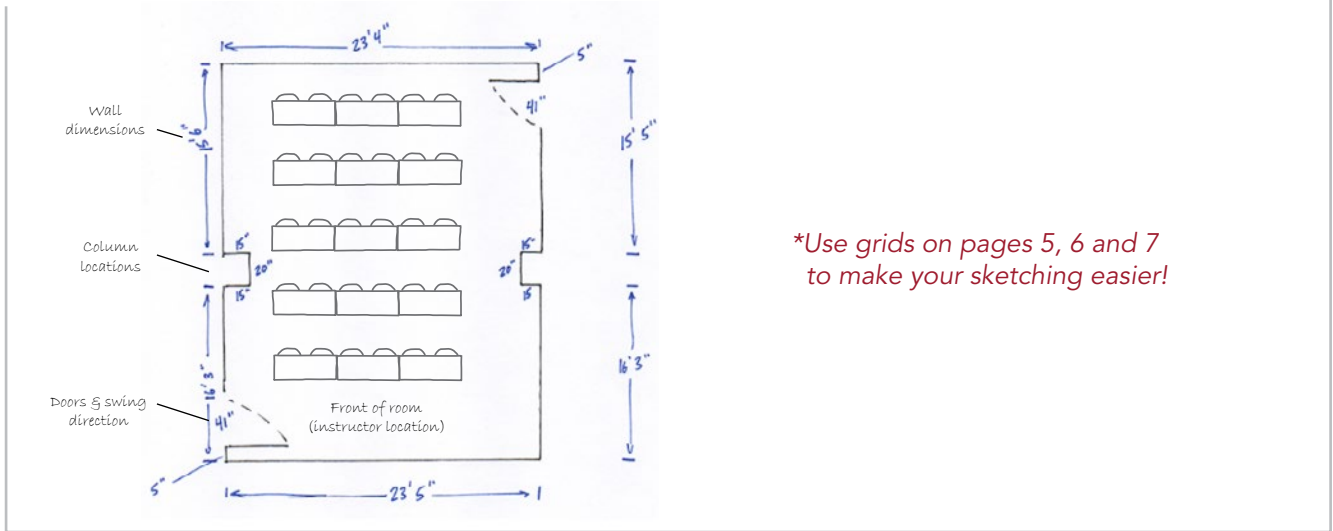
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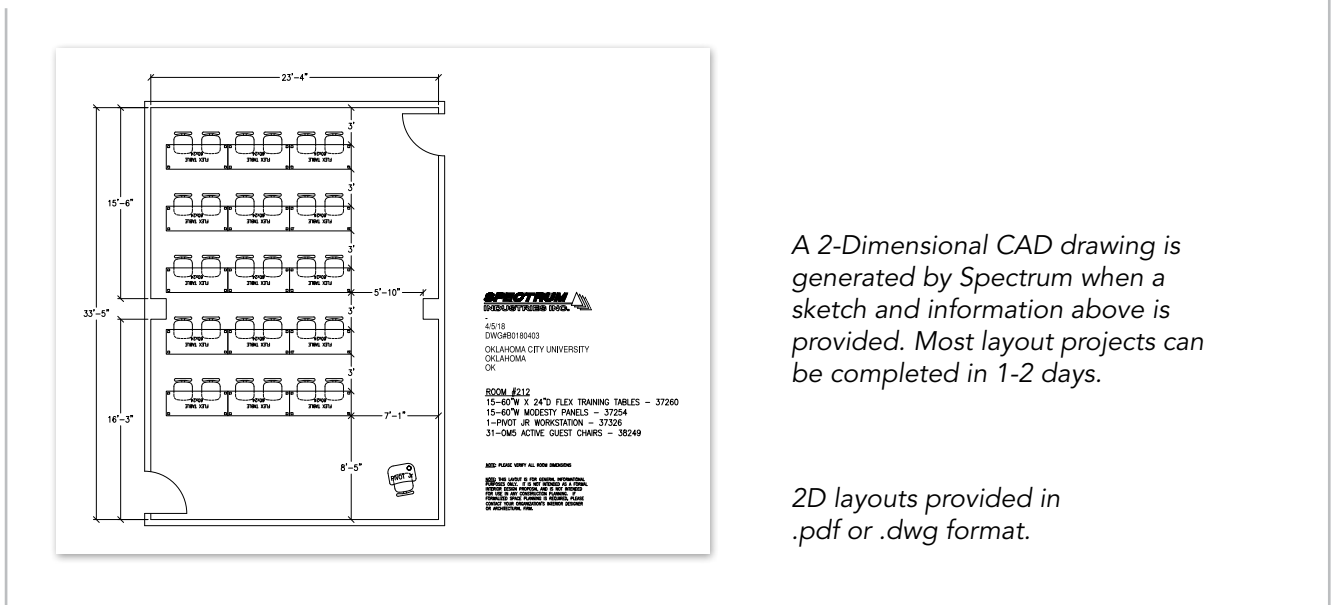# Provide a Sketch or CAD File to Your Territory Manager Showing:

✓
Done

- Room name(s) / number(s)
- Room / wall dimensions
- Door location(s) and swing direction
- Layout type   *(Desks in rows, perimeter, peninsula, collaborative groupings, back-to-back, clusters, etc.)*
- Room purpose *(Classroom, collaboration, media, training, makerspace, video conferencing, lecture, office, other)*

- Seating
- Product type and preferred size
- Ideal number of students in room
- Location of the "front" of the room
- Instructor workstation, and ADA locations
- Peripheral workstations
  (Printer, copier, 3D printer, etc.)
- Locations / sizes of existing objects in room
  (Columns, cabinets, bookshelves, wall heaters, power poles, electrical outlets, etc.)

Example Sketch (provided by customer)

**Use grids on pages 5, 6 and 7
to make your sketching easier!*

Example 2D Room Layout (provided by Spectrum Industries)

A 2-Dimensional CAD drawing is generated by Spectrum when a sketch and information above is provided. Most layout projects can be completed in 1-2 days.

2D layouts provided in .pdf or .dwg format.

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3D Rendered Layouts (requires 2D layout finalized by customer)

✓
Check

    I would like a 3D layout of my space *(images provided in .jpg or .pdf format)*

✓
Done

Additional sketches may be helpful in conveying the details below.

Spectrum furniture colors *(laminate, edgeband and metal)*	
Whiteboards and other wall-mounted objects *(sizes & locations)*	
Wall material and colors	
Floor material and color *(concrete, tile, carpet, wood, vinyl)*	
Window sizes and locations *(if any)*	
Chair color(s)	
Existing built-ins *(colors and materials)*	

Note: 3D rendered layouts take more time than 2D layouts to create (typically 5 days). Actual turn-around time depends on number of rooms, complexity, and information provided. Please provide detailed information above and be clear about due dates and expectations when submitting projects.

Example 3D Renderings (provided by Spectrum)

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