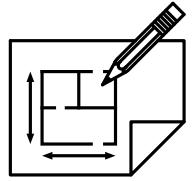


# Spectrum Room Layout Request Checklist

Spectrum can provide 2D or 3D rendered room layouts to customers or resellers. In order for Spectrum to provide the most accurate room layouts possible, some basic information about the room(s) is needed.



## 1 Basic info needed for all room layouts:

Institution name:

City:

State:

Date:

Reseller name:

## 2 Room details:



Done

## 3 Sketch or CAD file showing:

See p.2 for example



Done

- Room name(s) / number(s)
- Room / wall dimensions
- Door location(s) and swing direction
- Layout type (*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 project and sketch:

Institution & location Oklahoma City University, OK

Room number • Room #212

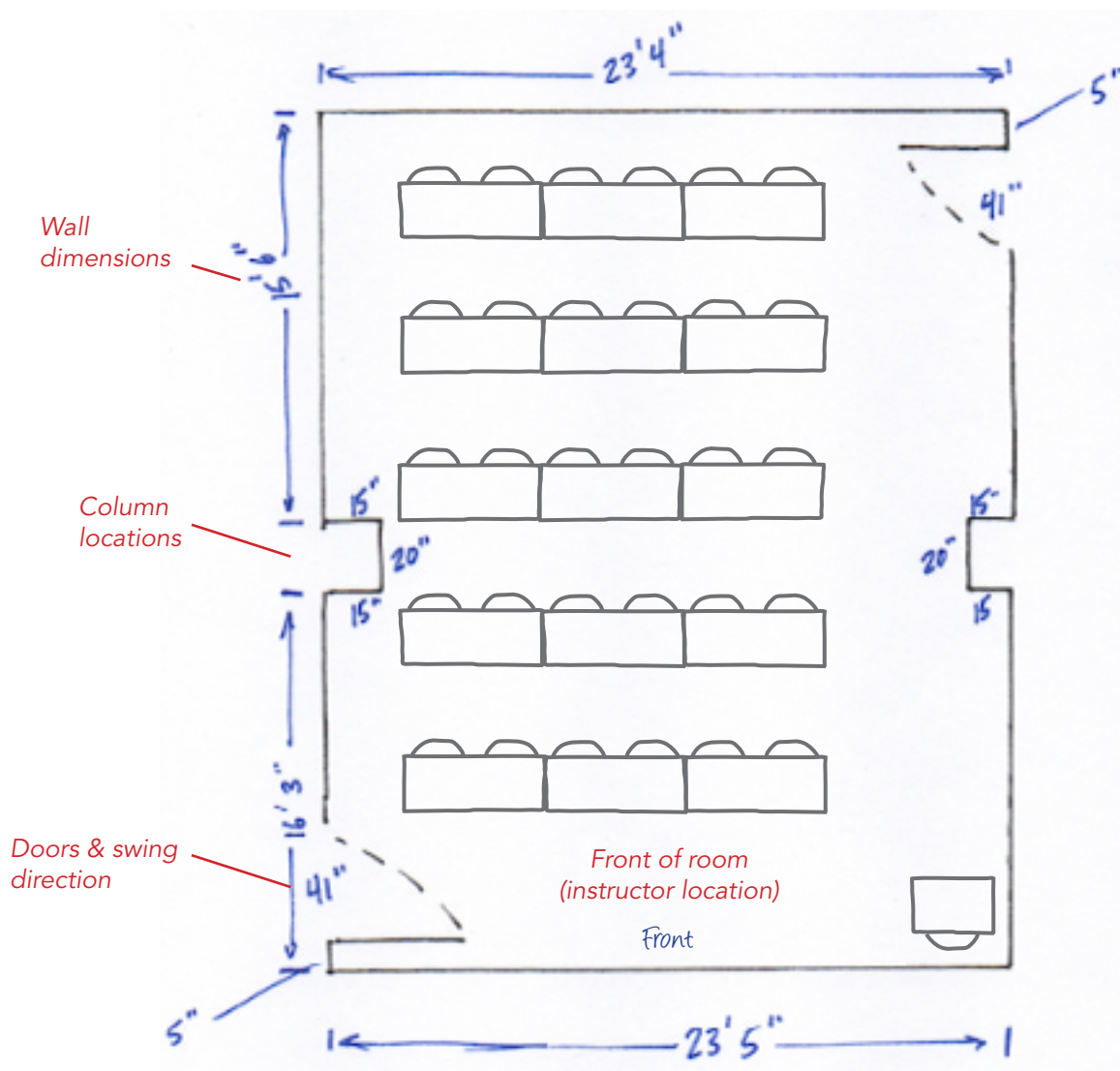
Number of students • Need at least 30 seats

Product type / size • Qty: 15 - #37272CHB - 60x24 Flex Training Tables with casters (with modesty panels)

Seating • OM5 Active guest chairs

Layout type • 3 tables per row

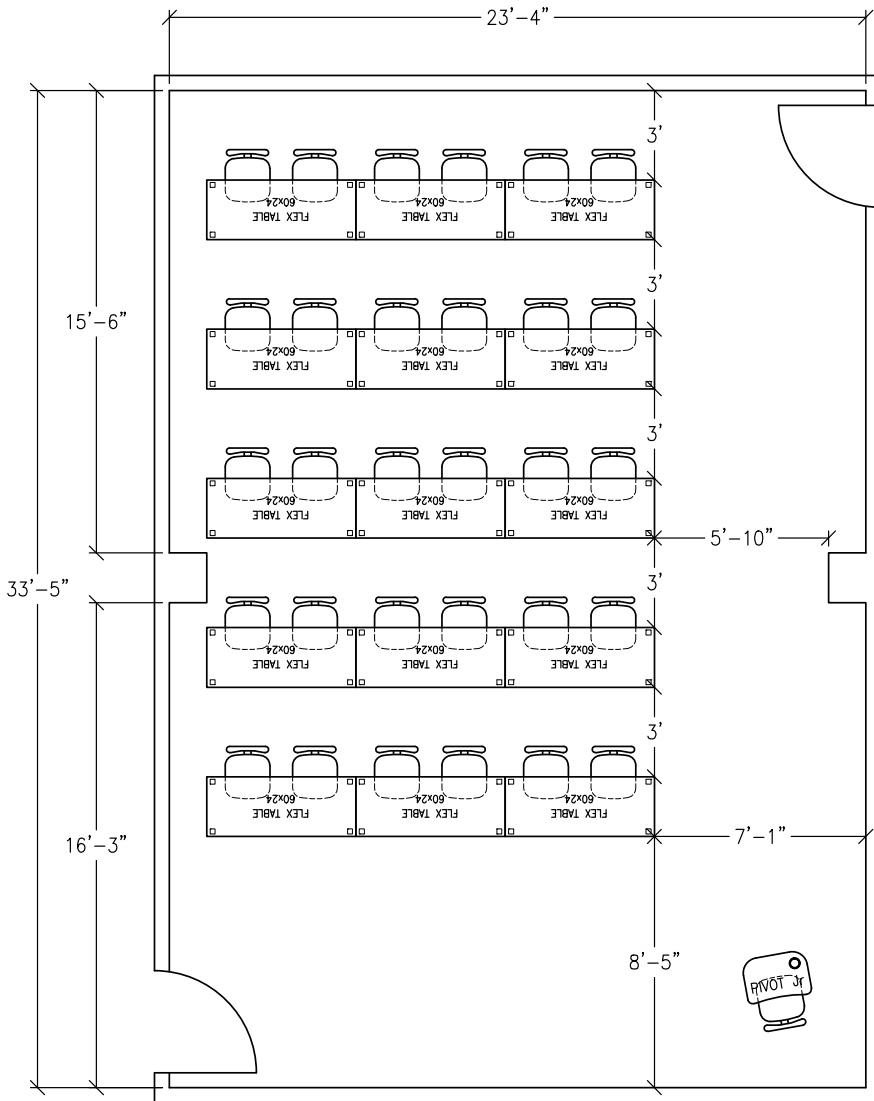
Instructor workstation • Pivot Jr Workstation at front



A 2-Dimensional CAD drawing can be generated by Spectrum at this point. Most layout projects can be completed in 1-2 days.

See p.3 for example

## 2D Room Layout by Spectrum:



**SPECTRUM**  
INDUSTRIES INC.

4/5/18  
DWG#B0180403

OKLAHOMA CITY UNIVERSITY  
OKLAHOMA  
OK

ROOM #212

15-60"W X 24"D FLEX TRAINING TABLES - 37260  
15-60"W MODESTY PANELS - 37254  
1-PIVOT JR WORKSTATION - 37326  
31-OM5 ACTIVE GUEST CHAIRS - 38249

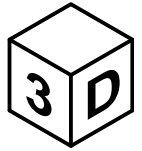
NOTE: PLEASE VERIFY ALL ROOM DIMENSIONS

NOTE: THIS LAYOUT IS FOR GENERAL INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED AS A FORMAL INTERIOR DESIGN PROPOSAL AND IS NOT INTENDED FOR USE IN ANY CONSTRUCTION PLANNING. IF FORMALIZED SPACE PLANNING IS REQUIRED, PLEASE CONTACT YOUR ORGANIZATION'S INTERIOR DESIGNER OR ARCHITECTURAL FIRM.

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

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.

## 4 3D rendered layouts



### Information needed:

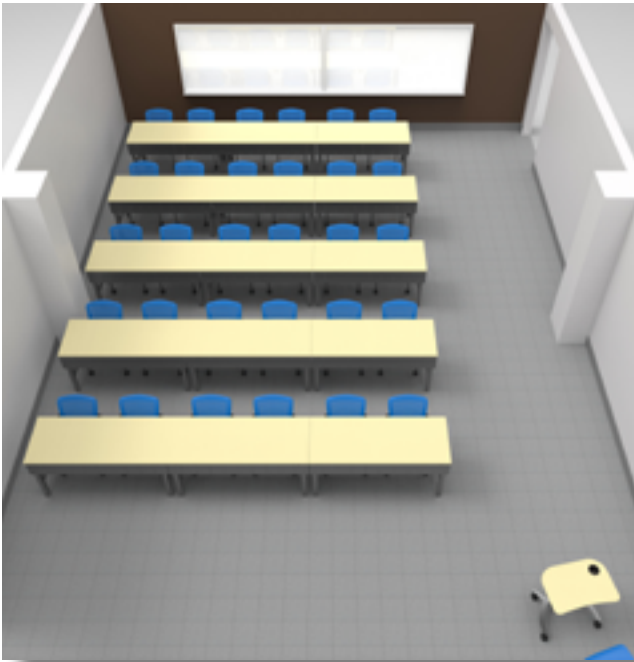
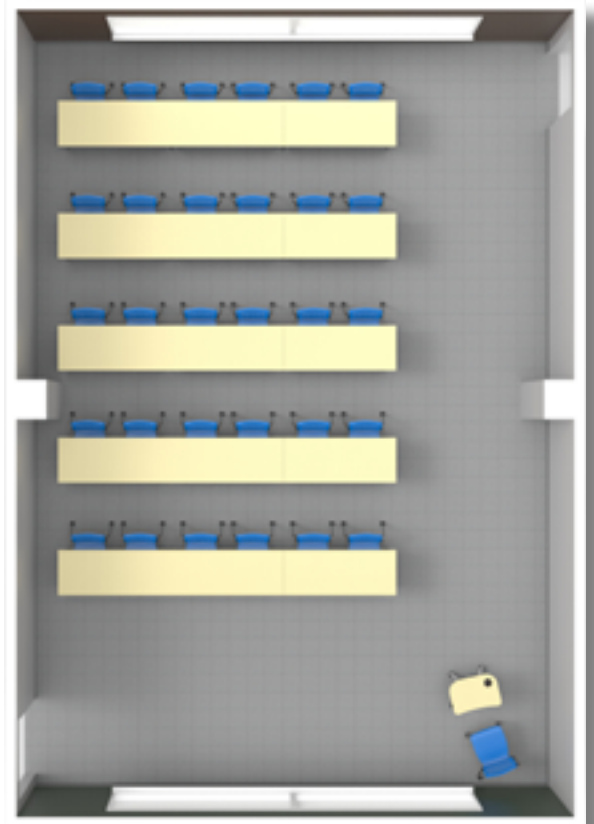
✓  
Done

• Spectrum furniture colors <i>(laminate, edgeband, and metal)</i>	
• Whiteboards and other wall-mounted objects <i>(sizes &amp; locations)</i>	
• Wall material and color(s)	
• Floor material and color <i>(Concrete, tile, carpet, wood, vinyl)</i>	
• Window sizes and locations <i>(if any)</i>	
• Chair color(s)	
• Existing built-ins <i>(Colors and materials)</i>	

*Additional sketches may be helpful in conveying the above details.*

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





Renderings provided in .jpg or .pdf format.

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