



# ARCHITECTURAL DESIGN BRIEF CHECKLIST

Project / Client: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Brief Ref.: \_\_\_\_\_

SECTION A — CLIENT & PROJECT INFORMATION		SECTION B — SITE & PLOT DETAILS		SECTION C — SPACE REQUIREMENTS	
1. Client name	<input type="checkbox"/>	9. Plot size / area	<input type="checkbox"/>	17. Number of floors required	<input type="checkbox"/>
2. Project title	<input type="checkbox"/>	10. Plot dimensions	<input type="checkbox"/>	18. Required rooms / spaces listed	<input type="checkbox"/>
3. Project type	<input type="checkbox"/>	11. Plot orientation	<input type="checkbox"/>	19. Bedroom requirement	<input type="checkbox"/>
4. Site location	<input type="checkbox"/>	12. Road access	<input type="checkbox"/>	20. Bathroom requirement	<input type="checkbox"/>
5. Contact number	<input type="checkbox"/>	13. Corner plot?	<input type="checkbox"/>	21. Kitchen requirement	<input type="checkbox"/>
6. Email address	<input type="checkbox"/>	14. Site survey available?	<input type="checkbox"/>	22. Living / lounge requirement	<input type="checkbox"/>
7. Consultant / architect name	<input type="checkbox"/>	15. Soil report available?	<input type="checkbox"/>	23. Parking requirement	<input type="checkbox"/>
8. Design stage	<input type="checkbox"/>	16. Existing site conditions noted?	<input type="checkbox"/>	24. Outdoor / landscape requirement	<input type="checkbox"/>
SECTION D — DESIGN PREFERENCES		SECTION E — FUNCTIONAL & TECHNICAL REQUIREMENTS		SECTION F — BUDGET, TIMELINE & DELIVERABLES	
25. Preferred architectural style	<input type="checkbox"/>	33. Accessibility requirements	<input type="checkbox"/>	41. Project budget range	<input type="checkbox"/>
26. Exterior look preference	<input type="checkbox"/>	34. Structural coordination required?	<input type="checkbox"/>	42. Target start date	<input type="checkbox"/>
27. Interior style preference	<input type="checkbox"/>	35. MEP coordination required?	<input type="checkbox"/>	43. Target completion date	<input type="checkbox"/>
28. Material preference	<input type="checkbox"/>	36. Sustainability features required?	<input type="checkbox"/>	44. Urgency / priority level	<input type="checkbox"/>
29. Ventilation preference	<input type="checkbox"/>	37. Energy efficiency goals noted?	<input type="checkbox"/>	45. Required drawings listed	<input type="checkbox"/>
30. Natural light preference	<input type="checkbox"/>	38. Safety considerations identified?	<input type="checkbox"/>	46. 3D views / renderings required?	<input type="checkbox"/>
31. Color scheme preference	<input type="checkbox"/>	39. Local by-laws reviewed?	<input type="checkbox"/>	47. Revisions scope discussed?	<input type="checkbox"/>
32. Vastu / directional preferences	<input type="checkbox"/>	40. Setbacks / height limits checked?	<input type="checkbox"/>	48. Final deliverables confirmed?	<input type="checkbox"/>

**NOTES / REMARKS**

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**CLIENT SIGNATURE**

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Date: \_\_\_\_\_

**ARCHITECT / CONSULTANT SIGNATURE**

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Date: \_\_\_\_\_