



**CREATIVE ACCESS, INC**  
Space Planning, Design, & Project Management

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**8221 Ritchie Hwy - Pasadena Maryland 21122**  
**Space Analysis / "Test-for-Fit"**  
**Construction and Permit Drawings**



Creative Access can assist you with the success of your business by ensuring that you utilize your space and that the design reflects your corporate image. For more information on Creative Access, please visit our web sit at [www.creativeaccess.net](http://www.creativeaccess.net). A sample programming document can be viewed on the following page. Listed below are the proposals for our basic services.

**Phase I Proposal:**

**01. Initial Project and Space Planning**

**(a) Programming**

- Interior Architect will discuss the aspirations of the project to include the various areas and rooms needed as well as the functional aspirations of the project. Interior Architect will provide a Programming document which outlines the requirements of the tenant along with allocated square footages for each area. The programming document will act as the basis of information for a space plan.

**(b) Space Planning (Test-for-Fit)**

CAI will provide a space plan that includes the following:

- Upon approval of programming document, Interior Architect will present one (1) space plan for review and comment
- One (1) major revision will be completed with minor revisions as necessary
- Space plan will be sent electronically or presented at a client meeting, whichever is requested by the client.
- No site visits or measurement of existing furniture and/or equipment is included in this phase.

**\$0.15 per rentable sq.ft. plus any reimbursables**  
**(Minimum fee \$600.00)**



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**Phase II Proposal:**

**02. Architectural Drawings – Permit and Construction**

- a. The following construction documents will be provided for bid, permit and construction purposes:
  - i. Title Page including Code Analysis
  - ii. Legends and General and Specific Plan Notes
  - iii. Existing Conditions Plan
  - iv. New Construction Plan
  - v. Reflected Ceiling Plan
  - vi. Power, Phone & Data Plan
  - vii. Finish Schedules (Generic Only)
  - viii. Fire Egress Plan
- b. Interior Architect will present progress permit drawings (95% complete) to Client & Tenant for review and approval prior to preparation of final documents. Drawing package sign-off will be required at this time by the tenant. Upon completion of the final construction drawings, Interior Architect will provide the required number of signed and sealed drawings necessary to secure building permits.

**\$0.60 per rentable sq.ft. plus any reimbursables**  
(minimum fee \$1,800.00)

**Optional Services to tenants for additional costs:**

Interior Design Development  
Furniture Selection  
Finish and Materials Selection  
Move Coordination

If interested or if you would like any further information on the services provided, please contact Vonda Peterson, Owner and Principal of Creative Access at 410-750-3490 or feel free to e-mail at [vondap@creativeaccess.net](mailto:vondap@creativeaccess.net).



**Tenant: Typical Medical Office**

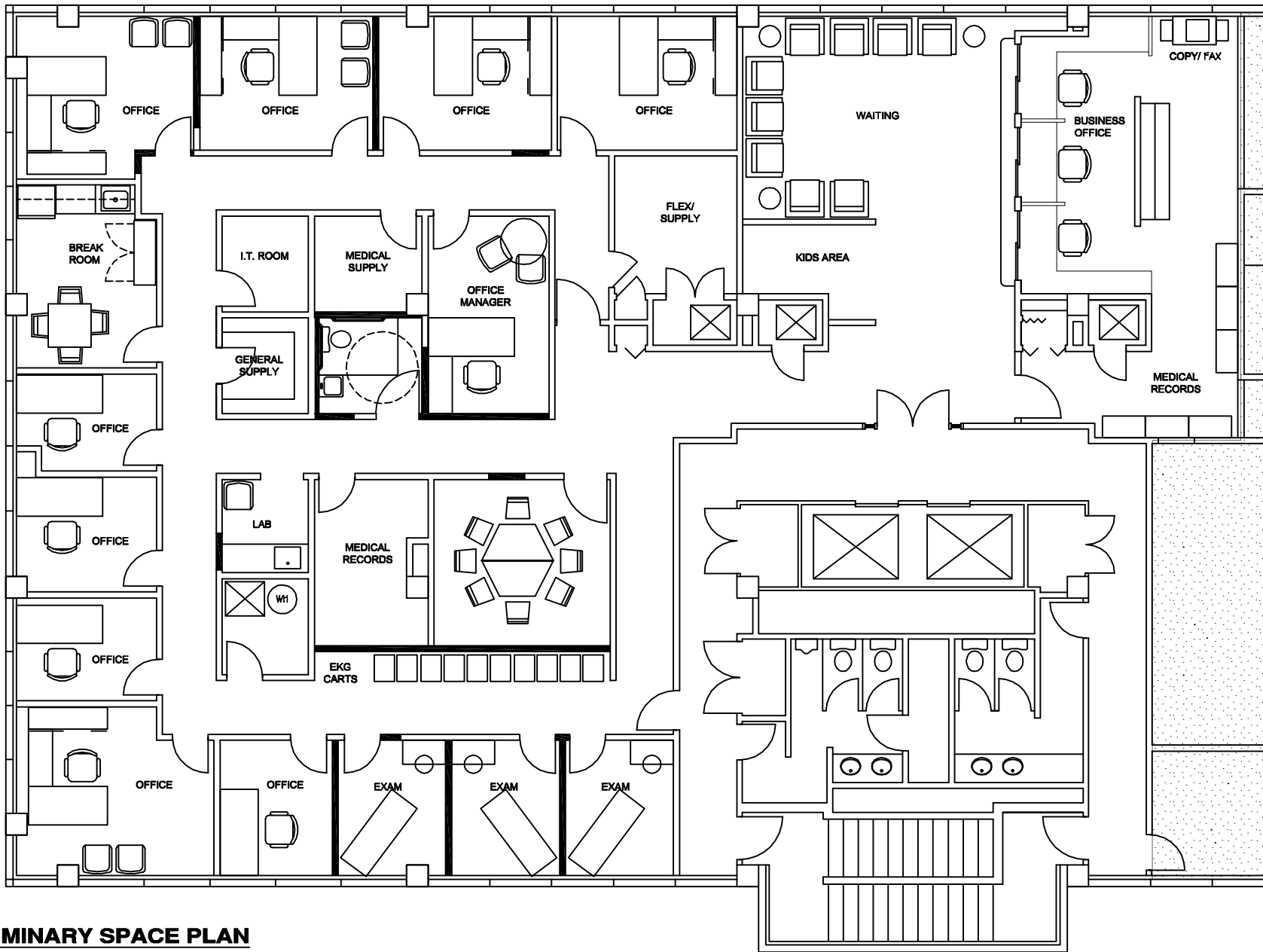
**Address:** Baltimore, Maryland

**Project #:**

**Date:**

Department	Area/Location	Description / Requirements	Windows Y/N?	Enclosed Y/N?	Plumbing Y/N?	Room Width	Room Length	Sq.Ft.	Qty	Total Sq.Ft.
<b>Shared Areas</b>										
	Waiting Room	Seating for X patients; privacy alcoves and a kid's area desired	N	Y	N	15	25	375	1	375
	Business Office	Faces into waiting rm; workspace/sliding windows for 3 admin. assistants; one separate check-out window that can be easily accessed by all 3; space for 1 part-time staff member; "clean" front area with hidden file/work area behind		Y		15	25	375	1	375
	Break Room	To accommodate 4-5 people	Y	Y	Y	10	14	140	1	140
	Staff Restroom	Convenient to offices	N	Y	Y	6	8	48	1	48
	Control Room	Centrally located to serve entire office	N	Y	N	6	6	36	1	36
	Multipurpose/Conf. Rm.	Seating for 4 people	Y	Y	N	10	12	120	1	120
	General Storage	For general office and break room supplies	N	Y	N	8	8	64	1	64
<b>Clinic Space "A"</b>										
	Doctor's Offices	Desk, credenza, bookcase, patient couch, doctor's chair	Y	Y	N	10	16	160	5	800
	Support Offices	Desk, credenza, bookcase, guest chair, file space	Y	Y	N	10	12	120	2	240
	Medical Records	(Possibly) high-density file storage for current patient files	N	N	N	0	0	0	1	0
	Medication Storage	Lockable; easy access to dr's offices and bus. office for samples	N	Y	N	3	5	15	1	15
<b>Clinic Space "B"</b>										
	Doctor's Office	Convenient to exam rooms	Y	Y	N	10	16	160	1	160
	Coordinator Offices	Smaller than doctor's offices	Y	Y	N	8	12	96	4	384
	Exam Rooms	Exam table, counter (writing surface), doctor's stool	N	Y	N	8	10	80	3	240
	Lab	Cabinetry, sink, undercounter fridge, blood-draw area, weigh-in area	N	N	Y	10	10	100	1	100
	Patient Restroom	ADA accessible; adj. to lab for pass-thru cabinet	N	Y	Y	8	8	64	1	64
	Medical Records	Shelving to accommodate 1"-3" binders; sm. table for charting	N	N	N	12	17	204	1	204
	Copy Area	Copy machine; fax machine	N	N	N	3	5.5	16.5	1	16.5
	EKG Cart storage	To accommodate up to 10 EKG carts	N	N	N	1.5	20	30	1	30
<b>Future Expansion</b>										
	Offices	Multi-use (part-time/renters, additional Pharmsite coordinator, possible recruiter	N	Y	N	8	10	80	2	160
									<b>Subtotal:</b>	<b>3,572</b>
Common	Corridors	All Corridors In Space								1,429
<b>Total Usable Square Footage</b>										<b>5,000</b>

**Program Notes:**



**PRELIMINARY SPACE PLAN**

**MEDICAL OFFICE SPACE  
BALTIMORE, MARYLAND**

DATE: • SCALED TO FIT PAGE



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