

PROJECT PLANNER 1



PROJECT:		[
ADDRESS:		Important Dates
BUILDER:		& Deadlines
OWNER:		
CONTA	CTS:	
NOTES		
NOTES:		
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ROOM PLANNER



ROOMS	SMALL (sf)	MEDIUM (sf)	LARGE (sf)	SF Totals	Notes
Master Bedroom - Closet Size - Master Bath	☐ 120 ☐ 6 ☐ 20	□ 144 □ 10 □ 50	☐ 170 ☐ 25 ☐ 100		
Bedroom 2 - Closet Size	☐ 120 ☐ 6	☐ 144 ☐ 10	☐ 170 ☐ 25		
Bedroom 3 - Closet Size	□ 120 □ 6	☐ 1 44 ☐ 10	☐ 170 ☐ 25		
Bedroom 4 - Closet Size	□ 120 □ 6	☐ 144 ☐ 10	☐ 170 ☐ 25		
Entry - Closet Size - Adjacent 1/2 bath	☐ 16 ☐ 6 ☐ 6	☐ 36 ☐ 10 ☐ 10	☐ 64 ☐ 25 ☐ 25		
Kitchen - Pantry	☐ 60 ☐ 6	☐ 120 ☐ 10	☐ 150 ☐ 25		
Living Area	□ 121	□ 144	□ 180		
Dining Area	□ 70	□ 90	□ 120		
Main Floor Laundry	□ 9	□ 18	□ 24		
Additional Bathroom(s Stairwell Bonus/ Other Room Additional Closet(s) - Cleaning Supplies - Seasonal Clothes	5)	□ 50 - □ 90 □ 10 □ 10 □ 10	☐ 100 - ☐ 120 ☐ 25 ☐ 25 ☐ 25 ☐ 25		
- Linen - Misc.	6	□ 10 Hallway & Ao Interior	25 Sub Total Sub Total ccessibility Factor Wall Area Factor ed SF Estimate	b. (a.) x 1. c. (b.) x 1.	

Sample Project: 1000 SF Cottage

The sample below covers a 2 -bed, 1-bath cottage with stairs to a basement. On the main living floor, both bedrooms are approx 12'x12' and comfortably fit a queen bed. One room has a walk-in closet, the other has a small typical closet. There is a small entry area for boots or a bench, a medium size kitchen could include an eat-at-counter. A small dining area for a 4-chair table. The living room is approx 11'x11' and would fit a couch and chair with a side table or two. One large shared bathroom could include a closet, walk-in shower and a tub. One extra closet is included for storage.



For descriptions of each room type & size see Room Planner Description Page

ROOMS	SMALL (sf)	MEDIUM (sf)	LARGE (sf)	SF Totals	Notes
Master Bedroom - Closet Size - Master Bath	☐ 120 ☐ 6 ☐ 6	144 10 10	☐ 170 ☐ 25 ☐ 25	144 25	Amy & Bob's Rm
Bedroom 2 - Closet Size	120	□ 144 □ 10	☐ 170 ☐ 25	6	Guest Rm
Bedroom 3 - Closet Size	☐ 120 ☐ 6	☐ 144 ☐ 10	☐ 170 ☐ 25		
Bedroom 4 - Closet Size	☐ 120 ☐ 6	☐ 144 ☐ 10	☐ 170 ☐ 25		
Entry - Closet Size - Adjacent 1/2 bath	☐ 6 ☐ 18	☐ 36 ☐ 10 ☐ 25	☐ 64 ☐ 25 ☐ 50	16	
Kitchen - Pantry	☐ 60 ☐ 9	□ 120 □ 10	☐ 150 ☐ 25	120	
Living Area	121	□ 144	□ 180	121	
Dining Area	70	90	□ 120	70	
Main Floor Laundry	□ 9	□ 18	□ 24		
Additional Bathroom(s) 🗌 20	□ 50	100	100	
Stairwell	50	-	_	50	Stairs to basement
Bonus/ Other Room	□ 70	□ 90	□ 120		
Additional Closet(s) - Cleaning Supplies - Seasonal Clothes - Linen - Misc.	6 6 6 6	☐ 10 ☐ 10 ☐ 10 ☐ 10	☐ 25 ☐ 25 ☐ 25 ☐ 25	6	
		Interior	Sub Total accessibility Factor Wall Area Factor ed SF Estimate		14 = 802 x 1.14 = 914 16 = 914 x 1.16 = 1060 1060 SF Cottage

Room Planner - Descriptions Page



Bedrooms

Small (120 sf.) - Small bedroom is approx. 10'x12' or 11'x11' & comfortably fits a twin bed & large dresser, or aueen bed with small dresser

Medium (144 sf.) - Medium bedroom is approx. 12'x12' & comfortably fits, two twin beds & small dresser, queen bed with dresser(s) & side tables, or king bed with small dresser

Large (170 sf.) - Large bedroom is approx. 13'x13' or 12'x14' & comfortably fits, two twin beds & dressers, queen bed with dressers or king bed & dressers.

Closets/ Pantry

Small (6 sf.) - Small closet is approx. 2'x3' & may hold a 3' long closet rod & a 24"-30" door. Medium (10 sf.) - Medium closet is approx. 2'x5' & may hold a 5' long closet rod, offering two bifold doors. Large (25 sf.) - Large closet is approx. 5'x5' & is a comfortably sized walk-in closet.

Bathrooms

Small (20 sf.) - Small bathroom is approx. 4'x5' & comfortably offers a toilet & lavatory, ½ bath.

Medium (50 sf.) - Medium bathroom is approx 5'x10' & comfortably offers a toilet, lavatory & shower stall or combo tub/shower.

Large (100 sf.) - Large bathroom is approx. 10'x10' & comfortably offers a toilet, lavatory, shower stall & tub.

Entry

Small (16 sf.) - Small entry is approx 4'x4' & offers room for a boot tray &/or wall hooks.

Medium (36 sf.) - Medium entry is approx 6'x6' & offers room for a boot tray, wall hooks, & a bench.

Large (64 sf.) - Large entry is approx. 8'x8' & offers room for a boot tray, coat rack, bench &/or side table.

Kitchen

Small (60 sf.) - Small kitchen is approx. 6'x10' & typically would be only the essentials. Minimal counter space.

Medium (120 sf.) - Medium kitchen is approx. 10'x12' & would offer space for perhaps an eat at bar, & ample counter space.

Large (150 sf.) - Large kitchen is approx. 10'x15' & would offer space for an island, plenty of counter space & perhaps also an eat at bar.

Living Area

Small (121 sf.) - Small living room is approx. 11'x11' & offers room for a couch & chair & a side table or two. Medium (144 sf.) - Medium living room is approx 12'x12' & offers room for a couch, two chairs & side tables. Or two love seats & several side tables.

Large (180 sf.) - Large living room is approx. 12'x15' & offers room for a couch & chairs or loveseats, or large L-shaped couch, & several side tables.

Dining Area

Small (70 sf.) - Small dining room is approx 7'x10' or 8'x9' & comfortably offers room for a 4-seat dining table.

Medium (90 sf.) - Medium dining room is approx 9'x10' or 8'x12' & offers room for a 6-seat dining table.

Large (120 sf.) - Large dining room is approx. 10'x12' & offers room for an 8-seat dining table or 6-seat table with dresser or bookshelf.

Laundry Area

Small (9 sf.) - Small laundry area is approx. 3'x3' area is essentially a closet that only holds a stacked washer dryer.

Medium (18 sf.) - Medium laundry area is approx. 3'x6' and offers space for side-by-side washer & dryer or stacked washer dryer and space for hampers/ baskets or shelf.

Large (24 sf.) - Large laundry area is approx. 4'x6' and offers space for side-by-side washer & dryer or stacked washer dryer and space for folding counter, hampers, shelf or perhaps laundry room sink.

Bonus/ Other Rooms

Small (70 sf.) - Small room is approx. 7'x10' & may serve as a small office or nook.

Medium (90 sf.) - Medium room is approx. 9'x10' & may serve as a larger office, small TV room, or cozy guest space (twin or double bed with only one side table).

Large (120 sf.) - Large room is approx. 10'x12' & may serve as a large office, an ample TV room or typical guest bedroom (double bed or queen bed & one dresser).

IDEAS & SKETCHES



SKETCH TITLE:	
NOTES:	

PROJECT TIMELINES



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MONTHLY PLANNER



MOI	NTH:
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	IMPORTANT DATES & DEADLINES
	MONTHLY GOALS
	TO DO LIST

WEEKLY PLANNER



WEEK OF:	
WEEKLY OUTLOOK:	GOALS FOR THE WEEK:
MONDAY	
TUESDAY	CALLS/ EMAILS TO MAKE:
WEDNESDAY	
THURSDAY	TO DOs:
FRIDAY	
SATURDAY	
SUNDAY	

DAILY PLANNER



DATE	<u> </u>		
	TO DOs		
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	CALLS/ EMAILS TO MAKE:	UNFINISHED TASKS & THOUGHTS FOR TOMORROW:	
NOTE	TS:		

MEETING NOTES



Date:
Location:
Topic:
Attendees:



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