Project Guide

Space Assessment Planning Document

Assessment Committee/	Геат	
Name:	Role:	
The deadline for the deli	very of this space assessment is	
	,	
The goal(s) of this space	assessment are:	
The storage rooms stora	ge fixtures, collection types included in this assess	emont are:
The storage rooms, stora	ge fixtures, collection types included in this assess	ment are.
What types of items will	need special consideration during the assessment	? Describe.

The Profiling Unit of this assessment is	
Document the dimensions of your existing fixtures	

Fixture Type	# of Fixtures	Exterior Dimensions	Cubic footprint, Single Fixture	Cubic Footprint, Total Fixtures	Available Shelf Space	Available interior Space (Height)	Shelf Height
Totals							

Document the dimensions of your planned fixtures

Fixture Type	# of Fixtures	Exterior Dimensions	Cubic footprint, Single Fixture	Cubic Footprint, Total Fixtures	Available Shelf Space	Available interior Space (Height)	Shelf Height
Totals							

ne assessment will orga	nize the collection by		
otes on organization:			
efine the sections of the	e collection that will be assessed and	the included fixtures	
rowth is planned for a	year horizon.		
rowth will be calculated			
	·	6:	
	Percent of Overall Collection	Fixtures/Year	Other
rowth Calculations			

Space Standards		
Object Type	From the Edge	Overhead
Object Type	From the Edge	Overhead
Object Type	From the Edge	Overhead
What are the restrictions/conside	rations needed for your dat	ta collection categories?
Notes from space assessment tria	l run	

Attach to this guide:

- Detailed Project Timeline
- Storage Map
- Tracking Matrix