INTERIOR SPACE PLANNING / 01

MAP ROOMS, USERS AND RELATIONSHIPS

Describe what each area should support without creating a layout or sharing private site details.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Project A / rooms or areas in scope / no address

Room A / users / activities / priorities

Room B / users / activities / priorities

Adjacency, separation or privacy relationship questions

Storage, circulation or flexibility observations

Decision makers / timing / known project dependencies

Preparation only. Confirm scope and terms with the professional.

INTERIOR SPACE PLANNING / 02

INVENTORY INPUTS AND RESPONSIBILITIES

Organize retained items and plan inputs; the provider verifies fit, dimensions and site conditions.

Retained Item A / use / approximate footprint / verify

Retained Item B / use / approximate footprint / verify

Available plan or dimension source / status / owner

Provider site-review and measurement responsibility

Accessibility, code, egress or specialist question to route

Unknown condition, item or constraint needing confirmation

Preparation only. Confirm scope and terms with the professional.

INTERIOR SPACE PLANNING / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not validate a measurement, fit, route or design.

- [ ] Every provider receives the same non-sensitive room brief
- [ ] Users, activities and room relationships are described
- [ ] Retained items are listed without assuming they fit
- [ ] Plans and dimensions are labeled by verification status
- [ ] Measurement and site-review responsibility is assigned
- [ ] Layout alternatives and annotation level are written
- [ ] Review rounds and approval owners are explicit
- [ ] Professional requirements and implementation limits remain open

Open room-use, adjacency or retained-item question / owner

Unverified plan, measurement or site condition / owner

Missing layout, review, implementation or handoff detail

Preparation only. Confirm scope and terms with the professional.

INTERIOR SPACE PLANNING / 04

QUESTIONS FOR THE SPACE PLANNER

Record the answer and where it appears in the proposal or supporting documents.

Brief: how will you confirm uses, users, relationships and constraints?

Inputs: who verifies the site, plans and item dimensions?

Layouts: what alternatives, annotations and presentations are included?

Review: how are professional questions, revisions and approvals handled?

Implementation: what documents and coordination are included or excluded?

Handoff: what files, assumptions, exclusions and open items are delivered?

Preparation only. Confirm scope and terms with the professional.

INTERIOR SPACE PLANNING / 05

COMPARE THE SAME SPACE BRIEF

Use Provider A and B. Clarify unlike measurement, layout or handoff assumptions before comparing proposals.

Provider A / B / proposal dates / shared Project A brief

Site review, measurement ownership and verified inputs - A / B

Layout alternatives, annotations, reviews and approvals - A / B

Implementation boundary, files, handoff, exclusions and timing - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start an Interior Designer request. Share a non-sensitive space-planning brief so participating pros can compete with proposals. Compare measurement responsibility, layout deliverables, review rounds, implementation boundaries, handoff, exclusions and fit. A private site review and professional measurement may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private site review and professional measurement may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/interior-designer/space-planning

U.S. Access Board: Using the ADA Standards (official reference)

Federal Trade Commission: How to Avoid a Home Improvement Scam (official reference)

Preparation only. Confirm scope and terms with the professional.