

COUVRETTE NEIGHBORHOOD BRANCH

In an effort to better serve the needs of our clients, Couvrette Building Systems asks that each of our clients complete the following questionnaire. We have developed a unique design methodology that focuses on clients needs and quickly defines the architectural program, and scope of work The responses to this questionnaire will help us develop an preliminary proposal.

GENERAL INFORMATION

Name: (First Last) _____

Contact Address _____

City _____ State _____ Zip _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

Corporate Web site _____

Indicate the types of services you may be interested to obtain from CBS

Turnkey solution (includes all of the below)

OR

- Architectural Programming & Design Development
- Construction drawings, Documents, Structural, Mechanical, Electrical, Plumbing
- Construction / Manufacturing (as general or sub contractor)
- Project Management (as a General Contractor)
- Permitting
- Delivery
- Site Development & Site Work
- Site installation
- Signage design & construction
- Bank equipment supply

	Yes	No
Have any budgetary constraints been established?	<input type="checkbox"/>	<input type="checkbox"/>

Amount? _____

Have any time schedule been established?	<input type="checkbox"/>	<input type="checkbox"/>
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Details _____

DESIGN PROGRAM DEVELOPMENT

General

- Typical area / foot-print: _____ (Approximate)
- Identify bank typology: _____ (A / B / C / D / E)
 - A. Automated Bank (Single module: 120 to 600 sq. ft.)
 - B. Parking Lot Bank (Single Module – 300 to 750 sq.ft.)
 - C. Drive up Bank (Single Module office space & multiple module Canopies)
 - D. Mini Branch (Multiple Modules up to 2000 sq.ft. w/ drive up facilities)
 - E. Full Scale Neighborhood Branch (between 2000 & 5000 sq.ft)

Customer Function Areas

- Teller stations inside lobby _____ (1 to 6)
- Customer Service Representatives desks – C.S.R. _____ (0 to 5)
- Private Offices _____ (0 to 5)
- Semi-Private Consultation Area(s) _____ (0 to 3)
- Semi-Private Internet Banking Areas _____ (0 to 2)
- Walk up ATMs (Also indicate Exterior / Interior) _____ (0 to 2)
- Drive up Teller Lanes _____ (0 to 3)
- Drive up ATM Lanes _____ (0 to 2)
- After Hour Depository _____ (0 to 2)
- Conference Room (Indicate Capacity Also) _____ (Y / N)
- Marketing / Merchandising Focal(s) _____ (0 to 4)
- Kid's Area(s) _____ (Y / N)
- Concierge _____ (0 to 2)
- Semi-Private Phone Banking Areas _____ (0 to 2)

DESIGN PROGRAM DEVELOPMENT (Continued)

Employee Areas (Specify requirements for each of the following below)

- Work Room (Typically for tellers) _____
- Break Area _____
- Store _____
- Back offices _____
- Coat Storage Closet _____yes/?/could use hooks_____

Other Areas

- | | Yes | No | # |
|--|--------------------------|--------------------------|----------|
| <input type="checkbox"/> Security Vault (indicate number of deposit boxes also) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Printer / Xerox room (mark if separate room is desired) | <input type="checkbox"/> | <input type="checkbox"/> | 1 room |
| <input type="checkbox"/> LAN Room (Recommended for 2500 sq.ft & above) | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Room for Security Guard | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Others (Specify) _____ | | | |

Restroom Facilities

- | | | |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> Shared by Customers & Employee | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Separate for Customers & Employees | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Only for Employees | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Separate restroom for men / women | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Slop sink for Maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Janitor room / Storage | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Water Fountain Area | <input type="checkbox"/> | <input type="checkbox"/> |

Miscellaneous

- | | | |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> Do you plan to have a basement | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

BUILDING EXTERIOR DESIGN FEATURES

	Yes	No	
Do you have a specific architectural style in mind?	<input type="checkbox"/>	<input type="checkbox"/>	Specify
Will the building be patterned after an existing branch?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a photograph available?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you interested in Couvrette's standard Elevation schemes?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building to be installed in an historical or architectural preservation district?	<input type="checkbox"/>	<input type="checkbox"/>	
What type of exterior walls / siding are you interested in			
Stucco	<input type="checkbox"/>	<input type="checkbox"/>	
Brick	<input type="checkbox"/>	<input type="checkbox"/>	
Metal Panels & Scrims	<input type="checkbox"/>	<input type="checkbox"/>	
Combinations / Others			
<hr/>			
What type of roof elevation are you interested in?			
Flat Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Hip Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Gable Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Curved Roof	<input type="checkbox"/>	<input type="checkbox"/>	
Other			
<hr/>			
What type of roof finish are you interested in?			
Composition shingle Architectural shingles	<input type="checkbox"/>	<input type="checkbox"/>	
Metal Standing Seam	<input type="checkbox"/>	<input type="checkbox"/>	
Custom Metal	<input type="checkbox"/>	<input type="checkbox"/>	
Other?			
<hr/>			

Comments:

BUILDING SITE

Site work by CBS is identified by the following classifications.

Class A: Concrete parking lot with concrete drive lanes. Concrete drive lane islands. Concrete curb and gutter system. Landscaping with irrigation system. Underground storm drain system. Enclosure for trash bin. Concrete sidewalks. Maximum parking lot lighting coverage.

Class B: Asphalt parking lot with concrete drive lanes. Concrete drive lane islands. Asphalt curbs. Minimal landscaping with irrigation system. Storm drain catch basins. Enclosure for trash bins. Concrete entry only. Medium coverage for parking lot lighting.

Class C: Asphalt parking lot with asphalt drive lanes. Concrete drive lane islands. No site curbs. No landscaping. No storm drainage system. No trash bin enclosure. Concrete entry only. Minimum standards for parking lot lighting

	Yes	No
Are you interested in CBS providing site work?	<input type="checkbox"/>	<input type="checkbox"/>

Classification	Class A <input type="checkbox"/>	Class B <input type="checkbox"/>	Class C <input type="checkbox"/>
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Do you have a site available for development?	<input type="checkbox"/>	<input type="checkbox"/>
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What is the Site Location?

Street Address: _____

City and State: _____

Township (if applicable) _____

County:

What is the approximate site size?

Can you provide us with a site map or plot map?	<input type="checkbox"/>	<input type="checkbox"/>
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Thank you for taking the time to complete this questionnaire.