

**TECHNICAL GUIDE
APPENDIX:
HOME DESIGN**

MEETINGS STEP-BY-STEP

This step-by-step booklet is meant to guide the designer on the home design selection process not to prescribe it. Each family will be different and therefore each meeting will be personalized for them.

1ST MEETING

Between the designer, navigator and family.

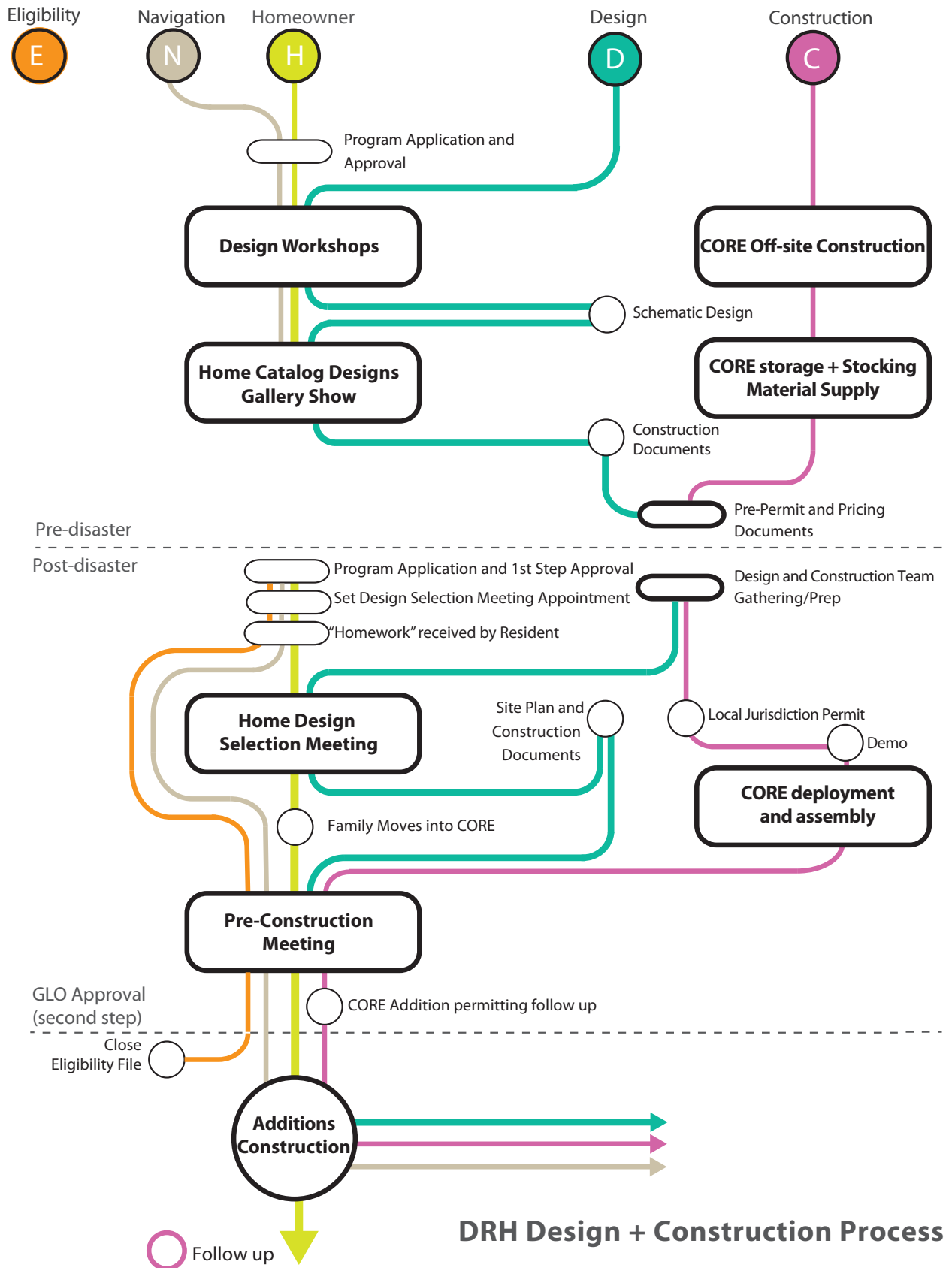
Before the meeting: verify you have all necessary items before the design meeting.

During the meeting:

1. Discuss the design process timeline
2. Discuss Design Homework answers
3. Discuss the Local Design Book
4. Select a home design from the Local Home Designs Catalog
5. Discuss home design selection
6. Discuss Site Design and home location
7. Select finishes

DESIGN MEETING CHECKLIST

1. Plat and/or Site Survey
2. Siteplan Design Tool
3. Local Design Guide-Book
4. Local Home Designs Catalog
5. Design Homework copy (in case family forgets to bring it)
6. Design and Construction Flow Chart
7. Finishes Selection Sheet



DESIGN HOMEWORK

1. Ask if they had any trouble answering the homework. If yes, what was the difficult part or why it was difficult to answer. This feedback will be helpful to the design team in order to improve the program.
2. The Hurricane questions are designed to create a family profile and target vulnerable families better in the next disaster event.
3. Ask about their family composition and if they have any special needs that could be reflected into the design, like allergies, mobility problems, etc. If they have allergies designer should recommend to avoid the use of carpets, and if there are mobility problems ADA accomodation should be enforced.
4. Discuss the design and layout of their existing home. Ask them what they like and what they don't. Some characteristics are very important for the families and the designer is responsible of translating them into the home selection process Are there any priority adjacencies between rooms?.
5. Sometimes the family will not elaborate in their answers, guide them through the activities and questions into thinking about the spatial qualities they like and the design elements they would like to see in their home design. This will help the designer to show the appropriate home design options.

LOCAL DESIGN GUIDE-BOOK

Context study of the local jurisdiction. The design guide book will orient the family on context appropriate aesthetics and will serve as design exercise in the meeting. Ask the family what things they like and what things they don't from the local design guide-book.

1. Roof shape: gable, hip, dutch hip, cross gabled, mansard, shed, etc. Ask how the roof shape relates to their site and their neighborhood.
2. Porch: open, big, on one side, with an L form, more private, etc, while being realistic with the space they have available in their Property.
3. Materials: discuss possible patterns and construction details.

HOME DESIGN CATALOG

Each home design catalog will be different. And the amount of options in the design book will depend on the scale of the local jurisdiction. Follow the following questions to show the design options that better fit the family needs.

1. Number of bedrooms: Follow fair housing guidelines to determine the number of bedrooms the family needs.
2. Homeowner property size and required set-backs. Make sure the options you show fit in their lot and are appropriate to their neighborhood.
3. Consider the Design Homework answers.
4. Consider the Local Design Book Discussion on exterior look and aesthetics they like.

HOME DESIGN CATALOG

Make sure the family understand the design layout aesthetics and details of their selection.

1. Do a walkthrough description using the floorplan of the home design selection.
2. Explain the relationship between the private and more public spaces of the design.
3. Explain how are the shared spaces related to each other.
4. Explain how the porch design relates to their property and the way they usually use the outside spaces.



Design Starts Here!

Hurricane

We would like to know your experiences during and after the hurricane.

How did the hurricane affect you and your family? Example: job, school, other activities, etc.)

.....

.....

.....

Did you move as a result of the hurricane? If so, where?

.....

.....

.....

How was your house damaged during or after the hurricane? (For example: water inside the house, roof leaks, mold, etc.)

.....

.....

.....

Have you made any repairs to your home? If yes, you have done these repairs by yourself or with help from others?

.....

.....

.....

.....

Your Family



Please list the names and ages of who will be living in your new home. Does the size of your family change throughout the year? Do you expect the size of your household or family to change? (examples: births, children moving out, relatives moving in, etc)

.....

.....

.....

Smart Building

Are there any health or physical issues in your family that the design of your new home can help address? Some examples might include:

- allergies
- arthritis
- asthma
- injuries
- medical conditions
- mobility

.....

.....

.....

Are there any additional activities that your home might accomodate? Some examples might include social gatherings, a home business, or studying.

.....

.....

.....

.....



Where You Live Now

Using the stickers and the diagram below, map out the basic layout of your current home and yard.

Draw a square around the areas where common problems occur.
(examples: too little/much space, too bright/dark, too cold/hot, noise, etc.)
and

Circle the areas you really enjoy.
Think about why you like these spaces.

Why did you draw circles and squares around certain areas?

.....

.....

.....

.....

.....

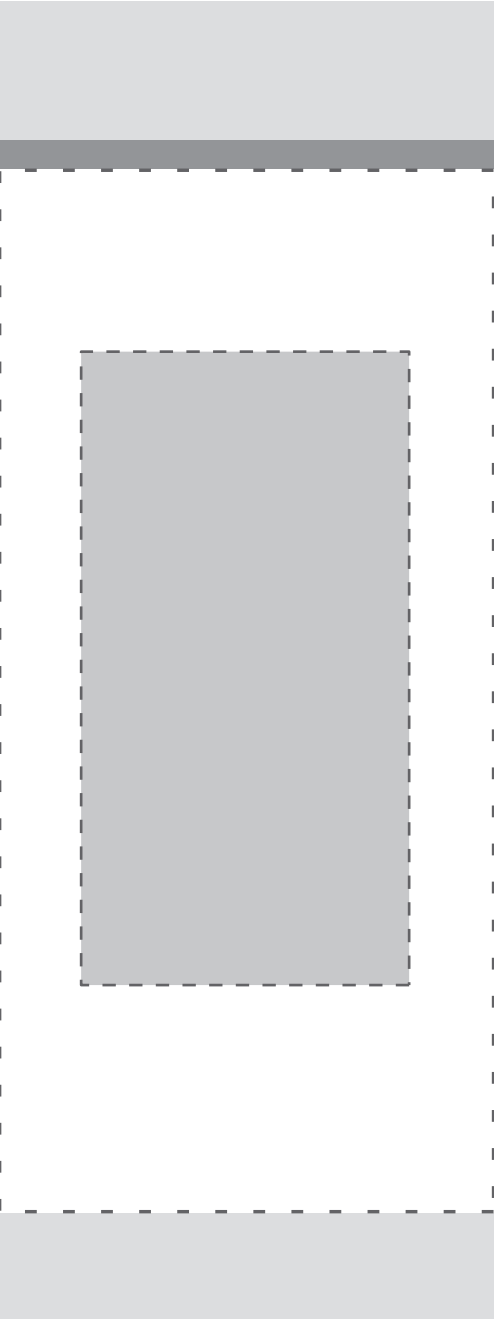
.....

.....



Outside

What does your family like to do outside your house? (play, garden, relax, greet, etc.) If you find it helpful, please draw on the diagram below.



street & sidewalk

front yard and porch

side yard

back yard

alley

Design Elements

Help us learn what you would like to see in your new home. Please photograph, find magazine cut-outs, or draw examples that you like for the parts of a house shown below. Briefly explain what you like about each image.

porch

materials

roof

siding

windows

driveway

Other

Today I met with bcWORKSHOP to discuss this booklet.

*I feel _____ after our discussion and
[am/am not] ready to move forward with the design of my
new home.*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

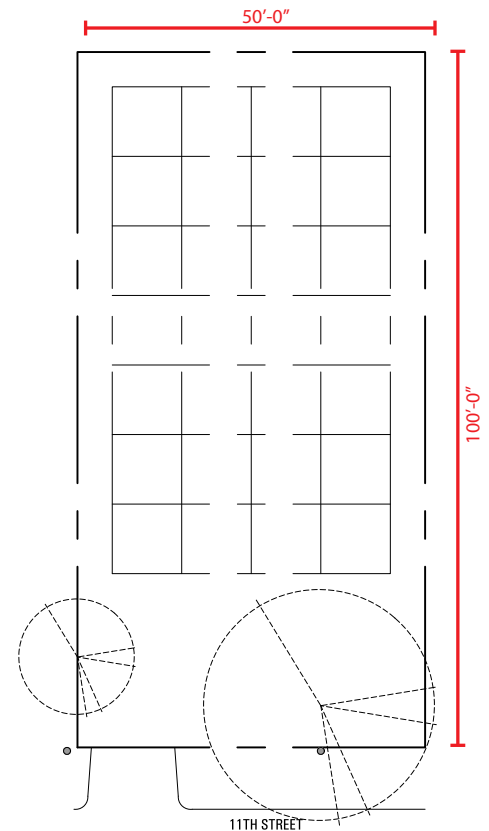
Name

Date

SITE PLAN DESIGN TOOL

Prepare the site plan design tool before the meeting.

1. Copy from the survey cad drawing:
 - Property line
 - Existing building outline
 - Existing Driveway and any
 - Concrete pads
 - Sidewalk
 - North
 - Utility pole location
 - Setbacks
2. Identify the setbacks and place a grid over the site drawing.
3. The survey doesn't include tree locations, look through the aerial image, and place trees approx.
4. Place a neighborhood and a lot aerial image and identify family's lot.
5. Prepare profiles of home design catalog options to place over the Site Design Tool.
6. During the meeting:
 - Place the house and draw the outline in the site design tool.
 - Draw the driveway location and length.
 - Mark the trees that will need to be removed.



FINISHES SELECTION

Prepare a design meeting form to take the meetings notes and a finishes selection sheet. Homeowner will keep copy of the notes and selections.

1. The finishes selection sheet should document:
 - Selected Colors: exterior (principal, details and trim) and interior
 - Shingles or roof material selection
 - Light fixtures selection
 - Flooring type and color
 - Cabinets style and color
 - Door and window types
 - Type of eaves: exposed rafters or fascia/soffit
 - Etc

FINISHES SELECTION

FINISHES SELECTION SHEET

Colors

main exterior color	trim	detail	interior walls	interior accent wall
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Flooring

1 st choice	2 nd choice
_____	_____
_____	_____

Countertop

1 st choice	2 nd choice
_____	_____
_____	_____

Porch light

1 st choice	2 nd choice
_____	_____
_____	_____

Cabinets

1 st choice	2 nd choice
_____	_____
_____	_____

Bathroom light

1 st choice	2 nd choice
_____	_____
_____	_____

Curtain

1 st choice	2 nd choice
_____	_____
_____	_____

Trim

1 st choice	2 nd choice
_____	_____
_____	_____

Door

1 st choice	2 nd choice
_____	_____
_____	_____

Shingles

1 st choice	2 nd choice
_____	_____
_____	_____

Eaves

exposed rafters	fascia/soffit
-----------------	---------------

2ND MEETING

Between the designer, construction manager, contractor and family.

1. Discuss design selection with contractor at pre-bid pricing.
2. Discuss construction timeline and additions construction logistics with the family
3. Discuss warranty and insurance details with the family. For example: family shall not interfere in the construction process, unless a self-help agreement is in place. Family shall not request changes to approved drawings and agreements made during pre-construction meeting.