



# DESIGN APPLICATION CHECKLIST

The following information is required so that our Applications Department can provide prompt and accurate design assistance. Please complete online (use "X" for checkoff boxes) and e-mail to **Ken Sweeney** at [ksweeney@charroninc.com](mailto:ksweeney@charroninc.com). You may also print the form and FAX it to (603) 624-9764. Thank you.

## PROJECT:

Project Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Architect  Engineer  Lighting Designer  Interior Designer  Other

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Your **Charron** Salesperson: \_\_\_\_\_

## SPACE:

Use / Function: \_\_\_\_\_

Rectangular Dimensions:  Wide X  Long X  High

*NOTE: Non-rectangular spaces or those with irregular ceiling require dimensioned plan and section drawings.*

Ceiling Reflectance: \_\_\_\_\_ %

Wall Reflectance: \_\_\_\_\_ %

Floor Reflectance 20 %

*NOTE: Skylights, trusses, beams, exposed ducts or other ceiling obstructions, large wall openings or windows and balconies or mezzanines should be clearly defined on the plans, sections, and/or elevations. Include type of glass, finish on trusses, etc.*

## LIGHTING:

Preferred Source:  Tungsten Halogen  Fluorescent  Metal Halide  HPS  LED

Preferred Luminaire Manufacturer: \_\_\_\_\_

Luminaire Mounting Height (above finished floor): \_\_\_\_\_  Recessed in ceiling

Target Illumination Level: \_\_\_\_\_ footcandles at \_\_\_\_\_ inches (above Finish Floor)  
*Footcandles Average Maintained*

Calculation Method:  Point by Point Computer Printout (work plane & surface illuminance) *Typically 5 business days.*  Hand Estimate (work plane illuminance only). *Typically next day.*

Design Goals / Special Instructions:

Additional information (drawings, photos, etc.) attached.  YES  NO No. of pages: \_\_\_\_\_