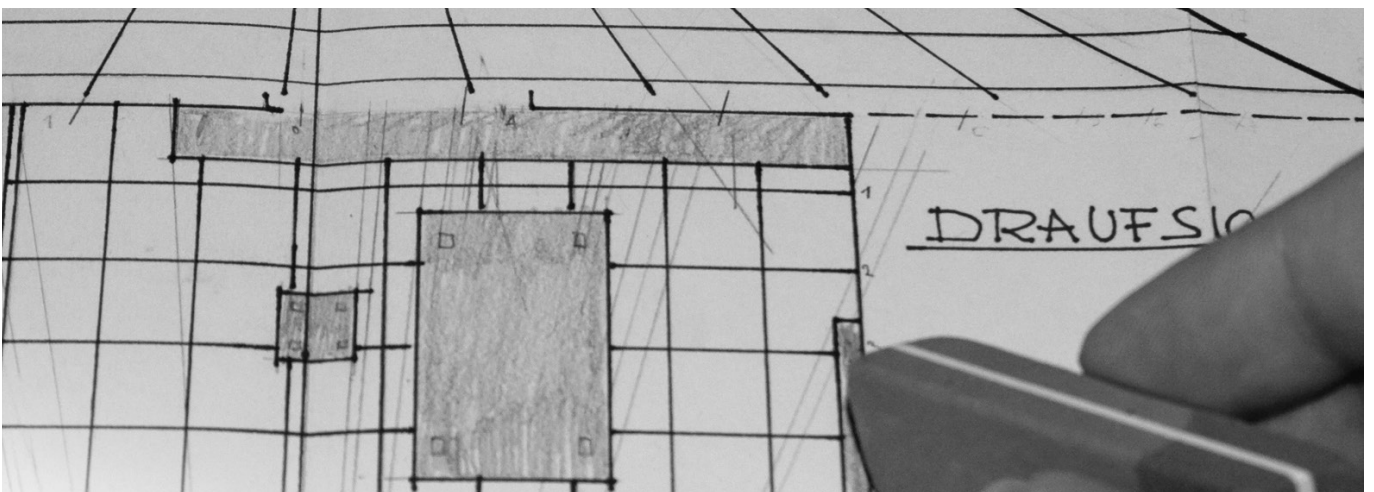


Checklist for workshop project planning and workshop equipment



Contact data

Company name

Contact person

Street, Number

Zip code, city

Country

Fax

Phone

Website

E-Mail

VAT ID-Number

For a more effective support, please fill in all the fields correctly.

Premises

Do you already have rooms?

If yes, how big are these?

Room width

Room length

Ceiling height

Max. load per sqm?

Year of construction?

Where are doors?

Width:

Height:

Where are windows?

Width:

Height:

Possibility of an exhaust air device? If yes, where?

For existing buildings

Is the building classified and protected as historical building?

How was the building used before?

Are there water connections? If yes, where?

Could existing walls (e.g. plasterboard walls) be moved or removed?

Noise and odours

Do you have neighbours sensitive to noise? e.g. doctor's offices or pharmacies

Do you have any soundproof rooms in your existing building?

Do you have neighbours sensitive to odour? e.g. adhesives, casting resin odours)

What are the focal points of your activities? Please rate in percent.

Orthotics

Children's orthotics

Silicone / epitheses

Prosthetics

Arm prosthetics

Insoles

Orthopaedic shoe
production

Rehabilitation technique
(wheel chairs, moulded
seats)

Health store goods

Employees

How many employees does your company presently have resp. will your company have?
Please divide into the fields such as orthopaedic technicians, office staff etc.

Existing furnishing / equipment

Do you already own furnishing / equipment, which must be included into the new planning?
If yes, what kind of furnishing / equipment?
Please indicate carefully dimensions, and for workshop machines voltage, year of construction etc.
If possible, please send us digital photos.

Work processes

Are there any work processes in your company that are rather unusual for orthopaedic workshops
and which must be considered in the planning?

Construction plans of new buildings

Usually, there are digital construction plans for new buildings.
If there are, please send them as .dxf or .dwg file.

Construction plans of existing buildings

If the building has been constructed before 1995, there are most likely paper construction plans.
Please send one copy indicating all dimensions and scale.
If you have a digitalised plan, please send it in format .dxf or .dwg.

Very important: Please clearly indicate the available power supply:

Volt		Hertz	
Number of phases		Possibly existing special voltages	

Premises

Following rooms are part of the planning.

Which of the below mentioned rooms have high priority, which ones have low priority, which ones are not needed?

Please rate in numbers: 1 = absolute priority 2 = possibly needed 3 = not needed

Health store with dressing rooms		Orthopaedic shoe production	
Patients' plaster cast room		Insole production	
Patients' dressing room		Plastics room	
Walking lab		Plaster cast room	
Showroom		Silicone production	
Reception		Machine room	
Orthopaedic workshop		Room for air exhaustion	

Date

Signature