

## **AIA Design Assistance Team (DAT) Furniture and Equipment List**

Furniture and equipment for the DAT work space may be rented or borrowed from other offices. Generally, a major moving activity is involved, and everything must be in place before the team arrives. The following could be necessary depending upon the project:

- Drawing/writing tables and chairs
- Sofa, easy chairs (if possible)
- Conference tables and chairs
- Photocopier; 11"x 17" format, in good working condition (with plenty of paper) for quick reproduction of drawings and copy. (A continuously variable—not preset—zoom reduction/enlargement feature is required. Provide two machines, or one additional backup that can be moved immediately into the work space at any time.)
- Four to six desktop computers or laptops, depending upon team needs.
- Miscellaneous folding chairs
- Data projector(s) for PowerPoint and digital photographs, with an extra bulb or projector. Digital camera with wide-angle capabilities and capacity for high-resolution images
- Waste baskets and garbage bags
- Keys to work space for team members
- Refrigerator with food and drink

There should be a reference center consisting of copies of ordinances, statistics, maps, previous reports and studies, and histories. This should be under the control of a local steering committee member as some of these documents will be one of a kind. If there is a local GIS system, it should be set up on the computers in the work area.

Every piece of mechanical equipment should have a backup on hand or nearby, and substantial amounts of paper, toner, tape, and other necessary supplies should be stored on site. Also, service technicians should check the equipment ahead of time and be on standby during the team visit—particularly over the weekend.

## ***Supplies***

Supplies will include materials normally found in an architect's office and should be reviewed with the team prior to the Charette event. Some DATs may be more policy focused and as such may not require all of these materials. In general, the DAT work space should be stocked with:

- Sketchpads, 9" x 12" and 24" x 36"
- Writing paper pads, 8½" x 11"
- White vellum (1000#) and yellow (canary) tracing paper, 12", 24", and 36" wide rolls
- Post-its
- Felt-tipped markers (Magic Markers, Design Art Markers) in colors and gray tones
- Colored pencils
- Fiber-tipped (not ballpoint) pens, with medium and fine tips, black and red
- Large newsprint pads and easels
- T-squares, triangles, drafting pencils, erasers, scales, drafting tape, colored pencils
- Scissors
- Rubber cement, magic tape, push pins, glue sticks
- White correction fluid and tape (various widths)
- Plain bond paper, 8½" x 11"
- Reproducible base maps of the community and study area (some of these should show building outlines)
- Aerial photos

- Special photos of study area
- Snack food and drinks, including some healthy choices
- Paper plates, cups, forks, knives, napkins
- Paper towels, toilet paper
- Coffee machines and ice chest or refrigerator