Tresco

PRELIMINARY PLANNING CHECKLIST

This document provides a structured checklist to guide the early planning and specification of control room consoles for companies involved in 24/7 mission critical projects across Canada and the U.S.

HOW TO USE THE CHECKLIST

It is intended for use during the preliminary or concept design phase, helping teams gather essential spatial, operational, and technical requirements. By capturing these key details early, copmanies and their partners can streamline communication with Tresco, improve layout accuracy, reduce redesign effort, and support more precise budgeting and specification development. The checklist covers core areas such as:

01 Control Room Space Information

02 Operator Staffing Requirements

03 Operator Interaction and Workflow

04 Operator Task Overview

05 Monitor & Display Requirements

06 Console Equipment Requirements

07 Additional Notes and Considerations

	Area	Element	Instructions	Comments
01	Control Room Space Information	Control Room Space Information	Provide full dimensions (length, width, ceiling height) of the intended console space.	
		Room Shape and Constraints	Note any architectural features (columns, angled walls, windows, doors, ceiling slopes, etc.)	
		Photographs or Site Images	Include photos of the current room if it already exists. Capture views of walls, existing furniture, cable access points, windows, etc.	Attach the photos along with the document.
02	Operator Staffing Requirements	Number of Operator Positions – Normal Operation	List the number of operator workstations needed during standard operations.	
		Number of Operator Positions – Upset Conditions	Indicate any increase in operator positions during emergency or upset conditions.	
		Shift Patterns / Redundancy Requirements	Note if multiple shifts or mirrored workstations are required.	
03	Operator Interaction and Workflow	Collaboration Requirements	Describe how operators are expected to communicate (e.g., side-by-side discussions, shared screens, supervisory oversight).	
		Adjacency Requirements	Indicate if certain roles or stations must be placed close together.	
		Line of Sight Considerations	Note if operators need visibility to video walls, plant windows, other operators, or equipment.	
04	Operator Task Overview	Primary Responsibilities per Station	Briefly describe key tasks (e.g., process monitoring, dispatching, reporting).	
		Specialized Workflows or Ergonomic Needs	Include any tasks that require additional workspace, privacy, or physical movement.	

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Area	Element	Instructions	Comments
05 Monitor & Display Requirements	Number of Monitors per Operator	Total number of monitors each operator will use.	
	Monitor Sizes	List monitor sizes (e.g., 2x 24", 1x 34" ultrawide).	
	Preferred Monitor Layout	Provide general layout (e.g., stacked,side-by-side, curved setup).	
	Shared or Overhead Displays	Identify any shared screens, large displays, or video walls in the room.	
06 Console Equipment Requirements	PCs per Station	Number and approximate size of computers per operator.	
	Other Console Equipment	List any other equipment to be stored or integrated (e.g., KVMs, radios, phones, documentation).	
	Under-Console or Rack Storage Needs	Indicate if there is a need for CPU storage, rackmount equipment, or additional shelving.	
07 Additional Notes & Considerations	Preferred Console Features	Height adjustability, cable management, cooling requirements, lighting integration, etc.	
	Design Standards or Client Preferences	Note if there are existing client specs or visual standards to align with.	
	IT/AV Integration Points	Identify cable access expectations, conduit stub locations, or IT partner involvement.	