

## Office Space Planning Checklist

When companies acquire commercial real estate to house their business operations, the process can range from straightforward to complex depending upon the specific needs of the company in relation to the marketplace at that time. A primary key to securing the right location at the most favorable terms possible, is to define and understand your needs and wants at the outset. Discussing and prioritizing these details with key employees and your professional commercial real estate advisor will ensure that your needs are met in the most efficient and cost-effective manner.

Here are a variety of issues that should be considered prior to commencing the office location decision process:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● <b><u>Features</u></b> <ul style="list-style-type: none"> <li>Best 3 Features of Current Space</li> <li>Worst 3 Features of Current Space</li> <li>Most Important Features</li> </ul> </li> <li>● <b><u>Timing</u></b> <ul style="list-style-type: none"> <li>Current Lease Expiration?</li> <li>Options? Desired/Mandatory New Occupancy Date?</li> <li>Time Line for Process</li> </ul> </li> <li>● <b><u>Location</u></b> <ul style="list-style-type: none"> <li>Geographic Location</li> <li>Access</li> <li>Workforce commute</li> </ul> </li> <li>● <b><u>Budget / Cost</u></b> <ul style="list-style-type: none"> <li>What can the client afford in relation to what is available in the marketplace?</li> </ul> </li> <li>● <b><u>Reception Area</u></b> <ul style="list-style-type: none"> <li>Seating</li> <li>Upgrades</li> </ul> </li> <li>● <b><u>Work Areas</u></b> <ul style="list-style-type: none"> <li>Types</li> <li>Sizes</li> <li>Equipment</li> <li>Special Electrical Needs</li> </ul> </li> <li>● <b><u>Lease Term</u></b> <ul style="list-style-type: none"> <li>Desired, Minimum, Maximum</li> <li>Extension Options</li> </ul> </li> <li>● <b><u>Growth Projections</u></b> <ul style="list-style-type: none"> <li>3 year</li> <li>5 year</li> <li>10 year</li> </ul> </li> <li>● <b><u>General Feel</u></b> <ul style="list-style-type: none"> <li>Spacious or Efficient</li> <li>Lighting</li> <li>Quality</li> </ul> </li> <li>● <b><u>Conference Rooms</u></b> <ul style="list-style-type: none"> <li>Seating capacity</li> <li>Number</li> <li>Image</li> <li>Public / Private</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● <b><u>Site Accessibility</u></b> <ul style="list-style-type: none"> <li>Freeway Access</li> <li>Public Transportation</li> </ul> </li> <li>● <b><u>Layout Type</u></b> <ul style="list-style-type: none"> <li>Offices vs. Open Work Areas, workflow, amount of partitioning</li> </ul> </li> <li>● <b><u>Employees</u></b> <ul style="list-style-type: none"> <li>Number</li> <li>Sizes of Offices &amp; Work Areas</li> <li>Windows</li> <li>Special Needs</li> </ul> </li> <li>● <b><u>Lease Options</u></b> <ul style="list-style-type: none"> <li>Expansion</li> <li>Extension</li> <li>Termination</li> <li>Contraction</li> <li>First Right of Refusal on Adjoining Space</li> </ul> </li> <li>● <b><u>Security</u></b> <ul style="list-style-type: none"> <li>Building</li> <li>Neighborhood</li> </ul> </li> <li>● <b><u>Amenities</u></b> <ul style="list-style-type: none"> <li>Lunch Rooms</li> <li>Coffee Bars</li> <li>Lounge</li> <li>Rest Rooms</li> </ul> </li> <li>● <b><u>Parking</u></b> <ul style="list-style-type: none"> <li>Number on Site</li> <li>Total Required</li> <li>Cost</li> </ul> </li> <li>● <b><u>Mechanical Systems</u></b> <ul style="list-style-type: none"> <li>Elevators</li> <li>HVAC</li> <li>Off Hours</li> <li>Operation</li> </ul> </li> <li>● <b><u>Identity</u></b> <ul style="list-style-type: none"> <li>Signage</li> <li>Visibility</li> </ul> </li> <li>● <b><u>Image</u></b> <ul style="list-style-type: none"> <li>Type of Building</li> <li>Location in Building</li> <li>Location on Floor</li> <li>View</li> <li>Building &amp; Floor</li> <li>Size</li> <li>Quality of Improvements</li> </ul> </li> </ul> |
|--|--|