



Office Space Requirements Survey

Site Requirements

- 1. Do you have a current lease in place? When does it expire? _____
- 2. What is your desired location? (City/Market) _____
- 3. Is there a street or intersection local that desired or required? _____
- 4. What is your desired location in the building? _____
- 5. Do you desire free-standing, owner occupant building or multi-tenant space? _____
- 6. What is the time-line for occupancy for the new space? _____
- 7. Is visibility of your building or signage a priority? (Major highway, etc) _____
- 8. What is the office total square footage requirement? _____
- 9. How many employees will be officing at this location? _____
- 10. Do you have a 5 and 10 year plan for expansion? _____

Building Specs

- 11. How many private offices do you require? _____
- 12. How many confererence rooms are needed? What sizes? _____
- 13. Do you need a breakroom for your employees? _____
- 14. Do you require interior restrooms? (Unisex or multiple) _____
- 15. What are the parking requirements? _____
- 16. What type of roof would you prefer? _____
- 17. Do you have any specialized equipment that require special planning? _____
- 18. Do you store anything that is considered hazardous? _____
- 19. Is there any special building or construction requirements? _____
- 20. What are the finish out requirements? _____
- 21. Have you done any space planning? _____
- 22. Do you have a preferred contractor or architech? _____
- 23. Are there special power needs and/or requirements? _____
- 24. Are there special insulation requirements? _____
- 25. What is the cabling requirement (standard/access)? _____
- 26. Are there special lighting requirements? _____
- 27. What are the flooring requirements? _____
- 28. Do you require or need special windows and/or skylights? _____
- 29. What access requirements are required? _____
- 30. What is your HVAC requirement? (Weekends) _____
- 31. Is there a required clear height? _____
- 32. Do you want more than code required landscaping? _____
- 33. Other requirements? _____