



Office Space Checklist

Use this [Office Space Checklist](#) to make sure you end up in an office property that suits your operational, financial and space requirements.

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1. KEY OFFICE SPACE OBJECTIVES	NOTES
<p>SIZE: Is the office the right size?</p> <p>Generally speaking, work on allocating approximately 175 - 250 sq. ft. per employee. This office space calculation allows for communal areas such as conference rooms etc. Don't forget to consider your company's plan for growth within the period of the lease.</p>	
<p>COST: Can we afford the office space?</p> <p>Consider the rent, security deposit, insurance, fixtures & build out.</p>	
<p>LOCATION: Is the office in the right location?</p> <p>Which area is going to work best for you as a business? Where do your staff live? Where are your clients based? Which location best represents the "sweet spot" to satisfy your business needs?</p>	
<p>TIMEFRAME: Will the office be available within your timeframe?</p> <p>Factor in enough time for lease negotiations and office build out to be carried out before you can actually occupy the building.</p>	

2. OPERATIONAL OBJECTIVES	NOTES
<p>Does the office reflect your company image?</p> <p>If you have a prestigious client base opt for Class A Office Space. On the other hand, don't fall into the trap of renting high quality office space if it's not necessarily required.</p>	
<p>What purpose does the office space need to fulfill?</p> <p>Consider your expected everyday activities and how far the space satisfies that criteria.</p>	
<p>Reception Lobby</p> <p>How regularly do your clients visit? Is there sufficient space to accommodate the maximum number of clients at any one time? Is it welcoming and comfortable?</p>	



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<p>Conference rooms</p> <p>How many do you need? Are they large enough? Do they have adequate facilities?</p>	
<p>Open Plan versus Enclosed Offices?</p> <p>Will the layout work for you? If it has enclosed offices, can areas be easily divided if required?</p> <p>How easy is it to carry out modifications?</p>	
<p>3. AESTHETIC QUALITIES</p>	<p>NOTES</p>
<p>What are your first impressions of the office?</p> <p>If you like it, it's more likely that your staff, clients and anyone who visits it will too.</p>	
<p>Is the building well-maintained?</p> <p>Is the Property Management Company responsible for upgrades & maintenance? Is the building in general good order? Ask existing tenants about the quality of service.</p>	
<p>What does the building look like externally?</p> <p>The type of building you occupy says a lot about your corporate image and how you wish to be represented to the outside world - so choose the type of building carefully.</p>	
<p>Can you re-decorate?</p> <p>It may seem like an obvious question but well worth asking about any restrictions to the décor and other office design aspirations you may have.</p>	
<p>Will the shape of the office space work for you?</p> <p>How does the layout suit your organizational structure, working practices & culture?</p>	
<p>Is there a view?</p> <p>This is important for some companies. An attractive view can prove beneficial for staff morale, as well as providing an interesting talking point for visitors.</p>	
<p>What kind of flooring is in place?</p> <p>Is it a raised floor? Has it got under-floor trunking or perimeter trunking? Determine what sort of flooring best suits your needs and weigh up the cost of installing the right solution.</p>	



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4. LOCATION & AMENITIES	NOTES
<p>Are there good transport Links?</p> <p>How easy is it to commute to the office? How does most of your staff commute to & from work?</p>	
<p>What is the neighborhood like?</p> <p>Is the area a thriving business destination? Up & coming hotspot or in the suburbs? Do you really need a prime business address in a central business hub?</p>	
<p>Are there amenities nearby?</p> <p>Are there places where your staff can buy their lunch? Are there diners or bars from which you can entertain clients? Other considerations might include having shops, health clubs, and banks nearby too.</p>	
<p>Who are the other tenants in the building?</p> <p>Competitors? Partners? Clients? Do any of the other tenants pose a problem or threat to your business?</p>	

5. FACILITIES	NOTES
<p>Car parking</p> <p>Are there adequate parking spaces for staff who drive into work as well as clients & visitors?</p>	
<p>Elevators</p> <p>Are there enough elevators and do they have adequate capacity? Are the freight elevators large enough to transport any heavy / valuable equipment?</p>	
<p>Utilities</p> <p>Is the building centrally heated? Does it offer air-conditioning and comfort cooling? Are all utilities in good working order?</p>	
<p>Security</p> <p>Does your company have any specific security requirements? (secure server rooms etc.) Do you need 24hr security and is it provided? Is there a video entry camera?</p>	



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Reception Is there a communal reception lobby? If so, what is the service like? Are there security personnel or receptionists? Even though the staffs aren't your own, they will still be the first impression that your visitors will encounter.	
IT Requirements Does the space meet all your technical requirements? i.e. server rooms and what kind of voice & data infrastructure is already in place?	
Restrooms Consider number of restrooms, cleanliness and quality of facilities.	
Broadband & Wireless Connectivity What is the broadband speed within the area? Does it have wireless networking? If wireless connectivity is a priority be sure to confirm it's possible.	
Kitchen/Catering Facilities Base your requirements on the conveniences you need, including; coffee pot, refrigerator, microwave, water cooler and any seating area.	

ADDITIONAL NOTES & TIPS

Make sure you are represented by a **Tenant Rep Broker** who will be able to outline your options and help you come to an informed decision about your choice of office space. They will also be on hand to provide you with regular briefings on the state of play and will monitor the transaction until completion of the deal.

Allow yourself enough time to leverage your options, compare properties and make the right informed decision.

TOP TIP: Companies that use a **Tenant Rep Broker** to find office space save themselves money over the term of the lease.