

## OFFICE SPACE LEASE SPECIFICATIONS QUESTIONNAIRE

Company Name: \_\_\_\_\_

Type of Site:     New Site  
                      Relocation  
                      Existing Site – Is existing site suitable?  Yes  No – If No, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Delineated Area: Describe boundaries, area streets and/or buildings and landmarks.

Image Requirements: \_\_\_\_\_  
Shopping? \_\_\_\_\_ Restaurants? \_\_\_\_\_ Public Transportation? \_\_\_\_\_  
Close to Customers? If so, describe \_\_\_\_\_

2. Date required: \_\_\_\_\_

3. Length of lease term desired: \_\_\_\_\_

4. Minimum/maximum square footage estimates: \_\_\_\_\_/\_\_\_\_\_ square feet.

5. Describe your company's zoning requirements:

- \_\_\_\_\_ Retail Sales
- \_\_\_\_\_ Medical
- \_\_\_\_\_ Assembly
- \_\_\_\_\_ Technology
- \_\_\_\_\_ 20% of the business R & D (requirement for Research Park West)

6. Total number of parking spaces required: \_\_\_\_\_

7. Total number of parking spaces for customer vehicles required: \_\_\_\_\_

8. Are there plans for expansion, reduction, or alterations during the term of the lease?

Yes            No

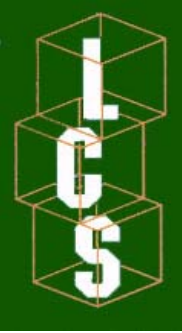
If Yes, please explain: \_\_\_\_\_

9. List the hours of operation (e.g., Sun-Sat, Holidays): \_\_\_\_\_

10. What's the maximum number of employees for each standard work shift? \_\_\_\_\_

11. List services to include in the lease agreement, such as utilities, security, maintenance, landscaping, etc.: \_\_\_\_\_

12. Is daytime janitorial service required?            Yes            No



**OFFICE SPACE LEASE SPECIFICATIONS QUESTIONNAIRE**

Company Name: \_\_\_\_\_

13. List services which you prefer to be contracted separately:

SERVICE	CURRENT ANNUAL COST/S.F.
_____	_____
_____	_____
_____	_____
_____	_____

14. List the number and sizes of all offices areas needed:

Room	# Required	Square Feet	# Elec. Outlets	# Telephone Outlets
Reception Area				
Conference Large				
Conference Small				
Exec Office				
Management Office				
Engineering Office				
Admin Office				
Office - Other				
Open Work Bay				
Storage				
Copy/Fax				
Kitchen/Lounge				
IT/Communications				
Coffee Bar				
Other				

15. Are there above normal security requirements for this site (i.e., special locks or security systems)?  Yes  No

If Yes, please explain: \_\_\_\_\_

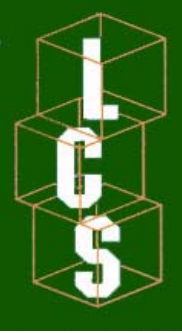
16. Will an uninterruptible power supply (UPS) be needed?

Yes  No

If Yes, list equipment to be connected to the UPS system: \_\_\_\_\_

17. Are separate meters necessary for electrical or other utility requirements?

Yes  No



## OFFICE SPACE LEASE SPECIFICATIONS QUESTIONNAIRE

Company Name: \_\_\_\_\_

18. Do you require a computer equipment room?       Yes       No

If Yes, answer the following questions:

- A. Approximate size of room: \_\_\_\_\_ square feet
- B. What live load should the floor support? \_\_\_\_\_ lbs/sqft.
- C. What are the maximum and minimum temperatures required?  
Max: \_\_\_\_\_ Min: \_\_\_\_\_
- D. What are the maximum and minimum humidity ranges required?  
Max: \_\_\_\_\_ Min: \_\_\_\_\_
- E. Will these environmental conditions be required 24 hours a day?  Yes     No
- F. Are cable runs to remote terminals required?     Yes       No
- G. Does this room require a telephone outlet or special telephone line?  Yes     No
- H. How many people will normally be present in this room? \_\_\_\_\_

On a separate page, list each piece of equipment to be located in the computer equipment room. Include operating BTUs of heat output and complete electrical requirements of each item.

19. List any additional special requirements (continue on separate sheet if necessary):

\_\_\_\_\_

20. Please list any comments concerning the current lessor, services provided, and lease terms:

\_\_\_\_\_

21. What service providers do you currently have contracts with that must be considered in a relocation (i.e. telephone, internet)? \_\_\_\_\_

\_\_\_\_\_

22. Describe the company procedure for approving a relocation – what company executives have final decision-making authority? \_\_\_\_\_

\_\_\_\_\_

23. Best 2 features of current space: \_\_\_\_\_

24. The most important features of new space: \_\_\_\_\_