

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

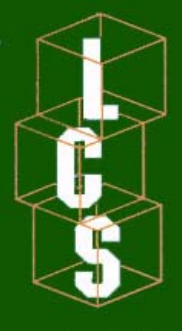
If Yes, please explain: _____

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



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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: _____

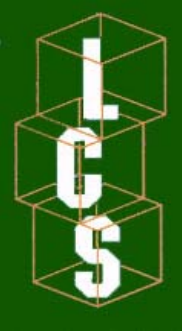
16. Will an uninterruptible power supply (UPS) be needed?

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



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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: _____