

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 meeting rooms etc. Don't forget to consider your company's plan for growth within the period of the lease.</p> <p>Use the Office Space Calculator to work out how much space you are going to need.</p>	
<p>COST: Can we afford the office space?</p> <p>Consider the rent, deposit, business rates, service charge, insurance, fixtures & fittings.</p> <p>Download the free Moving Office Budget Template to plan & manage your costs.</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 customers 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 fit-out to be carried out before you can actually occupy the building.</p> <p>Use the free Moving Office Timetable to manage your schedule & set realistic timescales.</p>	

2. OPERATIONAL OBJECTIVES	NOTES
<p>Does the office reflect your company image?</p> <p>If you have a prestigious client base opt for high quality space. On the other hand, don't fall into the trap of renting something too expensive if it's not required.</p>	
<p>What purpose does the office space need to fulfil?</p> <p>Consider your expected everyday activities and how far the space satisfies that criteria.</p>	
<p>Reception area</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>Meeting rooms</p> <p>How many do you need? Are they big 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? How easy is it to carry out modifications?</p>	

3. AESTHETIC QUALITIES	NOTES
<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>Who is the Management Company responsible for repairs & 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 company image and how you wish to be portrayed 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 organisational 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 floor structure best suits your needs and 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 do most of your staff commute to & from work?</p>	
<p>What is the neighbourhood like?</p> <p>Is the area a thriving business destination? Up & coming hotspot or out in the sticks? Do you 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 restaurants or bars from which you can entertain clients? Other considerations might include having shops, gyms, and banks nearby too.</p>	
<p>Who are the other occupiers in the building?</p> <p>Competitors? Partners? Clients? Do any of the other occupiers pose a problem or threat to your business?</p>	

5. FACILITIES	NOTES
<p>Car parking</p> <p>Is there adequate car parking for staff who drive into work as well as clients & visitors?</p>	
<p>Lifts</p> <p>Are there enough lifts and do they have adequate capacity? Is the goods lift large enough to transport any heavy / valuable equipment?</p>	
<p>Utilities</p> <p>Is the building centrally heated? Does it have air-conditioning and comfort cooling? Are all services 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 phone?</p>	



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Reception Is there a communal reception area? If so, what is the service like? Are there security personnel or receptionists? Even though the staff aren't your own, they will still be the first impression that your visitors will receive.	
IT Requirements Does the space meet any specific technical requirements you may have? i.e. server rooms and what kind of voice & data infrastructure is already in place?	
Restrooms Consider number of restrooms, cleanliness, quality and 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; kettle, fridge, microwave, water cooler and any seating area.	

ADDITIONAL NOTES & TIPS

Make sure you are represented by a **Commercial Property Agent** 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 Commercial Property Agent to find office space save themselves money over the term of the lease.

[Click here](#) to find a Commercial Property Agent in your Area.

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