

OFFICE SPACE CHECKLIST

Bring along a tape measure and be ready to take pictures with your cell phone

Office address: _____

Contact name: _____

Phone: _____

Email: _____

Location & Exterior

- Building and lot cleanliness
- Number of parking spaces: _____
- Individual business signage options
- Parking and entrance signage
- Landscaping and snow removal

Neighbors

If other businesses are in the building:

- Operating hours & noise levels: _____
- Parking lot use at various times: _____

Shared Indoor Spaces

- Note the spaces shared
- Frequency of cleaning and maintenance

Private Office Space

- Shared or separate entrance?
- Signage at entrance?
- Separate bathroom?
- Number of rooms: _____
- Square footage of each: _____
- Ceiling height: _____
- Windows
 - ◇ Blinds, shades, or other covering?
 - ◇ Do windows open? Have screens?
 - ◇ Noise factors near doors and windows?
- HVAC
 - ◇ Shared or separate ventilation?
 - ◇ Shared or separate thermostat?
 - If shared, who is in control of it?
 - Does HVAC run 7 days a week?
- Type of flooring: _____
- Number of electrical outlets: _____
- Placement OK?
- Internet access?
- Cell reception good?
- Hookup for laundry machines?

Expenses & Maintenance

- Rent: _____
- Utilities: type and average cost
 - ◇ Gas: _____
 - ◇ Electric: _____
 - ◇ Internet: _____
- Responsibility for plumbing, HVAC, other urgent systems issues: _____

Lease

- Is it triple net?
- Annual rent increases built in or fixed?
- What if building is unusable due to damage?
- Can landlord force you to move to different space in building?
- Can you negotiate:
 - ◇ Construction costs/upgrades before you move in?
 - ◇ Lower rent for longer lease term?
 - ◇ Dedicated parking space?
- Allowed to paint?
- Allowed to sublet?

Notes
