



Your Company Name
 Company Street Address
 Company City, State & Zip
 (phone) / (fax)
 Prepared By: Registered User's Name

OFFICE NEEDS ANALYSIS Prepared For: (client's name appears here when registered)

Corporate Facilities

Description of staff position, room or area	Staffing		Approximate Area Dimensions		Number of Rooms		Net Usable Square Feet		Subtotal Usable Sq. Ft.	
	Current	Growth	Industry Average	Tenant's Target Size	Current	Growth	Industry Average	Tenant's Target	Current	Growth
President	1	0	15 x 20	12 x 20	1	0	300	240	240	0
<i>Wants and Needs:</i> Private corner office w/ separate A/C control										
Senior Vice President	1	0	15 x 15	12 x 15	1	0	225	180	180	0
<i>Wants and Needs:</i> Private office on glass										
Vice President	2	1	15 x 15	12 x 15	2	1	225	180	360	180
<i>Wants and Needs:</i> Private office on glass										
Computer	0	0	10 x 15	12 x 15	1	0	150	180	180	0
<i>Wants and Needs:</i> Two person office adjacent to Telephone / LAN (interior ok)										
	___	___	-----	_ x _	___	___	-----	n/a	0	0
<i>Wants and Needs:</i>										
Executive Conference	0	0	12 x 12	12 x 16	1	0	144	192	192	0
<i>Wants and Needs:</i> Prefer directly accessible from both the President's and Senior Vice President's offices										
Corporate Copy/Files	0	0	15 x 20	12 x 20	1	0	300	240	240	0
<i>Wants and Needs:</i> Interior ok										
	___	___	-----	_ x _	___	___	-----	n/a	0	0
<i>Wants and Needs:</i>										
	___	___	-----	_ x _	___	___	-----	n/a	0	0
<i>Wants and Needs:</i>										
	___	___	-----	_ x _	___	___	-----	n/a	0	0
<i>Wants and Needs:</i>										
Total Corporate:									1392	180
Interior Circulation Factor:									1.35	1.35
Usable Square Feet:									1879	243

Note: The Usable Sq.Ft. of Open Area Workstations is calculated using a 1.15 circulation factor.