



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)

Department 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				
Assistant V.P.	1	0	15 x 15	12 x 15	1	0	225	180	180	0				
<i>Wants and Needs:</i> Private office on glass														
Managers	2	1	10 x 15	12 x 12	2	1	150	144	288	144				
<i>Wants and Needs:</i> Private office on glass														
	—	—	— x —	— x —	—	—	—	n/a	0	0				
<i>Wants and Needs:</i>														
Marketing	15	5	8 x 8	8 x 8	15	5	74	74	1104	368				
<i>Wants and Needs:</i> Open Area Workstations(s)														
Clerical / Shipping	5	2	8 x 8	8 x 8	5	2	74	74	368	147				
<i>Wants and Needs:</i> Open Area Workstations(s)														
Copier	0	0	— x —	12 x 12	1	0	—	144	144	0				
<i>Wants and Needs:</i> Interior ok														
Department File Room (Shipping)	0	0	— x —	12 x 15	1	0	—	180	180	0				
<i>Wants and Needs:</i> Interior ok														
	—	—	— x —	— x —	—	—	—	n/a	0	0				
<i>Wants and Needs:</i>														
	—	—	— x —	— x —	—	—	—	n/a	0	0				
<i>Wants and Needs:</i>														
	—	—	— x —	— x —	—	—	—	n/a	0	0				
<i>Wants and Needs:</i>														
Note: The Usable Sq.Ft. of Open Area Workstations is calculated using a 1.15 circulation factor.									Total Department:		2264	659		
											Interior Circulation Factor:		1.35	1.35
											Usable Square Feet:		3056	890