



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)

Shared 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
Reception	1	0	20 x 30	16 x 20	1	0	600	320	320	0
<i>Wants and Needs:</i> Lobby Exposure, seating for six, upgraded appearance										
Conference Room	0	0	15 x 20	15 x 20	1	0	300	300	300	0
<i>Wants and Needs:</i> Adjacent to reception area, exterior window exposure preferred, seating for 8 minimum										
Coffee Bar	0	0	4 x 8	3 x 6	1	0	32	18	18	0
<i>Wants and Needs:</i> Optional										
Guest Office	0	0	12 x 15	12 x 12	1	0	180	144	144	0
<i>Wants and Needs:</i>										
Coat Closet	---	---	3 x 6	-- x --	---	---	18	n/a	0	0
<i>Wants and Needs:</i>										
Break Room / Kitchen	0	0	15 x 20	12 x 20	1	0	300	240	240	0
<i>Wants and Needs:</i> Bar style sink w/ disposal, dishwasher, refrigerator, counter space and cabinets (upper & lower) - seating for 10 at two 6' round tables - interior ok										
Copy / Mail Room	0	0	15 x 20	12 x 16	1	0	300	192	192	0
<i>Wants and Needs:</i> Interior										
General Storage	0	0	10 x 15	12 x 15	1	0	150	180	180	0
<i>Wants and Needs:</i> Interior										
Telephone / LAN	0	0	15 x 15	12 x 15	1	0	225	180	180	0
<i>Wants and Needs:</i> 24-hour cooling - interior - secure										
	---	---	-----	-- x --	---	---	-----	n/a	0	0
<i>Wants and Needs:</i>										
Total Shared:									1574	0
Interior Circulation Factor:									1.35	1.35
Usable Square Feet:									2125	0

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