

Space Planning Worksheet

704-824-5635

Samuel J. Fleeman, Jr.

<u>Enclosed Rooms</u>	Typical Size	Quantity	Area
Large Office 12 x 16	200 SF	x ___	_____
Manager's Office 10 x 15	150 SF	x ___	_____
Standard Office 10x12	120 SF	x ___	_____
Conference Room 6 - 8 people 12 x 15	180 SF	x ___	_____
Large Conference Room 10 - 12 people 15x20	300 SF	x ___	_____
Reception Area with Seating w/seating for 4 10x 12	200 SF	x ___	_____
<u>Open Area</u>			
Large Workstation Engineering, admin, etc.8x8	64 SF	x ___	_____
Small Workstation Sales, data entry, etc 6x6	36 SF	x ___	_____
<u>Support Areas</u>			
Copy/fax/mail area Central or near reception 10x 10	100 SF	x ___	_____
Break/Lunch Room Cabinets & seating for 4 10 x 15	150 SF	x ___	_____
Rest Rooms Single Male & Female 2 @7x7	100 SF	x ___	_____
Storage Area As required 10x10	100 SF	x ___	_____
File Area 8-3"files 10x10	100 SF	x ___	_____
Computer/Server/Phone Room 10 x 10	100 SF	x ___	_____
<u>Special Areas</u> (warehouse, production, lab, R&D, etc.)			
Area 1	_____ SF	x ___	_____
Area 2	_____ SF	x ___	_____
<u>Sub-Total of Areas</u>			_____
Plus 30% Circulation allowance			x 1.30
<u>Total Area</u>			_____

Building/Suite Information

Building name _____
Location/address _____
Highway access _____
Parking (free or fee?) _____
Transit/Bus access _____
Local amenities _____
Building Neighbors _____
Square Footage _____

Lease Information

When is space available _____
Rate per square foot _____
Lease term _____
Type of lease _____
Security deposit _____
Common Area Fees _____
Construction allowance _____
Construction financing _____
Expansion provisions _____
Use limitations _____

Leasing Process

Design and planning _____
Leasing representative _____
Building manager _____
Construction provider _____
Building owner reputation _____

Rental	<i>Lease One</i>	<i>Lease Two</i>
<i>Square Footage</i>		
<i>Rate per Year per SF</i>		
<i>Rent per Year</i>		
<i>Rent per Month</i>		
Costs & Fees		
<i>Building Insurance</i>		
<i>Contents Insurance</i>		
<i>Real Estate Taxes</i>		
<i>Building Maintenance</i>		
<i>Grounds Maintenance</i>		
<i>Trash Removal</i>		
<i>Electrical</i>		
<i>Gas</i>		
<i>Storm Water</i>		
<i>Water/Sewer</i>		
Total Cost Per Month		
Additional Transaction Costs		
<i>Brokerage</i>		
<i>Attorney's Fees</i>		

Work Sheet Information

Is the Lease considered a "net" lease or a "gross" lease. Confusion begins when people use terms such as "triple net", "modified gross", "gross plus utilities," "net, net," or even "net, net, net." The bottom line is a lease is either "net" or "gross". If a lease is net, you, the tenant (the lessee), will be responsible for at least one additional expense of the space over and above the base rent. A gross lease means that all applicable cost associated with the space are included in the total (base) rent. In today's real estate market, a true gross lease is rare, because most tenants pay at least one or more expenses associated with their business space.

Another term important to retail merchants and restaurants is "percentage rent" where all or part of the rent is calculated based on a predetermined formula using the sales revenue generated at that location. Escalations, graduations, indexes and adjustments: will define methods to be used to change the rent over time. They may be dollar changes (e.g., \$100 per month), percentage changes (+5 percent), unknown future percentage changes (CPI, or consumer price index) or and other mutually accepted measures. Neither are included in the Work Sheet but they could be factors.

Many lease terms affect your costs as a tenant. It is important to evaluate each of the lease's terms, their potential value and/or their possible hidden costs.