

Planning Considerations

The key to getting the best deal at the right location is to define and understand your wants and needs at the outset. Discussing these details with key employees, The Mahr Company, and possibly a space planner, will ensure that your needs are met. The following are a variety of issues that should be considered prior to commencing the office location decision process:

Features Best 3 Features of Current Space Worst 3 Features of Current Space Most Important Features	Site Accessibility Freeway Access Public Transportation
Timing Occupancy Date Time Line for Process	Layout Type Offices vs. Open Work Areas
Location Geographic Location Access	Employees Number Sizes of Offices & Work Areas Windows Special Needs
Budget / Cost Budget & Cost	Lease Options Expansion Extension Termination Contraction First Right of Refusal on Adjoining Space
Reception Area Seating Upgrades	Security Building Neighborhood
Work Areas Types Sizes Equipment Special Electrical Needs	Amenities Lunch Rooms Coffee Bars Lounge Rest Rooms
Lease Length Lease Length Extension Options	Parking Number on Site Total Required Cost
Growth Projections 3 year 5 year 10 year	Mechanical Systems Elevators HVAC Off Hours Operation
General Feel Spacious or Efficient Lighting Quality	Identity Signage Visibility
Conference Rooms Seating capacity Number Image Public / Private	Image Type of Building Location in Building Location on Floor View Building & Floor Size Quality of Improvements