

## 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:

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