



Space Requirement Questionnaire

Building Class "A" "B" "C" (Please Circle) Desired Floor _____
 Name of Your Company _____ Length of Lease Desired _____
 Contact/Title _____ Phone _____
 Present Address _____
 Reason for Move _____ Desired Location _____
 Present/Future Employees: ___ / ___ with Office ___ / ___ with Cubicle ___ / ___ with Neither
 Please tell us about the build-out needs you have. Enter as much relevant information as possible:

G E N E R A L	1. <i>Mail Room</i> Traffic: ☐ Heavy ☐ Medium ☐ Light No. of Machines and Type: _____ Freight Access Needed? ☐ Yes ☐ No Floor Site Important? ☐ Yes ☐ No Comments _____	Estimated Square Feet
	2. <i>Copy Centers</i> ☐ Room or ☐ Alcove No. of Machines _____ Location _____ Size _____	
	3. <i>Open work-space / bull-pen</i> ☐ Yes ☐ No Size _____	
	4. <i>Computer/Server Room</i> ☐ Yes ☐ No Size _____	
	5. <i>Lunchroom/Lounge</i> ☐ Yes ☐ No Location _____	
	6. <i>Library</i> ☐ Yes ☐ No Size _____	
	7. <i>Conference Room</i> ☐ Yes ☐ No How Many _____ No. of People _____ Table Size _____ Table Shape _____ Room Size _____	
	8. <i>Central Files</i> ☐ Separate ☐ Not Separate Size _____	
	9. <i>Vault</i> ☐ Yes ☐ No Size _____	
	10. <i>Closets</i> How Many _____ Size _____	
	11. <i>Additional Storage</i> ☐ Yes ☐ No Size _____ In Basement? ☐ Yes ☐ No Comments _____	
	12. <i>Reception Area</i> Size _____ No. of Visitors per Day _____ Furniture _____	
13. <i>Parking</i> How many spaces do you need? _____ How many spaces do you want? _____	N/A	
E Q U I P M E N T	14. <i>No. of Machines:</i> Copiers _____ Personal Computers _____ Other _____	
	15. <i>Communications</i> Telephones _____ No. of Trunk Lines _____ Intercom? ☐ Yes ☐ No	
	16. <i>Any Equipment Using:</i> Water _____ Over 125 Watts Elec.? _____ Special Soundproofing? _____	
	17. <i>Equip. Requiring Special Ventilation</i> _____	
Subtotal of Estimated Square Feet		

Subtotal of Estimated Square Feet (from previous page)		
<i>Number of Offices:</i>		Subtotal
Private _____ Semi-private _____ General _____		+ 15% Traffic Flow
		Total Square Feet

* Completed Questionnaires can be returned confidentially via email or fax:

Email: norrisrealtyllc@gmail.com

Fax: 866.432.0670

* If you have any questions, don't hesitate to give us a call at 240.232.3114 ext. 305