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Planning Questionnaire & Survey

Cultural and Personal Space Issues:

1. What do you like most about your current office space?
2. What do you like least about your current office space?
3. Which portion of the office is most used/least used?
4. Rank in order of importance the following (1-10, 1 being most important):
 - _____ Aesthetics
 - _____ Function
 - _____ Efficiency
 - _____ Culture
 - _____ Collaboration
 - _____ Privacy
 - _____ Lighting
 - _____ Sustainability
 - _____ Air Conditioning Control
 - _____ Conference Rooms
5. What type of aesthetic enhancements would you like to see in a new office?
6. Would you be open to digital storage in lieu of housing file cabinets for all or a portion of your storage needs?
7. Are you open to an open environment with workstations and/or benching workstations?
8. How important is collaboration to your department? How would you like to collaborate?

9. What level of 'privacy' is required in your department?

10. Any other cultural or personal issues you'd like to suggest?

Space & Equipment Needs:

1. Please provide a listing of your employee count, by job description. Please insert on attached spreadsheet form.

<i>Example:</i>	<i>Position</i>	<i>Type</i>	<i>Qty 2015</i>	<i>Qty 2016</i>	<i>Qty 2017</i>
	<i>Vice President</i>	<i>Office-Window</i>	<i>2</i>	<i>3</i>	<i>3</i>
	<i>Assistant</i>	<i>Cubicle</i>	<i>1</i>	<i>1</i>	<i>1</i>

2. Please provide a list of conference rooms, storage rooms, coffee areas and any specialty rooms required by your department. List approximate size if you can.

3. Define any layout or alternative workspace that you may have.

4. Do you need built in cabinetry in your department? What is stored in this cabinetry?

5. Please provide a list of any equipment required for your department in 2015.

<i>Example:</i>	<i>Type</i>	<i>Size(approx)</i>	<i>Location</i>
	<i>Copier</i>	<i>2' x 5'</i>	<i>Next to conf room.</i>

Adjacencies:

1. Please provide a brief narrative if necessary about any space adjacency required for your department. *Example: The conference room needs to be large enough for 8 people and should be located near the Vice President's office.*

2. Which departments/groups does your department need to be closest to?

3. Do they need visual (see them), digital (email) or verbal (speak to them) contact?

4. List any ancillary areas that you may share with other departments?



Workplace Standards:

1. Please indicate the current size of offices and workstations in your department.
2. Are there alternate sizes that would work better for your group?

Technical Needs:

1. Does your area need special or additional electrical or air conditioning needs?
2. Do you have areas of high traffic or rolling carts?
3. Do you have any fire rated file requirements?
4. Does your department have any heavy equipment like rolling files or storage?
5. Does your department house the Server Room? If so, please provide a detailed layout, electrical requirements, redundancy, HVAC requirements and BTU output.
6. Does your department have any special security, regulatory or locking requirements?
7. Do you need special audio/visual equipment in your conference rooms? If so, please describe.
8. Please list any other technical or specialty needs you may have.

Other:

1. Please note any other items that may be important to your department in the planning and design of the suite.

