

## Space Planning Worksheet

	Qty	Size Sq. Ft.	Future Growth	Location Relationship (Who Utilizes Space)	Window? Yes or No	Notes
<b>General</b>						
Reception/Lobby						
Large Conf. Room						
Small Conf. Room						
In House Meeting Room						
Training Room Furniture & Equipment						
Hotel Stations						
Mail/Copy Room & Equipment						
Kitchen/Break Room						
Kitchenette						
File/Storage Area						
Server/Phone Room						
Coat Closet						
Loading Dock						
Additional:						

*Considerations: Define corporate image, areas with finish and lighting upgrades, special electrical, sound proofing, security*

<b>Department A</b>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						

<b>Department B</b>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						

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	Qty	Size Sq. Ft.	Future Growth	Location Relationship (Who Utilizes Space)	Window? Yes or No	Notes
<b>Department C</b>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						
<b>Department D</b>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						
<b>Department E</b>						
Total # of People						
Office						
Office						
Office						
Workstation						
Workstation						
Copy/File/Printer Area						
Additional:						
<b>Subtotal</b>						
<b>25% Circulation</b>						
<b>Total USF</b>						
<b>Rent Factor (%)</b>						
<b>TOTAL RSF</b>						