



**Standard Program**

**Office Space Requirements (Square Feet)**

Report For :  
 Project Type :

Region :  
 PA # :

Data :  
 Print :

New ( ) Expansion ( ) Relocation ( ) Refurbishment ( )

Current Location \_\_\_\_\_  
 Address \_\_\_\_\_

New Location \_\_\_\_\_  
 Address \_\_\_\_\_

Contact \_\_\_\_\_  
 Phone \_\_\_\_\_

Approved To Plan: \_\_\_\_\_  
 Title / Division \_\_\_\_\_

**PERSONNEL REQUIREMENTS**

PO = private office WS = work station

Personnel by Functional Title	Typ. Size	Personnel Headcounts (Year-End)				Space Requirements* (in square feet)	Total Square Feet			
		2004	2005	2006	2007		2004	2005	2006	2007
VP/ Regional Director - PO	WxL					180				
Director/ Branch Manager - PO	WxL					150				
Supervisor/ Manager - PO	WxL					120				
Guest - PO	WxL					120				
Sales Acct Execs - WS	WxL					52				
Systems Engineers - PO	WxL					85				
Consultants - WS	WxL					52				
Inside Sales	WxL					52				
Sales Order Admins. - WS	WxL					52				
Field Admins. - WS	WxL					52				
Receptionist - WS	WxL					52				
Accounting/Billing/Credit	WxL					52				
<b>PERSONNEL TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Alternative Office Employee - 1 cube for every 3 employees

% Growth Personnel/Space Period-To-Period      NA      N/A      #DIV/0!      #DIV/0!      NA      N/A      #DIV/0!      #DIV/0!

**SUPPORT REQUIREMENTS**

Space	User / Type	Quantity				Space Requirements* (in square feet)	Total Square Feet			
		2004	2005	2006	2007		2004	2005	2006	2007
Files / Cabinets	_____					48				
Files / Cabinets	_____					48				
Files / Cabinets	_____					48				
Mobile Ped. Storage	_____					42				
Internal Conference	_____					180				
Storage Room	_____					100				
Marketing Storage Room	_____					200				
Copy / Printer / Fax / Mail	_____					150				
<b>SUPPORT TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COMMON AREA REQUIREMENTS**

Area	Quantity	Space Req.	Total Sq. Ft.
<b>Reception</b>		200	
<b>Customer / Meeting Area:</b>			
Small Conference Room		140	0
Customer Closing Room		200	0
<b>Superstore:</b>			
Server Room (Verify With Equipment)		150	0
Presentation / Demo Room		800	0
Rear Projection Room		120	0
Labs		300	0
Stock Room		150	0
Break Alcove		200	0
<b>Training Center</b>			
Training Room		650	0
Training Lobby / Break Area		500	0
<b>Miscellaneous</b>			
Lunch Room		150	0
Storage Room		100	0
Telecommunications / Switch Room		120	0
<b>COMMON AREA REQUIREMENTS TOTAL</b>			<b>0</b>

**Notes:**

**PERSONNEL AND SUPPORT SPACE SUMMARY**

	2005	2006	2007
TOTAL ASSIGNED SQ.FT.:	0	0	0
CIRCULATION @ 30%	0	0	0
TOTAL USABLE SQ. FT.:	0	0	0
RENTABLE FACTOR @ 15%	0	0	0
<b>TOTAL RENTABLE SQ. FT.:</b>	<b>0</b>	<b>0</b>	<b>0</b>