

Before you head to your next viewing, be sure to print out this handy office checklist so that you don't forget to ask any important questions about your new potential office space.

## Pricing

What is the price per desk?

Is broadband included, if not, how much?

Is broadband fibre-optic?

Are phone lines included, if not, how much?

Is there a beverage fee, if not, how much?

Are meeting rooms included, if not, how much per hour?

Is parking available, if so, how much?

Do you provide server rack space, if so, how much?

Any other extras not included in the monthly price?

## Office Facilities

What size offices do you have available?

Do you have a receptionist?

What are the bathroom & shower facilities here?

Do you have a comms room?

Do you have any communal breakout spaces?

Are there bike storage facilities?

Are there any office perks here?

What are your storage facilities?

Do you have a lift?

Is the office branded or un-branded?

CAT 5e or CAT 6 cabling?

## Location

What are the local transport links?

What are the local amenities?

## Things To Check

Is there an auto renew in the contract?

What is the minimum/maximum term?

What is the notice period?

Is there disabled access?

Is the building alarmed?

Is there CCTV?

Do you have a fire escape plan?

Are there any similar companies in the building?

## Additional Notes

Office No.	Size	No. Desk	Price	Comments