

Office Space Viewing Guide

Centre name:

Location:

Date:

Feature	Consideration	Circle Yes or No		Comments
		Y	N	
Building	Reflects your company image	Y	N	
Parking	Sufficient parking spaces for team members	Y	N	
	Visitor parking spaces available	Y	N	
	Secure bicycle parking	Y	N	
Entrance	Secure entry system in to the building	Y	N	
	Disabled access	Y	N	
Reception	Appropriate quality to receive guests	Y	N	
	Pleasant welcome	Y	N	
	Manned reception and times	Y	N	
Communal areas	Good condition	Y	N	
	Business lounge for informal meetings	Y	N	
	Outside space to relax/lunch	Y	N	
Office	Enough space for all your team	Y	N	
	Good quality furniture	Y	N	
	Storage cabinets	Y	N	
	Are the desks big enough	Y	N	
	Enough power/IT floor boxes in correct positions	Y	N	
	Chairs comfortable to work in	Y	N	
	Is lighting sufficient	Y	N	
	Is there air-con/heating - does it work?	Y	N	
	Do the windows open for fresh air	Y	N	
	Décor in good condition	Y	N	
	Will the office be re-decorated?	Y	N	
	Clean carpets	Y	N	
	Meeting Rooms	Meeting rooms available	Y	N
Suitable sizes		Y	N	
Flip charts		Y	N	
Projectors		Y	N	
Tea/Coffee service		Y	N	
Video conferencing		Y	N	
Kitchen	Well stocked with tea/coffee/milk	Y	N	
	Microwave	Y	N	
	Fridge	Y	N	
	Dishwasher	Y	N	
	Seating to eat lunch	Y	N	
Print area	Colour printer	Y	N	
	Scanner	Y	N	
	Shredder	Y	N	
	Tools: Staplers, hole punch, guillotine	Y	N	
	Recycling bins/boxes	Y	N	
Bathrooms	Good condition	Y	N	
	Well stocked	Y	N	
	Showers	Y	N	
Transport	Airport	Y	N	
	Train Station	Y	N	
	Bus Stop	Y	N	
Local Amenities	Food stores	Y	N	
	Cafés Restaurants	Y	N	
	Gym	Y	N	
	Garages	Y	N	