

## Office Space Evaluation Checklist

1. Overarching question: How will the location and layout of this space contribute to the success of my business?
2. Will my clients be able to get to my office conveniently?
  - Is it close to where they live or work? (which is more important for my client base?)
  - Is it close to major traffic arteries?
  - Is there enough parking? is it safe? well lit? free or reasonably priced?
  - Is there disabled parking? disabled access?
  - Is there public transportation? (is this important for my client base?)
  - Is the location easy to find?
  - Is it easy to describe how to get to it (close to landmarks, major intersections, etc.)
3. Will I be able to get out to my clients easily?
4. Does the location have sufficient visibility to support my marketing plan?
5. Is the location well-serviced by couriers? banks? copy services? office supplies store? shopping? restaurants? other services and amenities I will need?
6. Is the ambience of the building professional and businesslike? Does the age of the building convey the right message? Is it the kind of building and area where my clients expect me to be? where they will feel comfortable coming to see me?
7. Does the appearance of each of the following convey a professional impression that is consistent with my business plan:
  - the area: new? old? going up? going down? clean? not so clean? safe? not so safe?
  - grounds and parking areas?
  - the exterior of the building?
  - the lobby?
  - the elevators?
  - the halls?
  - the entrance to my office?
  - the reception area?
  - the interior halls and work spaces visible to the public?
  - my office?
  - board rooms and signing rooms?
8. Is there enough staff parking?
9. If above the second floor, are there elevators? Are they fast? clean? modern?
10. What other amenities does the area offer? the building?
11. Is the building clean? well maintained? well lit?

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12. Is the signage appropriate? What will it cost?
13. Is the building management professional and accessible?
14. Is the lighting adequate? the power supply? the wiring for computers and the phone system? the sound-proofing? the heating, ventilation and air conditioning ("HVAC") systems?
15. Who controls the HVAC for my space?
16. When is the building HVAC system on? is it available after hours? at what cost?
17. Is there after-hours access?
18. Is there office-hours security? after-hours security?
19. Is there a cleaning service?
20. Do I need new space? or will improved or sublet space suffice?
21. Do the other lawyers and businesses in the space and the building have good reputations? Do I feel comfortable associating my name with them? Are there synergies with my practice? Will I feel comfortable referring work to them?
22. Is the space functional?
  - Is the reception area large enough? comfortable?
  - Is the board room large enough? comfortable? functional?
  - Is my secretarial area large enough? Does it lend itself to an efficient arrangement of my furniture, equipment and working areas? Is it close to my office?
  - Is my office large enough? Does it lend itself to an efficient arrangement of furniture, equipment and working areas? Does it have a window? Is it accessible to the reception area?
  - Is there adequate storage space for active files? closed files? financial records? other material?
  - Is there a kitchen/coffee room?
  - Is there a room for the copier, fax and supplies?
23. Will I be isolated from contact with other lawyers? If so, what will I do to overcome my isolation?
24. Will I have adequate space for active file storage? closed file storage?
25. Is my deal in writing? Is there a dispute resolution mechanism?
26. Is there room for expansion?

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