



K A L L I  
MANAGEMENT  
LIMITED

SAMPLE DOCUMENT

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## OFFICE BUILD-OUT SUMMARY

**Date**

**Project**

<b>Location</b>			
Street Address		Total Area (sf)	
City			
Province/State			

**Schedule**

Required Completion Date	
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### CURRENT OFFICE

Existing Space	Qty
Existing Office Area (sf)	
Number of Staff	
Number of Private Offices	
Number of Meeting Rooms	
No. of Work Stations	
No. of Filing Cabinets	
No. Of MFDs/Copiers/Printers	
Server room	
Storage Rooms	
Breakroom	
Reception	
File Rooms	
Training Room	

Security	
Passcard Access	
Key Access	
CCTV	

Staff	Qty
Senior Mgmt	
Directors	
Managers	
Work station staffing	
IT staff	
Hotels	

Furniture to be Retained	Qty
Work Stations	
Private Office Desks	
Filing Cabinets	
Breakroom Tables/Chairs	
Meeting Tables/Chairs	

## OFFICE REQUIREMENTS (NEW SPACE)

### New Facility Requirements

Area Requirement	Qty
Office Area Required (sf)	
Reception	
Private Offices	
Meeting Rooms	
Mini Phone Rooms	
Video Conference Rooms	
Storage Rooms	
Server Room	
Breakroom	
File Rooms	
Filing Cabinets	
Work Station Filing units	
Business Centres	
Coffee Stations	
Nursing Mothers Room	
Hotel Offices	
Hotel Work Stations	
Training Room	

Growth	Qty
Office	
Workstations	
Filing	
Meeting	

Communications	
Data Cable - Type	
VoIP	
Telephone	
Video Conferencing	
Server Room	
Raised Floor	
WAPs	
Security	

### Questions & Comments

1. Is this a head office?
  2. Does the office receive clients regularly?
  3. Does the office have high level security requirements?
  4. What image does your company want to project to its clients/staff?
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Technology	
Audio Visual	
Video Conferencing	
IT /Server	

Security	
Passcard Access	
Key Access	
CCTV	
Special Requirements	

Data	
Work station (per)	
Offices (per)	

MFDs	

Printers	
Desktop	
Fax	

Signage	
Roof	
Ground Monument	
Directory	

HVAC	
Server Room a/c	
Humidification	
Pre-Action	