

REQUIREMENTS FOR YOUR NEXT WORKSPACE

Date:

Location:

(Subdivision, City, Zip Code)

Number of Workers:

Need	Want	Nice-To-Have	Doesn't Apply
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BASICS

Close Public Transit				
Dedicated Entrance				
Private Workspace				
Collaboration Space				
Shared Workspace				
Reception Area In Suite				
Staffed Reception				
Whiteboards				
Windows				
Access 24/7				
Locker Storage				
Serviced Coffee & Water				
Kitchen In Suite				
Community Kitchen				
Serviced Cleaning				
Furnished				
Comfortable Chairs				

Need	Want	Nice-To-Have	Doesn't Apply
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PRINTERS/COPIERS

Provide Our Own				
Provided by Workspace				
Color				
Black				
Unlimited Copies				

TECHNOLOGY

Network Closet
Internet Provided
Wi-Fi
Wired (Yes if you have VOIP)
Redundant Providers*
FAX Machine

Need	Want	Nice-To-Have	Doesn't Apply
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MEETING SPACE

Space In Suite
No and Size Needed
Space Available in Building
No and Size Needed
Acoustic Treatments
Conference Phone
Whiteboards
Screen or TV

MAIL

Business Address
Mail Service
Accept Packages

*Two service providers. If 1 has an outage, the other immediately takes over. There is no down time.

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