

## LOCATION: Things To Consider When Choosing Your Office Space



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Choosing the best office space is tricky business. Sometimes the space you love just does not have the parking, adaptability or amenities to make the space work into the future. There are a lot of factors to consider for clients, staff and business owners trying to think ahead of their own growth.

Whether you are a startup or an established brand, the challenges are the same. Here are some tips to consider when choosing the right office space for your business.

### Floor Space

When calculating the floor area of office spaces, there are two calculation methods you need to be aware of:

- **Gross Floor Area:** The inside perimeter of the exterior walls of the building under consideration, corridors, stairways, closets, the thickness of interior walls, columns or other features.
- **Net Floor Area:** The actual area occupied. This excludes the corridors, stairways, closets and mechanical rooms. If toilets are private, they are calculated under net space. Shared toilets therefore are part of gross space calculation.

Knowing these calculations makes it easy to know the area usable for your actual office so you and your space planner can more efficiently design the office space that works best for you.

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The usual ratio of gross vs. net space is between 5%-15%. For example, the floor space provided by a property manager is 10,000 sq.ft. The actual floor space (net space) you will use for the office is 9,900 sq. ft. at 10% ratio.

### Parking Space

Parking spaces are typically calculated in a formula called parking ratio, which is used to compare the number of parking spots available to the footage of building space. For example, for every 1,000 sq. ft. of office space allotted, you get 4 parking. The ratio thus is 4:1000.

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### Building Type

Offices are categorized in three classes A, B and C. Buildings are categorized by age, amenities, aesthetics and general infrastructure:

**Class A:** Most prestigious buildings competing for premier office users with rents above average for the area. Buildings have high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence.

**Class B:** Buildings competing for a wide range of users with rents in the average range for the area. Building finishes are fair to good for the area and systems are adequate, but the building does not compete with Class A at the same price.

**Class C:** Buildings competing for tenants requiring functional space at rents below the average for the area.

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### Amenities

Investigate what amenities are available in the area to make your transition seamless with communication, catering for meetings, and ease of access. Amenities and features that you can look out for include:

- **Digital Connectivity:** T1 and Fiber Infrastructure
- **Security:** Access control systems, CCTV surveillance, parking management



- **Safety:** Scope out defined fire escape routes, modern fire fighting equipment, an emergency alarm system and sprinkler systems.
- Lighting and Ventilation
- Access to retail, convenience stores and restaurants.
- Disability access
- Provision of en suite bathrooms in executive offices
- Back up generators for power outages

Having an office space located within reach of social amenities has proven to be an incentive to current and potential employees. With busy schedules and little time to do personal errands, proximity to nearby shops and restaurants is essential to take the stress off employees so they can become less distracted by minutiae become more productive at work.

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### Lease Options

If you're just starting up, or relocating to a new area, leasing may be your best option to test drive a location, area and building.

Before signing any lease, you need to spend more time with the document and read it word for word. Get a lawyer to clarify any wording you may not be familiar with.

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### Key things to look out for are:

- Flexibility of the lease
- Renewal terms
- Hidden costs, including escalation rates
- Initial deposit to start off the contract
- Service charge per square feet for the amenities and features you will enjoy in the building
- Monthly parking charges
- Frequency of rental payment, which may be stated as quarterly or semi-annually. Knowing this will make it easy for you to plan your cash flows.
- Are incentives available in the lease agreement? Incentives like a rent free incentive period for set up or fit out for your office.
- Property manager responsibilities that may alleviate some operating costs up front for you on repairs, taxes, emergency services and tenant screening.

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Whether it's your first office or you are a seasoned office changer, finding the best office space for your business is an important milestone in any brand story.

Investing some time into researching the culture of the neighborhood is just as important as the location itself. If you are creating a specific office culture, the location will be a key player in how that culture develops and maintains itself.

If you provide specific services that could bring something new to the table for neighboring business and industry, take that into consideration and start networking way ahead of your move.

Creating a well-designed workspace with agility and ergonomic functionality is something we can easily help you achieve. Designing with growth in mind is the best plan of action. [Collaboration](#) is important within office design today and we can help you make the most out of any size space you acquire. We also [lease office furniture](#) to help you get up and running quickly.