

TENANT LEASING CHECKLIST:

A Guide for Assessing Tenant Occupancy Density

As you proceed with a new lease or a renewal of an existing lease, use this simple guide to be sure you have considered and properly addressed the effects of your tenant's occupancy density.

PHASE 1: GENERAL INFORMATION

- a) Business use: _____
- b) Standard work hours: _____
- c) Space layout (generally): Open Floor Plan Office Build-Out
- d) Is special security or access control being utilized? Yes No
- e) Does the tenant anticipate extraordinary office hours? Yes No
- f) Does the tenant anticipate a high volume of visitors? Yes No
- g) Does the tenant anticipate a lot of transient staff? Yes No
- h) Do tenant's employees all need parking? Yes No

PHASE 2: PREMISES PHYSICAL DETAILS *(Fill in the blanks as accurately as possible.)*

- a) Total usable square footage (a) _____
- b) Number of total employees (b) _____
- c) Number of employees during peak occupancy (c) _____
- d) Male to female employee ratio (d) ____% Men ____% Women
- e) Number of conference rooms / breakout rooms (e) _____
- f) Number of conference / meeting room seats (f) _____
- g) Number of concentration spaces / private areas (g) _____
- h) Number of private offices (h) _____
- i) Number of cubicles (i) _____
- j) Number of parking spaces requested / required (j) _____

(continued)

PHASE 2 RESULTS *(Tabulate from inputs above.)*

- Usable square foot per person (a / b) _____
- Square foot per person at peak occupancy (a / c) _____
- Works spaces per person ((g+h) / c) _____
- Office-to-cubicle ratio (g / h) _____
- What percent of the workforce is in a private office? (b / h) _____
- Approximately, how many men / how many women? (b x d%) Men ____ Women ____
- Parking ratio ((j) / (a / 1000)) _____ per 1,000

CLASSIFICATION OF DENSITY	
Borderline Dense <i>(Watch for density-related issues to arise.)</i>	151-175
Dense	126 – 150
Extremely Dense	125 and under

If you have a tenant allocating **175 usable square feet or less per employee** OR if you have a tenant allocating **less than one work space per person**, you need to consider densification issues and should continue.



PHASE 3: BUILDING/EQUIPMENT CHANGES & REQUIREMENTS

a) Restrooms

BORDERLINE DENSE: Could the tenant monitor and stock their own supplies?

DENSE: Are there lines forming? Are they using restrooms elsewhere in the building?

EXTREMELY DENSE: If this dense, verify compliance with code required fixtures per occupant.

- 1) Does the tenant require additional men's room fixtures? Yes No
- 2) If yes, where will they be located? _____
- 3) Does the tenant require additional women's room fixtures? Yes No
- 4) If yes, where will they be located _____
- 5) Does the added use trigger any requirements for increased capacity? Yes No
If yes, what needs to be increased? (e.g., exhaust, supply, waste stack? _____
- 6) Are the existing restrooms outfitted with high-capacity dispensing systems? Yes No
- 7) Is the building service contractor trained on maintaining high-capacity systems in order to prevent run outs and optimize labor? Yes No
- 8) Are there adequate trash receptacles in place to support the extra usage? Yes No
- 9) Are there options for recycling or composting washroom waste? Yes No
- 10) Will there be greater water use than others in the building? Yes No
If yes, how will this increase be metered? _____
- 11) How much of this will be billed back? _____
 - *If restrooms modifications are required, is the tenant responsible for the cost of the modification?*
 - *If the restroom usage increases result in additional water usage / disproportionate to other tenants in the building, is the tenant obligated to offset those costs? How will it be submetered / charged back?*
 - *If changes are required to fixtures, can you use water-saving technology up front to offset the extra usage in exchange for the increased density?*

b) Cleaning / Trash

BORDERLINE DENSE: Are you able to discourage the use of bottled water?

BORDERLINE DENSE: Are you able to discourage the use of disposable products?

DENSE: With more people in the space, how do dishes get done?

EXTREMELY DENSE: At this level of density, are there more trashcans to empty or desks to wipe?

- 1) Will cleaning requirements change or increase? Yes No
- 2) Will additional cleaning staff be needed? Yes No

3) Check all the categories that will likely change:

- Trash Restrooms Dusting Kitchen General Purpose
 Floor Windows Entrances Other _____

4) How much is the increase janitorial supplies that are needed? _____

5) How much more cleaning time or staff is needed? _____

6) How much of the above resources will be billed back? _____

- *If modifications are required to the cleaning specification, is the tenant responsible for the cost increase?*
- *Does the lease require the tenant to have / pay for its own day porter services?*
- *If supply usage is expected to exceed building averages, is the tenant responsible for the cost increase?*

c) Vertical Circulation

BORDERLINE DENSE: Could the tenants take the stairs more often?

DENSE: Will it impact other occupants in the building?

DENSE: Do you need to consider destination dispatch technology?

EXTREMELY DENSE: If this dense, would the tenant consider staggered arrivals depending on space size?

- 1) Will this tenant create spikes in elevator use? Yes No
- 2) Will these spikes cause longer elevator wait times at peak hours? Yes No
- 3) Are the stairwells capable of handling non-emergency traffic? Yes No
- a) If yes, could they encourage tenant use? Yes No
- 4) Should internal stairs exclusive to the tenant be considered? Yes No

- *If there is a need to modify tenant arrivals / departures or upgrade the elevators in order to avoid dissatisfaction of other tenants in the building, is the tenant obligated to cooperate with the building?*

d) Fire / Life Safety

BORDERLINE DENSE: Can you enlist the help of the tenant to take ownership for their employees?

DENSE: Are you able to use technology to limit false alarms / better communicate required actions?

EXTREMELY DENSE: If this dense, does the building need more people to manage an emergency?

EXTREMELY DENSE: If this dense, could technology be used to keep people away from the building if they are already away?

- 1) Can the receiving floor withstand the density on evacuation? Yes No
- 2) Will there be issues with the number of people in the stairwell? Yes No

- 3) Do design professionals or local fire department officials believe this number of occupants on the floor can be safely evacuated? Yes No
- 4) Will additional staff or a change in technology be required to get employees safely in and out of the building during an emergency? Yes No
- *Is the tenant limited to increases in the number of occupants in the premises in the future by code or local authority, and if so, are there provisions in the lease for the tenant to self-police / report to the building?*

e) HVAC & Fresh Air

BORDERLINE DENSE: Is the system variable enough to not waste airflow / energy when not at full occupancy?

DENSE: Are air exchange requirements the same throughout the day?

DENSE: As more people pack into the common meeting rooms, those rooms need demand based fresh air.

EXTREMELY DENSE: If this dense, verify that the required amount of air exchange is being met given the increased number of people in the same sized space.

- 1) Are the ASHRAE standards being met? *(Consult a professional.)*
- HVAC Systems Fans Air-to-Air Heat Exchanger Air Diffusers
- Natural Ventilation Restroom Ventilation Other _____
- 2) Will the building HVAC systems have capacity to accommodate the load? Yes No
- 3) Do changes to the controls / automation systems need to be made? Yes No
- 4) Do PM schedules / filter change frequencies need to be increased? Yes No
- 5) How much OT HVAC will the tenant require? _____
- 6) Can this be metered and billed back to the tenant? Yes No
- *If modifications to the HVAC system are required, are they part of base building work or are they considered a part of the tenant improvements? Is the tenant responsible for the increased costs in operating?*
 - *Can you require energy-saving technology as a part of the build out in exchange for the increased density?*

f) Electrical

BORDERLINE DENSE: Are you able to take advantage of daylighting?

BORDERLINE DENSE: Are you able to take advantage of occupancy sensors?

DENSE: Is the power in the break room adequate the handle additional appliances?

EXTREMELY DENSE: If this dense, consider the load of each workstation (and the multiple devices to be plugged in at each workstation) on the total power available for the premises.

- 1) Is additional lighting required? Yes No
- 2) Are all plug loads met? Yes No

- 3) How will tenant specific electrical use be metered? _____
- 4) If electrical use for each floor is separately metered:
- Who reads? _____
 - How often? _____
 - Can it be automated? Yes No
- 5) Do tenant's HVAC requirements create additional loads that are disproportionate to the rest of the building's tenants? Yes No
- *If the tenant is using more than its fair share of common services, are they obligated to share a heavier portion of the costs?*
 - *Can you require energy-saving technology to be incorporated in the buildout as a part of the tenant being allowed to increase density?*

g) Amenities

BORDERLINE DENSE: More employees in the building means more people using common / shared amenities.

DENSE: If less than 12% of the workforce is in a private office, the tenant should have one conference room seat for every employee.

EXTREMELY DENSE: If this dense, will the tenant create issues of availability of resources for existing tenants?

- 1) Do the current building amenities support the current tenant's needs? Yes No
- 2) Will the current building amenities support the new tenant's needs? Yes No
- 3) Can conference rooms meet tenant size needs if they have more people? Yes No
- 4) How will this impact fitness center use? _____
- 5) How will this impact food services? _____

- *If the tenant is using more than its proportionate share of common amenities, if yes, is the tenant obligated to offset the costs?*
- *Is the build out a good time to consider modifications or additions to existing amenities in exchange for the increased density?*

h) Parking

BORDERLINE DENSE: Some employers do not feel obligated to figure out parking for their employees, but employees will complain about a building that cannot accommodate them.

DENSE: If there are more cars than spaces, how will parking be allocated by the building to the tenant? Will it be first come, first served? Will there be reserved spaces?

EXTREMELY DENSE: If this dense, will the tenant create spikes in arrivals and departures that clog up the entry and exit of cars?

- 1) Can the parking garage support the parking requirement? Yes No

- 2) Can the parking garage support the visitor-parking requirement? Yes No
- 3) Does the tenant have a commuting / mass transit program? Yes No
- 4) Does the building facilitate alternative transportation choices like bicycling? Yes No
- 5) Does the building facilitate carpools between different employers? Yes No
- 6) Will employees be charged to park in the garage? Yes No

If yes, how much will it cost? _____

- 7) Will those employees who use the commute program receive rewards, discounts or subsidies? Yes No

If yes, specify: _____

- *If the tenant has heavy parking needs, does the lease require the tenant to cooperate with the building?*
- *Does the lease require a commuter program to be in place?*
- *If the tenant pays for employee parking, can the building incentivize the employer easier than the employees to not park at the building?*

i) **Certifications / Designations**

BORDERLINE DENSE: Designations are often based on actual usage and ratios of usage to occupancy.

BORDERLINE DENSE: Can you use the build out as an opportunity to pursue LEED improvements?

BORDERLINE DENSE: Can you use the build out as an opportunity to pursue WELL Building Certification?

- 1) Will the increase in occupancy, water usage, electricity, etc. impact LEED? Yes No
- a. If yes, what measures will be taken to remain in compliance with these requirements?

- 2) Will the increase in occupancy, electricity, etc. impact ENERGY STAR®? Yes No
- If yes, what measures will be taken to remain in compliance with these requirements?

- *If changes are required to maintain previously existing designations, is the tenant responsible for the costs of those changes?*
- *If changes are required based on the answers to the above, is now a good time to pursue a designation?*
- *Can you require the tenant to build out in accordance with LEED or WELL Building Standard in exchange for the increased density?*

If the occupancy will be considered **Extremely Dense**:

j) Code Compliance Verification (*Consult a professional.*)

- 1) According to the *International Mechanical Code (IMC)*,
do all mechanical appliances, systems and rooms comply? Yes No
- 2) According to the *National Electrical Code (NEC)*,
do all electrical use and equipment comply? Yes No
- 3) According to the *International Plumbing Code (IPC)*,
do all plumbing systems comply? Yes No
- 4) According to the *International Code Council (ICC)*,
do all means of egress systems comply? Yes No
- 5) According to *ICC*,
do all fire and life safety designs comply? Yes No