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| **Title** |  |
| **Project name** |  |
| **Country and city** |  |
| **Tenure (freehold or leasehold) (rent/buy)** |  |

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| **Location** |
| Describe any preferred location or submarket |  |
| Would you consider any other area? Which ones? |  |

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| **Functionality, headcount and quality requirements** |
| Main use of space |  |
| What is the functionality of the new space and how will that affect the layout and infrastructure (e.g. open plan layout, storage space, comms room, etc.)? |  |
| How many employees will the space house? |  |
| Are there other elements that will impact on space needs and utilisation to be taken into account? (e.g. size of warehousing) |  |
| How long do you anticipate being in this space? |  |
| What is the estimated headcount growth in 2 – 3 years? |  |
| Will you be open to consider converted residential space? |  |

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| **Space requirements** |
| What is the space requirement? |  |
| How flexible can you be in the terms of space requirements? |  |
| For instance, would you consider a large space and partition a section off for future growth? |  |
| Do you have any particular requirement/standard in terms of the depth of the floor plate/ceiling height etc.? |  |
| Is the preference to be on one floor or several floors? |  |

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| **Parking/Public transport** |
| What is the number of parking spaces required? |  |
| Can it be secured if necessary? |  |
| Is covered parking desired? |  |
| How much visitor parking is required? |  |
| Is access to public transport important? |  |

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| **Neighbours** |
| Are there any other NGOs or industries that you wish to be located with or near? |  |
| Are there any NGOs, companies or entities that you do not want to be located with or near? |  |

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| **Security** |
| Other than organisational guidelines, are there any other special security requirements required in the specific market? |  |

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| **Health and safety** |
| Other than market legislation and your organisational standards, are there any specific Health and Safety standards that should be considered? |  |
| Other than market legislation and your organisational standards (please provide), are there any specific fire safety infrastructure standards required? |  |

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| **Timing** |
| When does the new space need to be operational? |  |
| Is there a key lease event that needs to be respected (break option or lease end) and what is the notice date? |  |
| Is your timeline flexible? |  |
| Are there any internal or external factors impacting on the definition of the budget? |  |

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| **Telecoms** |
| Describe any unique telecoms need. |  |

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| **Other** |
| Is there any further requirement to take into account? For example, if sharing, would it be preferable to share with another organisation being funded by the same donor? |  |