The list below is a summary of the key points so that the person visiting the site can gather all the key criteria. This will then enable the team to rank options and select a shortlist.

Note that the list can be modified to meet the key aspects of the search as needed. For example, if security in a walled compound is not key, this criterion can be removed, whereas if site gradient is key then this can be added to remind people looking at the site to note this.

|  |  |
| --- | --- |
| **Map reference** | *Option number so it can be plotted on a map* |
| **Address** |  |
| **Sub market** | *Area of city where it is located* |

|  |  |
| --- | --- |
| **Landlord details** |  |
| **Landlord due diligence check result** |  |
| **Space type** | *Purpose built office building, villa, apartment, land, industrial unit, other* |
| **Space use permitted** | *Can space be used for commercial, residential, other and can it be changed?**Can space be modified (landlord/local by-laws) and if so by who and what are the rules at the end of lease period?* |
| **Plot/Title details** | *May be plot or title number (usually comes with supporting document)* |
| **Fraudulent title check outcome** |  |

|  |  |
| --- | --- |
| **Brief description of option** | *Size, number of floors, bedrooms, etc.* |
| **Parking** | *If available; in basement, outdoor, private or on-street* |
| **Completion** | *If the building is still being built, when will it be ready?* |
| **Availability** | *When will the property be ready to move into?* |
| **Condition** | *In what condition will the building be delivered?* |
| **Works needed** | *What works will be needed to make space suitable?* |
| **Appropriate space for receiving visitors** |  |
| **Other** | *Add specific requirements that are key to your brief and needs, could be site size, site gradient, etc.* |
| **How will/can ‘image’ be managed** |  |
| **Suitability to meet requirements brief** | *Is the option suitable?* |

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| --- | --- |
| **Secure gated and walled compound** | *What currently exists?**What is common in the neighbourhood?**What could be done to strengthen the perimeter if required?**What are the adjacent buildings of the compound/building?* |
| **Access points** | *How many access points? Are they formal/informal?* |
| **Ingress** | *How easy is it for hostile operators to access the compound and then access the building?* |
| **Security Stand Off** | *Distance from perimeter wall to building itself* |
| **Guard house at front** |  |
| **Guarded compound** |  |
| **Contingency planning** | *Escape routes/safe room* |
| **Other** | *Add specific requirements that are key to your brief and needs, could be site size, site gradient, etc.* |
| **General security comments** |  |

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| --- | --- |
| **Seismic testing** | *Is the location in a seismic zone and if so how will the building be tested? If testing unlikely, is the building of appropriate construction, with easy exit points, etc.?* |
| **Fire code acceptability** | *What exists (e.g. two means of escape per floor) and what is needed?* |
| **Site amenities** | *Are water, drainage, power and gas present or can they be brought in?* |
| **Backup generator** |  |
| **Site composition** | *Site tested for minerals and suitability to take (additional) constructions* |
| **Site contamination** | *Have tests been carried out? (This is especially key when purchasing)* |
| **Permitted construction ratios** | *What can be developed on the space/ building/land (if applicable)?* |
| **Other** | *Add specific requirements that are key to your brief and needs* |

|  |  |
| --- | --- |
| **Asking rent/price** |  |
| **Service charges** |  |
| **Other costs** | *May be VAT, stamp duty, transfer taxes, registration fees, etc.* |

|  |  |
| --- | --- |
| **Major tenants in building** |  |
| **Other major occupiers in vicinity** |  |
| **Sub market** | *Area of city where it is located* |

|  |  |
| --- | --- |
| **Shared compound** | *Who will take the lead in external contract (i.e. legal ‘owner’)?* |
|  | *Who will be responsible for ensuring the compound is fit for purpose?* |
|  | *Who will be responsible for day-to-day security management of the site?* |
|  | *What are the costs associated with the above and how will this be divided?* |
| **Acceptance strategy** | *What is the best perceived local image?* |