



Selecting the Right Office Space

M Moser Associates is an interior architecture company specializing in the design and delivery of offices and work support facilities.

During the office space selection process, we provide valuable information to end-users about the spatial and technical aspects of buildings under consideration. This information supports your company's efforts to identify the right office space. The right office space is one that meets your business and organizational needs.

Our mission is to remove uncertainty from your search for new offices and establish a solid foundation for the further development of a successful office design solution.

www.mmoser-ny.com



Key questions you need to ask....

- Which building is the best value for the money?
- What type of building best suits my needs?
- Does the building infrastructure meet my technical needs?
- Is the building NYC code compliant?
- How will the floorplate meet my functional requirements?
- How can I save time and money?

we match the right office space with **your functional needs**

M Moser provides valuable information early in the space selection process that enables your company to identify the right office space. We remove uncertainty from the search for new offices and help to establish optimal conditions for the further development of a successful office design solution.

Your company's specific business goals, budget limits and functional needs are key criteria. Applying this input, our team of architects and planners:

- **Aids you to visualize the spatial and operational implications**
- **Examines alternative locations for appropriateness and suitability**
- **Performs comparative analysis of the relevant alternatives**
- **Advises on the best alternative to meet your needs**
- **Provides input on subsequent steps for creating new offices**

This strategic information enables your company to accurately target its resources and rationalize the lease commitment.

We use specialized tools to sharpen the decision-making process. These include preliminary programming, building analysis, test-fit studies, technology assessments and review of landlord requirements and lease allowances.

New offices should be efficient and productive. M Moser's Pre-Lease Services ensure that your company can select the right office space with more confidence and less risk.

..... **we have useful answers!**

Selecting the Right Office Space

which building is the **best value for the money?**

Your company is considering several buildings. Each building has unique attributes. It is important to analyze these attributes and judge the comparative benefits in the context of your company's specific budget, business objectives and operational activities. Making the right decision will aid to optimize your investment in new offices, increase space efficiency and boost staff performance.

Key issues to consider when looking at multiple buildings:

- **Rentable versus carpetable**
- **Architectural features, i.e. perimeter depth, column spacing and ceiling height**
- **Code compliance issues, as specified by the NYC Building Department**

Comparative Analysis - A Case Study

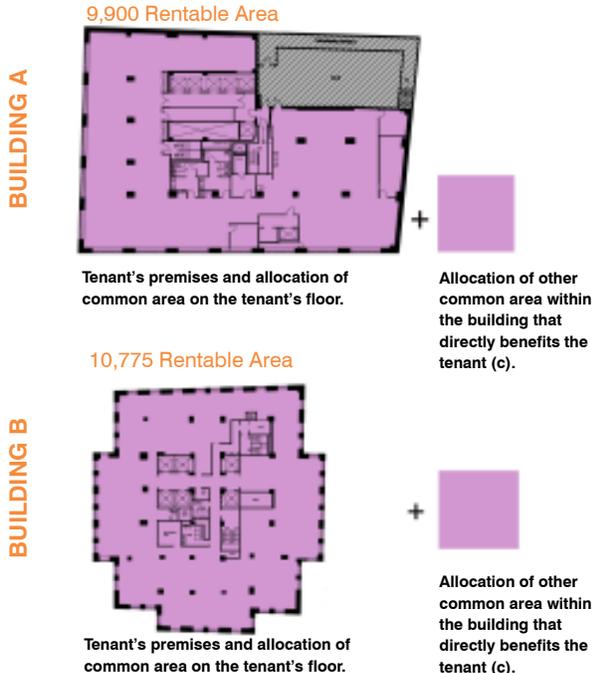
A comparison of two buildings based on the rentable and carpetable areas in each illustrates the type of decisions you can anticipate. Building A and Building B have roughly the same amount of carpetable area (the actual space used for office functions). However, the rentable area in Building B exceeds that of Building A by a significant margin. Calculating the carpetable area typically entails applying a loss factor of 10% - 20%. For instance, a floorplate with 10,000 square feet of rentable area would have 8,000 and 9,000 square feet of usable area. In this case, Building A is more efficient because there is less dedicated public space. Nevertheless, Building B may have other benefits, e.g. favorable image, robust infrastructure or additional amenities. Selection of a building would therefore depend on an informed comparison of each building's overall advantages relative to your company's specific priorities.

what you pay for

Rentable Area

Rentable area includes :

- the tenant's premises
- an allocation of the common area directly benefiting the tenant on the tenant's floor such as restrooms, common corridors, mechanical rooms and janitor closets and the elevator lobby
- an allocation of other common area within the building that directly benefits the tenant.

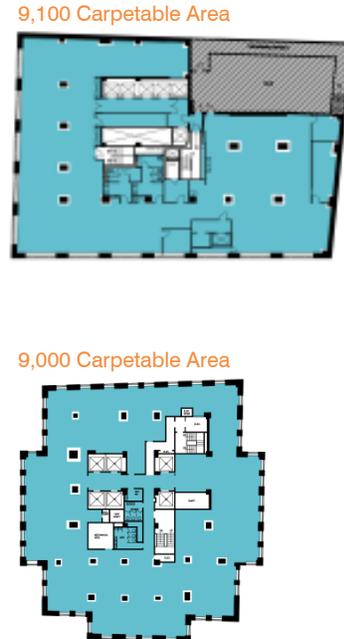


what you actually get

Carpetable Area

Carpetable area is the space that is actually used for office functions. Carpetable area measures the floor to the inside surface of the building. It typically excludes:

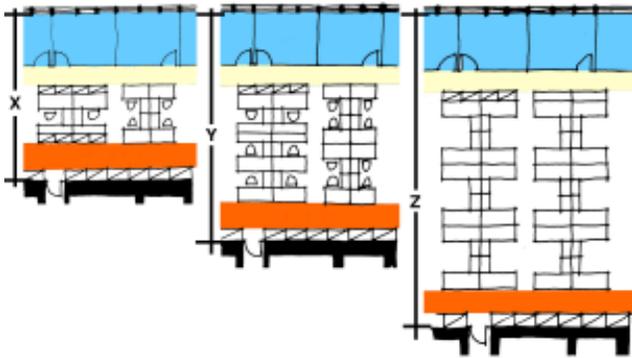
- Public elevator shafts and elevator machines and their enclosure walls.
- Public stairs and their enclosing walls.
- Heating, ventilating, and air conditioning facilities (including pipes, ducts and shafts) and their enclosing walls, unless such equipment, mechanical room space, or shaft serve the floor in question.
- Fire towers, fire tower courts and their enclosing walls.
- Main telephone equipment rooms and main electric switchgear rooms, except that telephone equipment, and electric switchgear rooms serving the floor exclusively.
- Partitions, columns and convector units (for perimeter heating and cooling)



Selecting the Right Office Space

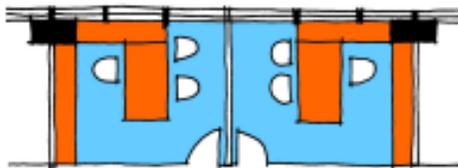
what type of building best suits my needs?

There are several building factors to look at when reviewing potential buildings and how to determine which one will best suit your needs.

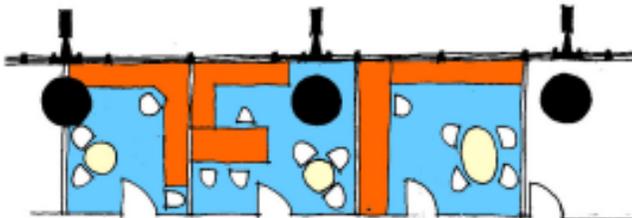


Floor-Plate Conditions

The depth from the building perimeter to the core influences the layout options, the amount of staff that can be accommodated and the penetration of natural light. Generally, deep floor-plates are more suitable for open plan workstations, while shallow floor-plates accommodate enclosed plan offices more readily. Depending on the building orientation and exposure to climatic factors, utility and maintenance expenses will vary relative to this critical dimension.



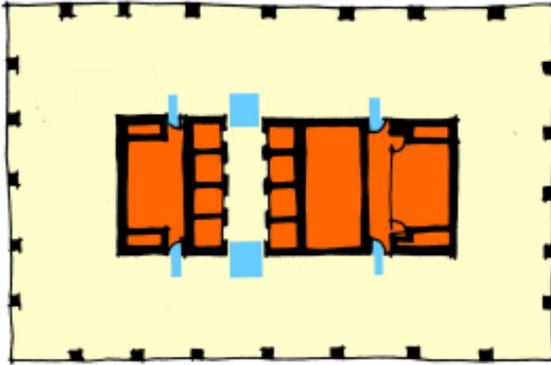
Column - free example.



Column locations impact on the efficiency of your space.

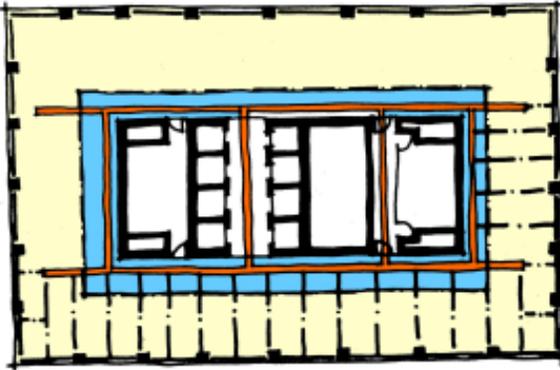
Structural Conditions

An ideal floorplate has the fewest number of evenly spaced, moderately sized columns. Fewer columns mean more usable area. Buildings with shallow floor-plates often possess perimeter structures and are free of inboard columns. Likewise, buildings with regular column grids are more suitable for modular design solutions. Modular design solutions tend to be more cost effective and efficient. Additional issues such as load capacities, general structural fitness and fire ratings for specific areas may influence the Perimeter Conditions.



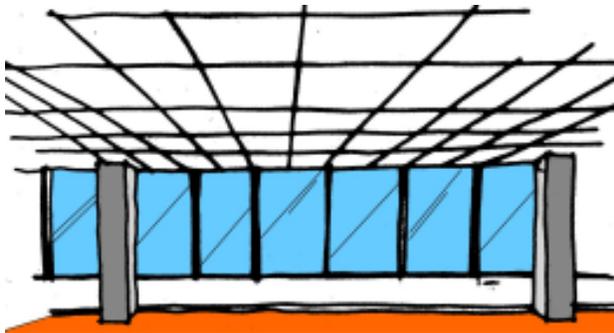
Core Location:

The core is comprised of the following public elements: Elevators, Emergency Stairs, Electrical/Mechanical Rooms, Janitor Closets, Rest Rooms, Freight Elevators, etc. The location of these core functions is critical to the success of your design.



Perimeter Conditions

Perimeter openings, such as window walls, curtain walls, etc. influence layout options, especially when enclosed offices are proposed along the building perimeter. Ideally, walls do not end at window panes, and such potential conditions should be assessed before the lease is confirmed. Other window conditions, such as types of glazing and the existence of external shading also influence the amount of natural light and transferable temperature that enters the office interior.



Ceiling and Floor Conditions

Room height and proportion influence the perception of space and can have a positive impact on the performance of staff. Generally, offices with ceiling heights above 8'6" seem more spacious and conducive for knowledge workers. How the technology and building services are integrated into these planes also influences the office configuration and how much adjustment is potentially required. For instance, are workstations supplied with power and telecommunications connectivity from above or below? The answer may impact layout options and affect the lease decision or terms.

Selecting the Right Office Space

does the building meet my technical needs?

Every building has a unique set of technical and building services provisions. Your company has certain present and future building infrastructure needs. It is critical to understand both sides of the equation so that the building provisions and your needs can be matched, or, if improvements are required, this can be anticipated and quantified.



Key components related to building infrastructure and your technology needs include:

- Power, i.e. electrical supply and back-up
- IT and telecommunications, i.e. data, voice and multimedia
- HVAC, i.e. heating, ventilation and air-conditioning
- Building systems, i.e. structural capacity, fire protection and security



Data security, systems reliability, continuous connectivity, contingency planning and disaster recovery are all vital functions in today's competitive business environment. As such, IT and engineering issues are becoming the most important aspect of successful office design solutions.

Rule-of-thumb standards for your office selection process:

HVAC Standards

- **Heating, Ventilating, Air Conditioning:**
Variable Air Volume (VAV) system is generally preferred. Fans vary the velocity of air delivered to a space while the compressors cycle on and off, allowing the system to maintain a constant temperature and therefore, occupant comfort.
- **Outdoor Fresh Air Requirements:**
The following are cubic feet per minute per person requirements for outdoor fresh air:

Lobbies	15 cfm/person
Conference Rm	20 cfm/person
Office Area	20 cfm/person
Data Entry	20 cfm/person
Rest Rooms	50 cfm/person
- **HVAC Standard Temperatures:**

Winter	68degrees Fahrenheit
Summer	75 degrees Fahrenheit

IT / Telecommunication Standards

- **Structured Cabling:**
Provides the means of transferring information around the office. Cable layouts create a Local Area Network (LAN) connecting Desktop computers, Phones, and other IT equipment.
- **Designed for flexibility:**
Patch Panels allow for quick layout changes. Supplemental connections should always be available.
- **Cable Capabilities:**
Voice and data communication wiring is placed in categories based on performance levels and transfer speeds measured in Megabit per second. The term "cat" is short for category:
Cat 3 Cables - 10 Mbs
Office Computer Files

Cat 5 Cables - 100Mbs
Audio Files over the Network

Cat 6 Cables - 1 Gbs Video Files over the Network

Fibre Optics - 10 Gbs
...anything you like

Electrical Standards

- **Building Electrical Supply:**
3 phase supply, 5 to 6 watts per square foot
- **Standard Office:**
In a typical office assuming 1 PC per person with miscellaneous electrical devices (lamps, phone chargers, etc.)

1 person/ 100 sq ft = 300 - 500 watts
- **Clean Electrical Power:**
Electrical Power is provided on an independent circuit and is free of "spikes"
- **Power Back Ups:**
Batteries, Uninterrupted Power Supply (UPS), Electricity Generators provide continuous operation.
- **Lighting:**
Parabolic fluorescent fixtures produce better quality, non-glare light for monitors and they also provide enhanced acoustical properties. Illumination levels are measured in lumens. The standard illumination level: Horizontal Surface = 35-50 lumens

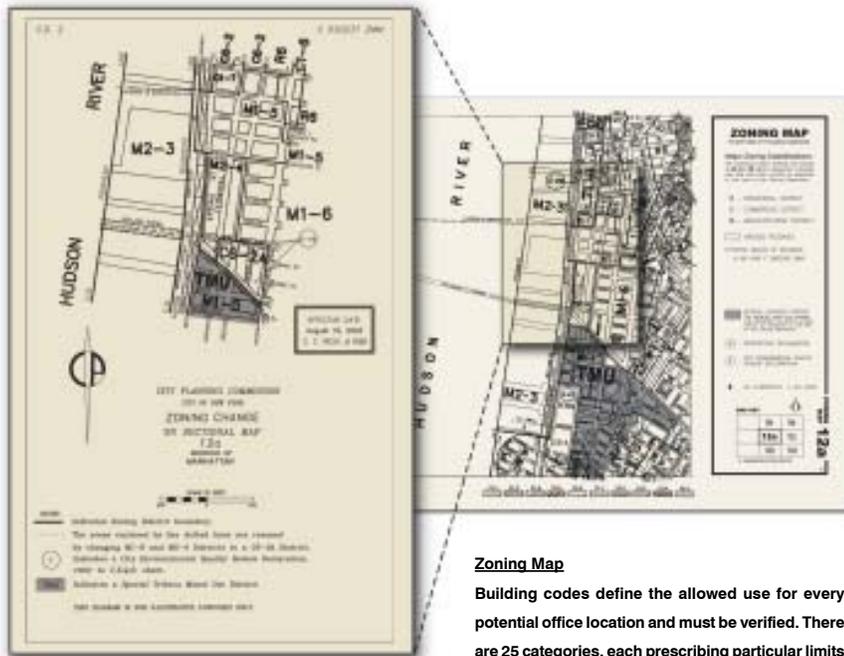
Building Systems Standards

- **Structural Capacity:**
The standard allowance for office occupancy: 50 pounds per sq ft
Libraries and central files will require structural reinforcement.
- **Fire Alarm System:**
The fire alarm system must be linked to the building alarm system. There are 5 types of systems:
 1. Protected Premises
 2. Central Station
 3. Proprietary Supervising Station
 4. Remote Supervising Station
 5. Auxilliary Systems
- **Fire Suppression System:**
There are 3 types of Sprinkler systems:
 1. Wet pipe
 2. Dry Pipe
 3. Preaction
- **Security Access Control System:**
Access controls, e.g. ID cards, biometric identification and closed-circuit TV cameras, aid to identify persons entering and leaving the building. Monitoring within the building is aided by motion detectors, photoelectric detectors, electrical contacts and closed-circuit TV cameras.

is the building

NYC code compliant?

It is important to verify that the building is compliant with NYC code and in sync with your company's space-use intention early in the space selection process or this can be a costly burden at the start of construction.



Zoning Map

Building codes define the allowed use for every potential office location and must be verified. There are 25 categories, each prescribing particular limits on use.

Zoning and building codes

Zoning and building codes stipulate how space must be used and equipped.

The City of New York is divided into three main zoning districts: residential (R), commercial (C) and manufacturing (M); there are also designated districts for special purposes. Sub-categories of each designation include low, medium and high density; these are regulated by use, bulk and parking guidelines. Building codes are enforced for a range of building functions, e.g. fire protection, power supply, environmental performance, etc.



Certificate of Occupancy

Strict requirements must be met before the Certificate of Occupancy is issued and occupancy can begin.

The Certificate of Occupancy

The Certificate of Occupancy is issued by The City of New York. Any change of use or occupancy requires obtaining a new Certificate of Occupancy. An application must be submitted that includes a Statement of Compliance "with the provisions of the building code and all other applicable laws and regulations ..." to be signed by a registered architect, professional engineer or superintendent of construction in the presence of a notary public. Full disclosure of all zoning, building and space-use conditions in the application is a prerequisite. Occupancy can begin only after the Certificate of Occupancy is obtained.

It is important to apply for and obtain the Certificate of Occupancy in a timely manner to avoid unnecessary delays in using the new office space.

ADA - Americans with Disabilities Act

The ADA stipulates various access and usage requirements for disabled persons. These regulations may affect the pace and extent of proposed office improvements and should be considered during the lease negotiation.

Selecting the Right Office Space

how will the floorplate meet my functional requirements?

A building's geometry, core design, column spacing and public circulation are some of the factors that will affect space efficiency determinations. M Moser can analyze your operational model within the framework of various building envelopes.

In the process of exploring these options, you have an opportunity to confirm the key selection criteria. In many cases, it becomes evident that early estimates of total space requirements need to be adjusted. These fundamental studies can preempt the selection of premises with too much space, non-conforming space or the wrong grade of space and potentially result in significant, real estate-related cost savings

Key activities that aid to determine your optimal space requirements include:

- **Preliminary programming**
- **Building analysis**
- **Technology survey**
- **Blocking studies**
- **Test fits**
- **Business growth review**
- **Flexibility studies**

Your company's specific needs are the benchmark for evaluating alternative buildings and office spaces. These activities are collaborative and promote early visualization of the design solution.

Preliminary Programming

Through discussions we develop a summary and understanding of your workplace requirements. These standards are used for our building evaluation and establish a benchmark for the space required.

- Identify staff requirements
- Identify/develop space standards
- Identify technology requirements
- Develop furniture/equipment standards

1. Questionnaire →

SAMPLE

Questionnaire to Gather Information for Client's Workplace Needs
Executive | Strategic Level Assessment

GENERAL

- What is your current office space utilization (square feet per person)?
 - a. Why did you choose this level of utilization (space)?
 - b. What are your current office space utilization requirements?
 - c. What are the reasons for the current office space utilization?

OFFICE

- Are there any special requirements for office space (e.g., open office, private office, executive office)?
- Do you require a meeting room for internal/external meetings?
- Are there any special requirements for office space (e.g., open office, private office, executive office)?
- How would you describe the office space you are currently using?
- What are the main reasons for your current office space utilization?
- How do you plan to improve your current office space utilization?

OTHER

- What, if any, other office space requirements do you have (e.g., executive office, meeting room, conference room)?
- Are there any other office space requirements that you would like to discuss?

DATA COLLECTION

- Are there any other office space requirements that you would like to discuss?
- What are the business objectives for your office space?

Blocking Diagram

In order to facilitate a comparison of multiple buildings, the program needs to be translated into blocking diagrams. These diagrams illustrate the various physical adjacencies within the business. A space profile is a theoretical representation of how the available space can be used.

- Develop space profile
- Determine overall amount of space required
- Recommend strategic space utilization studies
- Determine departmental/functional adjacencies

2. Blocking Diagram →



Test Fit

Further analysis of the space is done in the form of Test fits. Test fits are developed based on the space requirements, user needs and client discussions.

The Preliminary Test Fit brings together all our findings and knowledge of the Client and building to develop the most suitable planning option given the Client needs, the business objectives and the floorplate constraints

- Identify key operational adjacencies
- Define user and space needs
- Develop efficient space use of the floorplate

3. Test Fit



how can I save time & money?

Maximizing your company's investment is a fundamental part of creating new offices. Managing time and controlling costs are the key ways to accomplish this goal. Preliminary project schedules and budgets are essential tools for determining the feasibility, visualizing the process and measuring the value of alternatives. We provide timely, accurate advice, aimed at empowering your company with the knowledge and confidence to select the right office space.



Managing Time

Different implementation plans are required for different offices. Understanding what needs to be done and when is essential. From conceiving the process to executing the move into your new offices, each phase can be thoughtfully mapped to accelerate completion, eliminate unnecessary steps and minimize disruption to your business activity.

Controlling Costs

Value can be more readily visualized when options are compared. A useful project budget includes costs for a range of solutions. These costs can be matched with visual images indicating the condition of the completed space, so an informed judgment of value can be made. A project budget that prices options and relates these costs to outcomes can facilitate the decision-making and approval processes and minimize the risk of selecting an office space.

Building Checklist

Determine best value for the money

- ❑ Verify the rentable versus carpetable space in the building and determine if you are getting the best value for the money
- ❑ Confirm building loss factors
- ❑ Determine requirements for current and future operational needs

Determine that the building suits your needs

- ❑ Confirm that the floor plate depth is suitable for your office layout
- ❑ Determine if the number and spacing of columns is appropriate for your layout
- ❑ Verify the core location is in a suitable location that is appropriate for your needs.
- ❑ Confirm that the ceiling and floor conditions are sufficient for your use

Verify that the building is NYC Code compliant

- ❑ Verify that the building is in an appropriate zoning district for your intended use
- ❑ Verify that the space complies with ADA (Americans with Disabilities Act) standards
- ❑ Verify that the Certificate of Occupancy matches your intended use

Ensure that the building meets your technical infrastructure needs

- ❑ Determine if the building will provide you with enough power. If your requirements are above the standard allocation, this may necessitate the installation of an additional panel and transformer at your cost.
- ❑ Verify if there are any special lighting requirements. Is your lighting design energy efficient and ergonomic?
- ❑ Confirm there is a dedicated riser for your communication backbone.
- ❑ Confirm what computer network system and cable exists.
- ❑ Confirm how the heating, cooling and humidity are controlled.
- ❑ Determine if your program requires supplemental cooling and heating needs (additional VAV boxes) How will this affect your usable space?
- ❑ Clarify what the building's provisions are and if you need supplemental air handling units.
- ❑ Determine if you have special structural capacity needs.
- ❑ Verify what fire suppression and fire alarm systems are in place. Do they meet code? Do they need to be upgraded?
- ❑ Confirm what type of access control and detection systems exist. Determine if it meets your needs.

Selected Clients

3Com
Abbott Laboratories
Accenture
Adidas
Agilent Technologies
Alcatel
Allen & Overy
Allied Irish Bank
Anheuser-Busch
AOL
Asia Net Com
Associated Press
AstraZeneca
Bain & Co
Banca Del Gottardo
Banca Di Roma
Banca Intesa S.p.A.
Bank of America
Bank of Taiwan
BEA Systems
Bechtel
Bird & Bird
Bloomberg
BNP Paribas
BPS
Bristol-Myers Squibb
BT (Worldwide)
BZW (Barclay's Capital)
Cathay Financial
Chubb Insurance
Citibank
CISCO
Clifford Chance
CMS Cameron McKenna
Coca-Cola
Computer Associates
Coudert Brothers
Credit Lyonnais
Credit Suisse First Boston
DBS Bank
Deacons Graham & James
Deutsche Bank
Dow Chemical
Dow Jones
Dresdner Bank
Du Pont
Dun & Bradstreet
Edelman Public Relations Worldwide
Egon Zehnder
Electronic Data Systems
EMC
EMI Music
ExxonMobil
First Union National Bank
Fortis Bank
G E Capital
General Motors
Gillette
GlaxoSmithKline
Heidrick & Struggles
Herbert Smith
Hewitt Associates
Hewlett Packard
Home Depot
HSBC
Hypo-und Vereinsbank AG
IBM
ING Group
Intel Semiconductors
J Walter Thompson
Jardine Fleming Securities
JFO Sound
KLM Royal Dutch Airlines
KPMG
Linklaters Allen & Gledhill
Lloyds of London
Lovells
Mackay Communications
Manulife
Mattel
McKinsey & Company
Merck Sharp & Dohme
Microsoft
Moet-Hennessy
N M Rothschild & Sons
NatWest Markets
Nomura International
NordDeutsche Landesbank
Norton Rose
O'Melveny & Myers
PricewaterhouseCoopers
Prudential Asia
Qualcomm
Rabobank
Rio Tinto
Royal & Sun Alliance
Salomon Brothers
Sanofi-Synthelabo
Sharp Electronics
Sidley Austin Brown & Wood
Siemens
Sime Darby
Sony Pictures
Spencer Stuart
St Paul Re
State Street Global Advisors
Sun Life Financial
S.W.I.F.T.
Swiss Reinsurance
Teleglobe
Tetra Pak
Toronto Dominion Bank
UBS
Union Bank of California
Walt Disney
Watson Wyatt
Westdeutsche Landesbank



M Moser New York

Design-Manage-Deliver (D-M-D) is M Moser's integrated, design-led project delivery approach for offices. Led by interior architects with support from contracting staff, our multi-disciplinary teams provide a full set of synchronized professional services. We work directly with you at each step, undertaking the risk and responsibility for satisfying all of your time, cost, quality and project management requirements.

Selecting the Right Office Space

MMOSERASSOCIATES

M Moser Associates is an international firm specializing in the creation of interior work environments.

Our 300 professional staff practice in 9 offices throughout the world, including New York, London, and Hong Kong. Based around teams of strategic planners, interior architects, M&E engineers, workplace technology specialists and builders, we work with our clients to create **complete office design solutions** that advance their strategic interests and fulfill their business objectives. With 22 years experience, we continue to evolve to meet the needs of our global clients, which vary from small, privately owned businesses to multinational companies and institutions.

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