

1. Space Planning Worksheet

Cummings Properties

Enclosed Rooms	Typical Size	Quantity	Area
Large Office	200 SF 12 x 16	x	=
Manager's Office	150 SF 10 x 15	x	=
Standard Office	120 SF 10 x 12	x	=
Conference Room 6 - 8 people	180 SF 12 x 15	x	=
Large Conference Room 10 - 12 people	300 SF 15 x 20 SF	x	=
Reception Area with Seating w/seating for 4	200 SF 10 x 12	x	=

Open Area

Large Workstation Engineering, admin, etc.	64 SF 8 x 8	x	=
Small Workstation Sales, data entry, etc.	36 SF 6 x 6	x	=

Support Areas

Copy/fax/mail area Central or near reception	100 SF 10 x 10	x	=
Break/Lunch Room Cabinets & seating for 4	150 SF 10 x 15	x	=
Rest Rooms Single Male & Female	100 SF 2 @ 7 x 7	x	=
Storage Area As required	100 SF 10 x 10	x	=
File Area 8 - 3' files	100 SF 10 x 10	x	=
Computer/Server/Phone Room	100 SF 10 x 10	x	=

Special Areas (warehouse, production, lab, R&D, etc.)

Area 1	____ SF	x	=
Area 2	____ SF	x	=

Sub-Total of Areas

Plus 30% Circulation allowance

x 1.30

Total Area

Plus Common Area Adjustment (if any)

x ____

Total Leasable Area