**CompassPoint Office Space Needs for 2013 – 2018 (possibly longer)**

**Current Lease Overview**

* Set to expire December 31st, 2012
* Current Lease is for 9867 sq feet @ $27 per foot annualized (2.25 per month)
* Current property owner is not willing to entertain possibility of continued tenancy
* Originally we had hoped to stay in current space , will now need to pursue a new office lease for 2013 and beyond
* If we remain in our current space past lease expiration, rent will increase to 150% of current rent rate

**Lease Priorities**

* Looking for roughly 7500 – 8500 sq feet
* Would like to keep annualized sq. foot cost below $30 in our first year of tenancy

*(This does NOT factor in free rent negotiated in lease)*

* Would like free rent to significantly offset moving, furniture and tech expenses
* Need to determine the lease period we are comfortable with
	+ Currently considering a 5-7 year term, will consider longer for the right space

**Staff**

* CompassPoint currently has 23 staff, 22 will work out of our future location
* Although we do not have any major growth plans, new space should accommodate up to 27 employees
* More often than not, only half of the staff is in the office
* 10 staff members live in the East Bay
* 11 staff members live in SF
* 1 staff person lives out of state

**Location Priorities**

* No more than 2-3 blocks off a central Bart stop
* Close proximity to public transportation / bus stops
* Walking distance from various types and price ranges of food (for client experience)
* San Francisco or Oakland are being considered
* If located in Oakland, client parking options are important – must be physically and financially accessible
* Very accessible to folks with mobility constraints / wheelchair accessible

**Building Entrance Needs**

* Street / building entrance needs to be secure but not too cumbersome for clients to access
* Feel of street / building entrance important
* Do not want it to be overly corporate ( i.e. – dark Marble& super high end)
* Would like it to be open, light and welcoming
* Would like clear accessibility signage

**Office Space Entry Needs**

* Double door entry
* Welcoming reception area
* Clear signage for clients – i.e. workshop participant are clear on where they should go, consulting clients and other visitors are clear what they should do
* Large bulletin board
* Space able to accommodate a couch or two plus a few chairs
* The office entry needs to accommodate for the foot traffic and milling about of workshop participants , up to 40 individuals
* Coffee , water & tea available
* Nice to have a “catering nook” – a place where caterers can come in, unload food on to a cart that can then be rolled into training space. Nice to have this nook a bit tucked away, out of the flow of traffic

**Training Space Needs**

**1 training rm / meeting space for 35 + people (approx 1500 sq. ft.)**

* Primary usage is for retail workshops and public convening
* Space will be in use roughly 200 days per year for workshops
* Secondary use is for internal meetings
* Space needs to be top quality training space
* Possible amenities:
	+ Dry wipe walls, video conferencing, smart boards, etc.
	+ PA system ( noise implications)
	+ Will have to consider electrical lay out to accommodate projection system
	+ Will need to consider proper shading of windows to optimize projection quality
* Room will need to accommodate several different floor plans:
	+ i.e.: traditional class rm, small working “pods”, circles – etc.
* Built-in food services area with trash, recycling and storage
* Nice to have direct filtered water supply in the room
* Comfort and feel space is very important – welcoming and comfortable for all day and for multi-day gatherings
* Natural light important
* Sound proofing required
* Nice to have windows that open
* HVAC important
	+ Must have minimal noise as not to interfere with participant ability to hear presentations
	+ Heating and cooling must be responsive and able to adjust quickly to varying capacity needs
* Flooring must accommodate high traffic, multiple spills due to coffee and food service, prefer that the space not be carpeted
* Nice if flooring option was soft to accommodate for trainers that are on their feet all day

**Kitchen Needs**

* Refrigerator, sink and dish washer required
* Should be a welcoming social environment for staff
* Integrated into to the work environment with some space partitions – but not a closed off room
* Must have a good amount of storage - cabinets with doors
* Be able to accommodate a 8-10 person dining table
* Nice to have access to natural light
* This would be in a separate area from the client foyer space

**Open Staff work space**

* Open space needs to accommodate between 11 – 14 staff positions
* Must have abundant natural light, directly on window line
* Everyone has as their own desk, their own computer, and some locking storage space
* Staff have some room to personalize their work space
* There are space dividers, breaking up work stations and areas, but there are not traditional cubes

**Additional meeting spaces & rooms**

* 4 small meeting rooms (4 persons each, 12x9?) with significant exposure to natural light
* One 12-15 person meeting rooms along window line or with significant exposure to natural light
* One office large enough to accommodate 2 staff with 5 file cabinets and some book cases (14x 17?) – either on window line or with *significant* exposure to natural light
* 8 smallish offices (12x9?) – either on window line or with *significant* exposure to natural light – i.e. glass walls
* Will need a storage room adjacent (not in the training room) able to accommodate table and chair storage
* Copy/ supply room - large enough for 2 larger copiers, office supply storage and 3 large surfaces for training manual assembly – preferably located close to training team
* Small rm for book inventory
* Server room & tech storage with proper cooling systems

**Tech needs:**

* Strong reliable wireless internet connection available to all guests
* Large training room will have increased tech needs
* Ability to log into network regardless to where people are in the office (i.e. not at designated desk – working on a laptop w/ VPN access.)

**Other Needs:**

* Must be able to accommodate after hour meetings
* Accessible load in/out ability
* Must have more than one elevator ( to accommodate for repairs and unplanned service interruptions)
* Bathrooms must be accessible – clean and minimum of 3-4 stalls
* Bathrooms should potentially have higher volume of women’s stalls
* Desirable to have non-gendered bathrooms

**Parking Needs:**

* Not a strong need for staff parking (per survey)
* Must have physically and financially accessible parking options for clients
* Desirable to have bike parking option for clients & staff

**The move will be managed by the following categories:**

* New location selection and lease negotiation
* Programmatic implications
* Public communication needs
* Staff Communications
* Interior design and office layout
* Technology and wiring
* Moving logistics