

5Good Ideas for Non-Profits to manage their office space

Indicative Checklist

	<p>Identify the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of accommodation required <input type="checkbox"/> Space/area requirements (desk spaces, private offices, meeting rooms or flexi desks) <input type="checkbox"/> Length of lease <input type="checkbox"/> Frequency of use <input type="checkbox"/> Specific geographic requirements <input type="checkbox"/> Other considerations: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> <i>Parking</i></td> <td style="width: 50%;"><input type="checkbox"/> <i>Storage</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Proximity to Transit</i></td> <td><input type="checkbox"/> <i>Loading</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Accessibility</i></td> <td><input type="checkbox"/> <i>Amenities</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Specific electrical/mechanical needs</i></td> <td><input type="checkbox"/> <i>Other considerations</i></td> </tr> </table> 	<input type="checkbox"/> <i>Parking</i>	<input type="checkbox"/> <i>Storage</i>	<input type="checkbox"/> <i>Proximity to Transit</i>	<input type="checkbox"/> <i>Loading</i>	<input type="checkbox"/> <i>Accessibility</i>	<input type="checkbox"/> <i>Amenities</i>	<input type="checkbox"/> <i>Specific electrical/mechanical needs</i>	<input type="checkbox"/> <i>Other considerations</i>		
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1. Be clear about your office needs	<ul style="list-style-type: none"> <input type="checkbox"/> Identify the budget for: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> <i>Office space</i></td> <td style="width: 50%;"><input type="checkbox"/> <i>Utilities</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Repairs and Maintenance</i></td> <td><input type="checkbox"/> <i>Parking</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Fit out</i></td> <td><input type="checkbox"/> <i>Other budget items</i></td> </tr> </table> <input type="checkbox"/> Board Approval (with flexibility inbuilt) <input type="checkbox"/> Discussion with key stakeholders <input type="checkbox"/> Create a projected timeline with possession and operational date 	<input type="checkbox"/> <i>Office space</i>	<input type="checkbox"/> <i>Utilities</i>	<input type="checkbox"/> <i>Repairs and Maintenance</i>	<input type="checkbox"/> <i>Parking</i>	<input type="checkbox"/> <i>Fit out</i>	<input type="checkbox"/> <i>Other budget items</i>				
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2. Align with internal stakeholders and governance	<ul style="list-style-type: none"> <input type="checkbox"/> Engage commercial real estate agent (seek references and track record) <input type="checkbox"/> Engage legal counsel specializing in commercial leasing <input type="checkbox"/> Engage space planning consultant (if required) 										
3. As you begin your search, consider reaching out to and working with specialists	<ul style="list-style-type: none"> <input type="checkbox"/> Zoning check <input type="checkbox"/> Legal review of the Agreement to Lease: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> <i>Length of rent-free period</i></td> <td style="width: 50%;"><input type="checkbox"/> <i>Tenant Inducements</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Lease inclusions and exclusions</i></td> <td><input type="checkbox"/> <i>Fixed rent escalations</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Renewal Options</i></td> <td><input type="checkbox"/> <i>Other lease elements</i></td> </tr> </table> <input type="checkbox"/> Place deposits <input type="checkbox"/> Legal review of the Lease Agreement and execution <input type="checkbox"/> Engage architect/contractor/designer to prepare construction drawings <input type="checkbox"/> Secure landlord consent and municipality permit for fit out <input type="checkbox"/> Pre-requisites to receiving possession: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> <i>Tenant's insurance</i></td> <td style="width: 50%;"><input type="checkbox"/> <i>Transfer of utilities</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Other requirements</i></td> <td></td> </tr> </table> 	<input type="checkbox"/> <i>Length of rent-free period</i>	<input type="checkbox"/> <i>Tenant Inducements</i>	<input type="checkbox"/> <i>Lease inclusions and exclusions</i>	<input type="checkbox"/> <i>Fixed rent escalations</i>	<input type="checkbox"/> <i>Renewal Options</i>	<input type="checkbox"/> <i>Other lease elements</i>	<input type="checkbox"/> <i>Tenant's insurance</i>	<input type="checkbox"/> <i>Transfer of utilities</i>	<input type="checkbox"/> <i>Other requirements</i>	
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4. Be mindful as you negotiate your lease and prepare for occupation	<ul style="list-style-type: none"> <input type="checkbox"/> Fit out completion <input type="checkbox"/> Create and track lease obligations <input type="checkbox"/> Diarize key dates: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> <i>Lease term</i></td> <td style="width: 50%;"><input type="checkbox"/> <i>Renewal notice deadline</i></td> </tr> <tr> <td><input type="checkbox"/> <i>Termination options (if any)</i></td> <td><input type="checkbox"/> <i>Date of rent escalation</i></td> </tr> </table> 	<input type="checkbox"/> <i>Lease term</i>	<input type="checkbox"/> <i>Renewal notice deadline</i>	<input type="checkbox"/> <i>Termination options (if any)</i>	<input type="checkbox"/> <i>Date of rent escalation</i>						
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