



# Space Assessment Guide

**Provide this complete checklist to your local ModSpace representative to get started on your space and services quickly.**

Customer Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Job Site Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Estimated Activation Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_

What type of space do you seek in your construction office?						
Type of Space	Yes	No	Qty.	Size	Total Sq. Ft.	Comments
Construction Offices	<input type="radio"/>	<input type="radio"/>				
Conference Room	<input type="radio"/>	<input type="radio"/>				
Storage Room	<input type="radio"/>	<input type="radio"/>				
Reception Area	<input type="radio"/>	<input type="radio"/>				
Staff Break Room	<input type="radio"/>	<input type="radio"/>				
Restrooms	<input type="radio"/>	<input type="radio"/>				
Utility Room	<input type="radio"/>	<input type="radio"/>				
Portable Storage	<input type="radio"/>	<input type="radio"/>				
Other	<input type="radio"/>	<input type="radio"/>				

What should be included in the scope of work?					
Site Size:			Zoning:		
Permitting	<input type="radio"/> Yes	<input type="radio"/> No	Furniture	<input type="radio"/> Yes	<input type="radio"/> No
Utilities	<input type="radio"/> Yes	<input type="radio"/> No	Mini Refrigerator	<input type="radio"/> Yes	<input type="radio"/> No
Pump Out Service	<input type="radio"/> Yes	<input type="radio"/> No	Microwave	<input type="radio"/> Yes	<input type="radio"/> No
Paving/Sidewalks	<input type="radio"/> Yes	<input type="radio"/> No	Security System	<input type="radio"/> Yes	<input type="radio"/> No
OSHA Steps	<input type="radio"/> Yes	<input type="radio"/> No	Vandal Screens	<input type="radio"/> Yes	<input type="radio"/> No
ADA Site-built Ramps	<input type="radio"/> Yes	<input type="radio"/> No	Phone/Data Lines	<input type="radio"/> Yes	<input type="radio"/> No
ADA Ramp Rental	<input type="radio"/> Yes	<input type="radio"/> No	Blinds	<input type="radio"/> Yes	<input type="radio"/> No
Decks	<input type="radio"/> Yes	<input type="radio"/> No	Cleaning Service	<input type="radio"/> Yes	<input type="radio"/> No
Awnings	<input type="radio"/> Yes	<input type="radio"/> No	Damage Waiver	<input type="radio"/> Yes	<input type="radio"/> No
Material Storage	<input type="radio"/> Yes	<input type="radio"/> No	General Liability Insurance	<input type="radio"/> Yes	<input type="radio"/> No

What type of finishes and materials do you prefer?					
			Wood	Steel	Concrete
Floor Covering					
Wall Covering		Walls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ceiling Finish		Trusses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exterior Siding		Floor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Underpinning		Decks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roof Type/Finish					
Appliances					

Note: All services not available in all areas.

**Call today or visit us online:  
 800-523-7918 [www.ModSpace.com](http://www.ModSpace.com)**