

**1. Space Planning Worksheet**

**Cummings Properties**

Enclosed Rooms	Typical Size	Quantity	Area
<b>Large Office</b>	200 SF <i>12 x 16</i>	x	=
<b>Manager's Office</b>	150 SF <i>10 x 15</i>	x	=
<b>Standard Office</b>	120 SF <i>10 x 12</i>	x	=
<b>Conference Room</b>	180 SF <i>6 - 8 people</i>	x	=
<b>Large Conference Room</b>	300 SF <i>10 - 12 people</i>	x	=
<b>Reception Area with Seating</b>	200 SF <i>w/seating for 4</i>	x	=
<b>Open Area</b>			
<b>Large Workstation</b>	64 SF <i>Engineering, admin, etc.</i>	x	=
<b>Small Workstation</b>	36 SF <i>Sales, data entry, etc.</i>	x	=
<b>Support Areas</b>			
<b>Copy/fax/mail area</b>	100 SF <i>Central or near reception</i>	x	=
<b>Break/Lunch Room</b>	150 SF <i>Cabinets &amp; seating for 4</i>	x	=
<b>Rest Rooms</b>	100 SF <i>Single Male &amp; Female</i>	x	=
<b>Storage Area</b>	100 SF <i>As required</i>	x	=
<b>File Area</b>	100 SF <i>8 - 3' files</i>	x	=
<b>Computer/Server/Phone Room</b>	100 SF <i>10 x 10</i>	x	=
<b>Special Areas (warehouse, production, lab, R&amp;D, etc.)</b>			
<b>Area 1</b>	_____ SF	x	=
<b>Area 2</b>	_____ SF	x	=
<b>Sub-Total of Areas</b>			<input type="text"/>
Plus 30% Circulation allowance			x 1.30
<b>Total Area</b>			<input type="text"/>
Plus Common Area Adjustment (if any)			x _____
<b>Total Leasable Area</b>			<input type="text"/>