

Project Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Project City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

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Project Type: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Square footage of conditioned spaces: \_\_\_\_\_

# of Floors: \_\_\_\_\_

# of Individual Units (*total*): \_\_\_\_\_

# of floor plans: \_\_\_\_\_

Parking Garage (type): \_\_\_\_\_

# of garage levels: \_\_\_\_\_

Location of Main Mech Room: \_\_\_\_\_

Mech Rooms on floors? \_\_\_\_\_

Elevators: \_\_\_\_\_ #: \_\_\_\_\_

Rooftop Spaces? \_\_\_\_\_

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**Public/Common Areas within Scope of Work** (*check all that apply*):

Common Amenities:

- Entrance lobby (non-hosted)
- Entrance Lobby (hosted)
- Parking Garage (public)
- Parking Garage (tenant only)
- Common Hallways
- Staff/Host Offices
- Maintenance Staff Rooms
- Commercial Sub-Tenant Spaces
- Exterior façade/public spaces
- Exterior tenant spaces/courtyard
- Exterior Public Art
- Entry Gates to property
- Other \_\_\_\_\_

Tenant Amenities:

- Pool/Spa
- Rec Courts/etc.
- Fitness Center
- Tech/Business Center
- Common Entertaining
- Conference/Meeting Room
- Club Room/Banquet
- Shared Kitchen
- Mail Room
- Tenant Storage Areas
- Garbage Rooms
- Bike Storage Room
- Other \_\_\_\_\_

**COMMON AREAS**

**Name of Area/Room:** \_\_\_\_\_  
*(use separate sheet for each area)*

Scope of Work:	Access Control	Audio Only	Lighting Control
	Video Surveillance	Audio and Video	Shades or Drapes
	Burglar Alarm	Room Scheduling	Climate Control
	Life Safety	Concierge Services	Other

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Brief Description of the Area/Room:

What amenities/functions are needed?

How will access to this Area/Room be controlled:

Open at all times	Open during scheduled/business hours
Open to Public/All	Open to tenants AND guests
Open to tenants globally	Open to tenants by reservation/appointment
Open to tenants based on their unit#	

Specific Requests/Requirements/Notes:

If you need an additional page for other Areas, click on the button:

**TENANT RESIDENCE UNITS**

**Plan/Model #:** \_\_\_\_\_ **Total units of this plan:** \_\_\_\_\_  
*(use separate sheet for each plan/model type as needed)*

Scope of Work:	Access Control	Distributed Audio	Lighting Control
<i>S= Standard Feature</i>	Video Surveillance	CATV/SATV	Shades or Drapes
<i>O= Option/Upgrade</i>	Burglar Alarm	Wi-Fi/Network	Climate Control
<i>X= Not Offered</i>	Life Safety	Phone/Data	Other
<i>I= Infrastructure Only</i>			

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Lighting Design: Full Architectural Lighting with decorative fixtures selected/installed  
Full Architectural Lighting with decorative fixtures pre-wired for tenant purchase  
Basic code-compliant Lighting design to allow for tenant improvement  
Not in Scope/Other

Lighting Control: Fully-implemented energy-efficient lighting control  
Lighting Control in common areas only  
Pre-engineered/designed for tenant upgrade opportunity  
Not in Scope/Other

Access: Card/FOB-based/smart locks for access to common areas AND individual units  
Access Control only for common areas/standard keylocks for units  
No integrated access control system

Describe how tenants will communicate with guests at the entry and provide access into the building/onto their floor:

Describe what features you would like to see as standard features in each unit?

Do you want to develop an upgrade/options program for tenants to be able to choose pre-designed packages?

Notes/Special Requests: