**ANNEX II**

**Building Fact Sheet**

**for new office projects**

**1. General Info about the building**

- Name of the city area:

- Address:

- Number of floors:

- CLASS Office:

- Total commercial area of the building:

- Total area used for offices:

- Total area used by other functions (e.g. retail, etc.):

- If the building is not totally used for offices, list and describe the other functions:

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- Total area of common areas with other tenants, if present:

- Describe the common areas, if present:

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- Number of lifts to reach the premises:

- Start date of the construction process:

- Closed date of the construction process:

- Estimated date to move into the premises:

- Structural characteristics:

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- 󠄹Multi-Tenant 󠄀 󠄀󠄀 Single-tenant󠄀 󠄀󠄀

- Hypothetical number of tenants in the buildings:

**2. Landlord**

- Name, Surname of the legal representative:

- Name of the company:

- Address legal seat:

- Contact details:

- Register number:

**3. Positional characteristics**

- Attach a map with the stops of public transportation nearby the building.

- List the numbers and type of public transportation, which reach the premises. Please, mention the source.

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- List the number and type of public transportation to go from the building to the airport. Please, mention the source.

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- Time analysis for each public mean to go from the premises to the airport. Taxis have to be included in this analysis. Please, mention the source or methodology used to make this estimation.

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- List all the hotel facilities (name, min. category 3 stars, etc.) and restaurant facilities nearby the building. A map, in which they are indicated, has to be attached. Can the hotels or a combination of hotel nearby the premises host up 120 persons?

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- List the other amenities nearby the building (e.g. ATM, post office, etc.)

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**4. Aesthetics of the building and internal areas**

- Describe the façade and internal areas. Please, attach some architectural renderings (if available).

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**5. Main characteristics of the project offered to the BEREC Office**

- Floor in which the premises will be located:

- Total commercial area:

- Total net area:

- Height of the ceiling in the different areas:

- Main orientation of the premises:

- Describe the flexibility and modularity of the premises plan.

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- Is there a big open space, whose dimension is between 375 sqm (min.) and 420 sqm (max), where there are no central columns to limit the space, to be used as conference room (up to 120 participants)?

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- Is it suitable for people with special needs? Are there toilets facilities designed for people with special needs?

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- Number of toilets facilities:

**6. Possibility to modify the project during the design stage**

- Is it possible to modify the project taking into account of the BEREC Office needs and requirements during the project phase before the start of the construction phase?

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- Estimated preliminary cost due to the modifications of the project. Please, express it in Eur/sqm **without** VAT.

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- Other considerations to add

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**7. Architectural plans (optional)**

Please, attach the architectural plans of the project proposed to the BEREC Office. The structural elements (columns) must be visible or highlighted in the plan.

**8. Parking facilities**

- Number of parking places included in the rent price:

- Price (Eur/unit) of additional parking slots:

- Are there underground parking places?

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- Are there parking for bicycles? Are they included in the rent? How much is their rent (Eur/unit)?

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- Are there limitation in the rent of the parking places number to rent?

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- Are there private parking facilities to rent nearby the building? A map, in which they are indicated, has to be attached.

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**9. Environmental characteristics (if known)**

- Energy class of the building:

- Do the project developer want to apply for an environmental certification (e.g. BREEAM or LEED)?

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- When could it be expected to finish the certification process? Please, indicate the hypothetical date.

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- Does the building has any sustainable systems (e.g. renewable plants, green roof, etc.)?

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- Other considerations to add:

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**10. Economic characteristics**

The following requested characteristics **without** VAT.

- Rent (Eur/sqm):

- Maintenance (Eur/sqm):

- Common use utilities (if known):