**ANNEX I**

**Building Fact Sheet**

**for office buildings already in operation**

**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:

- Year of construction:

- Structural characteristics:

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- Maintenance status: poor 󠄀 󠄀󠄀 fair 󠄀󠄀 good 󠄀󠄀 very good 󠄀󠄀 excellent 󠄀󠄀

- Was the building renovated during the last years?

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- 󠄹Multi-Tenant 󠄀 󠄀󠄀 Single-tenant󠄀 󠄀󠄀

- Number of tenants in the buildings:

- If possible, list the name of the companies:

**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 mean 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 pictures (if available).

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

- Number of floor where the premises are located:

- Total commercial area:

- Total net area:

- Main orientation of the premises:

- Height of the ceiling in the different areas

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- Describe the flexibility and modularity of the premises plan.

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- Is the premises already ready for lease?

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- Months necessary to prepare space and move into it:

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- Can the lessor invest in replanning? Can the lessor invest up to Eur/sqm?

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- How much is the tenant investment in the replanning (Eur/sqm)?

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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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**6. Architectural plans (optional)**

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

**7. 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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**8. Physical and technical security (if known)**

- Describe the measures related to the physical security to be in force in the building.

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**9. Technological system of the building (if known)**

- Describe the technological system of the building (e.g. HVAC, telecommunication, presence of emergency power supply, etc.)

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- Does the building allow to install all the types of telecommunication infrastructures or there are some limitations?

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

- Declared energy class of the building:

- Has the building applied for an environmental certification (e.g. BREEAM or LEED)?

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- Is the application process ongoing or completed?

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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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**11. Economic characteristics**

The following requested characteristics **without** VAT.

- Rent (Eur/sqm):

- Maintenance (Eur/sqm):

- Common use utilities (if known):