

Step 1
Space condition

BETTER OFFICE !

COMPLETE INTERIOR OFFICE DESIGN SERVICES

Name of company: _____

Project Address: _____

Phone number: _____ fax _____ email: _____

Landlord name: _____ phone: _____ fax: _____

Room #1: _____ Total square feet:

1. **Flooring:** type _____ condition _____
2. **Walls:** type _____ condition _____
3. **Ceilings:** type _____ condition _____
4. **Ventilation & heating system:** type _____ condition _____
5. **Sprinklers condition:** _____
6. **Lighting source:** _____
7. **Window covering** _____
8. **How many electric outlet _____ and data outlet _____**
9. **Size and capacity of electric box:** _____
10. **Interior door:** type _____ condition _____