

**SPACE NEEDS ANALYSIS - HEAD COUNT PLAN & SPACE REQUIREMENT**

30May09

City: Aliso Viejo, CA  
 Property: 30 Enterprise  
 Type of Office: Region

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Revision 1.0

Prepared by Voit Commercial Tenant Solutions (Stefan Rogers 949 263 5362)

JOB TITLE / DESCRIPTION	NSF/ HdCt.	APPROX SIZE	TYPE	CURRENT		Q1 2009		Q2 2009		Q3 2009		Q4 2009		Q1 2010		Q2 2010	
				HdCt.	NSF	HdCt.	NSF	HdCt.	NSF	HdCt.	NSF	HdCt.	NSF	HdCt.	NSF	HdCt.	NSF
<b>SALES</b>																	
General Manager/Director	240	12 x 20	private	1	240	1	240	1	240	1	240	1	240	1	240	1	240
Managers	120	10 x 12	private	4	480	5	600	5	600	5	600	5	600	6	720	6	720
Sales Staff	100	10 x 10	open	42	4,200	62	6,200	72	7,200	77	7,700	82	8,200	87	8,700	87	8,700
Support Team	80	8 x 10	open	6	480	6	480	6	480	6	480	6	480	6	480	6	480
<b>CUSTOMER SERVICE</b>																	
General Manager/Director	140	10 x 14	private	1	140	1	140	1	140	1	140	1	140	1	140	1	140
Managers	120	10 x 12	open	8	960	8	960	8	960	8	960	8	960	8	960	8	960
Field Engineers	100	10 x 10	open	6	600	6	600	6	600	6	600	6	600	6	600	6	600
Customer Support	64	8 x 8	open	55	3,520	65	4,160	70	4,480	75	4,800	80	5,120	80	5,120	80	5,120
<b>FINANCE &amp; ADMINISTRATION</b>																	
Directors	120	10 x 12	private	3	360	3	360	3	360	3	360	3	360	3	360	3	360
Managers	100	10 x 10	private	2	200	2	200	2	200	2	200	2	200	2	200	2	200
Assistant	80	8 x 10	private	1	80	1	80	1	80	1	80	1	80	2	160	2	160
<b>ALL OTHERS</b>																	
Receptionist		12 x 20	open	1		1		1		1		1		1		1	
IT Manager		12 x 14	private	1		1		1		1		1		1		1	
Compliance Officer		10 x 12	private	1		1		1		1		1		1		1	
<b>TOTAL</b>				<b>132</b>	<b>11,260</b>	<b>163</b>	<b>14,020</b>	<b>178</b>	<b>15,340</b>	<b>188</b>	<b>16,160</b>	<b>198</b>	<b>16,980</b>	<b>205</b>	<b>17,680</b>	<b>205</b>	<b>17,680</b>

Personnel Space		14,020	15,340	16,160	16,980	17,680	17,680
Support Space		5,140	5,140	5,140	5,140	5,140	5,140
Net Space Required		19,160	20,480	21,300	22,120	22,820	22,820
Circulation for Personnel Space @25%		4,673	5,113	5,387	5,660	5,893	5,893
Circulation for Support Space @25%		1,713	1,713	1,713	1,713	1,713	1,713
Usable - Total USF	21,239	25,547	27,307	28,400	29,493	30,427	30,427
Add-On Factor @13.5%		3,449	3,686	3,834	3,982	4,108	4,108
<b>RENTABLE - TOTAL RSF REQUIRED</b>	<b>24,000</b>	<b>28,995</b>	<b>30,993</b>	<b>32,234</b>	<b>33,475</b>	<b>34,534</b>	<b>34,534</b>

# ANNUAL SUPPORT SPACE PLAN

30May09

City: Aliso Viejo, CA  
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Revision 1.0

DESCRIPTION	APPROX. SIZE	GUIDELINE	Q1 2009	Q2 2009	Q3 2009	Q4 2009	Q1 2010	Q2 2010
Lobby (w/o Receptionist workstation)	10 x 16	160	160	160	160	160	160	160
Break Room / Kitchen Area	15 x 16	240	240	240	240	240	240	240
Coat Room	3 x 10	30	30	30	30	30	30	30
Phone Switch Room	15 x 16	240	240	240	240	240	240	240
Copy / Mail Room	15 x 16	240	240	240	240	240	240	240
Conference Room (seat 20)	20 x 30	600	600	600	600	600	600	600
Conference Room (seat 12)	15 x 20	300	300	300	300	300	300	300
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150	150	150
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150	150	150
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150	150	150
Supply Room	12 x 15	180	180	180	180	180	180	180
Storage Room	10 x 16	160	160	160	160	160	160	160
Shipping	10 x 12	120	120	120	120	120	120	120
Software Library	15 x 16	240	240	240	240	240	240	240
PC / Terminal Room	10 x 20	200	200	200	200	200	200	200
Training Room								
Classroom	30 x 33	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Demonstration Room	20 x 25	500	500	500	500	500	500	500
Parts Room	15 x 24	360	360	360	360	360	360	360
Field Engineers Room	10 x 12	120	120	120	120	120	120	120
Other								
Other								
Other								
Other								
<b>TOTAL NET SF</b>		<b>5,140</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>

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JOB TITLE / DESCRIPTION	NSF/	APPROX	TYPE	CURRENT	Q1 2009	Q2 2009	Q3 2009	Q4 2009
	HdCt.	SIZE		HdCt. & NSF	HdCt. & NSF	HdCt. & NSF	HdCt. & NSF	HdCt. & NSF
<b>SALES</b>								
General Manager/Director	240	12 x 20	private	1 240	1 240	1 240	1 240	1 240
Managers	120	10 x 12	private	4 480	5 600	5 600	5 600	5 600
Sales Staff	100	10 x 10	open	42 4,200	62 6,200	72 7,200	77 7,700	82 8,200
Support Team	80	8 x 10	open	6 480	6 480	6 480	6 480	6 480
<b>CUSTOMER SERVICE</b>								
General Manager/Director	140	10 x 14	private	1 140	1 140	1 140	1 140	1 140
Managers	120	10 x 12	open	8 960	8 960	8 960	8 960	8 960
Field Engineers	100	10 x 10	open	6 600	6 600	6 600	6 600	6 600
Customer Support	64	8 x 8	open	55 3,520	65 4,160	70 4,480	75 4,800	80 5,120
<b>FINANCE &amp; ADMINISTRATION</b>								
Directors	120	10 x 12	private	3 360	3 360	3 360	3 360	3 360
Managers	100	10 x 10	private	2 200	2 200	2 200	2 200	2 200
<b>TOTAL PERSONNEL SPACE</b>				<b>128 11,180</b>	<b>159 13,940</b>	<b>174 15,260</b>	<b>184 16,080</b>	<b>194 16,900</b>

SUPPORT SPACE	APPROX. SIZE	GUIDELINE	Q1 2009	Q2 2009	Q3 2009	Q4 2009
Lobby (w/o Receptionist workstation)	10 x 16	160	160	160	160	160
Break Room / Kitchen Area	15 x 16	240	240	240	240	240
Coat Room	3 x 10	30	30	30	30	30
Phone Switch Room	15 x 16	240	240	240	240	240
Copy / Mail Room	15 x 16	240	240	240	240	240
Conference Room (seat 20)	20 x 30	600	600	600	600	600
Conference Room (seat 12)	15 x 20	300	300	300	300	300
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150
Small Meeting Room (seat 6)	10 x 15	150	150	150	150	150
Supply Room	12 x 15	180	180	180	180	180
Storage Room	10 x 16	160	160	160	160	160
Shipping	10 x 12	120	120	120	120	120
<b>TOTAL SUPPORT SPACE</b>		<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>

SPACE REQUIREMENT	CURRENT	Q1 2009	Q2 2009	Q3 2009	Q4 2009
Personnel Space		13,940	15,260	16,080	16,900
Support Space		2,720	2,720	2,720	2,720
Net Space Required		16,660	17,980	18,800	19,620
Circulation for Personnel Space @25%		4,647	5,087	5,360	5,633
Circulation for Support Space @25%		907	907	907	907
Usable - Total USF	21,239	22,213	23,973	25,067	26,160
Add-On Factor @13.5%		2,999	3,236	3,384	3,532
<b>RENTABLE - TOTAL RSF REQUIRED</b>	<b>24,000</b>	<b>25,212</b>	<b>27,210</b>	<b>28,451</b>	<b>29,692</b>