CBIZ Gibraltar's
Pandemic Workplace Solutions

Transition Out of Your Old or Retrofit Your Existing Office

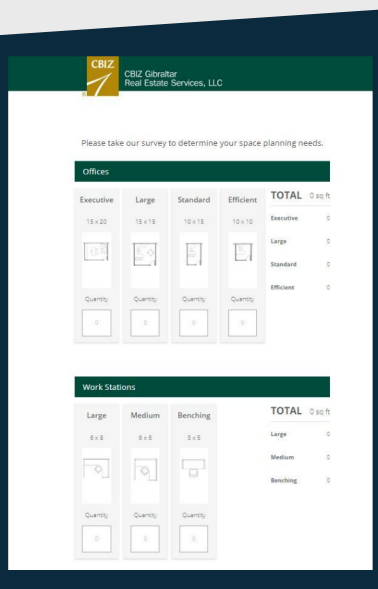
CBIZ Gibraltar is helping companies of all shapes and sizes identify and implement solutions that address evolving workplace challenges to avoid business interruption, ensure employees' safety and peace of mind, and drive collaboration and productivity.

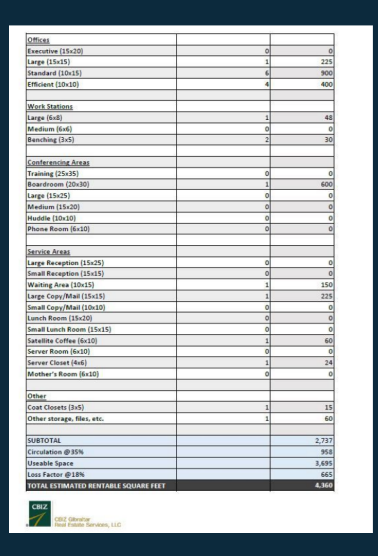
Check Out CBIZ Gibraltar Six-Step Process - A Streamlined Approach, All in One Place

1 Getting Started:
Needs Assessment

- Build a Team*
- Engage Others
- Determine How Much Space
- Determine Type of Space
- Determine Location

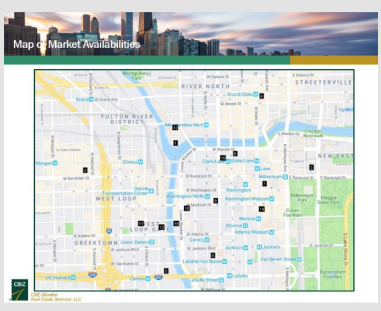
**Tenant Advisor, Workplace Solutions & Architect*





Offices		
Executive (15x20)	0	0
Large (15x15)	1	225
Standard (10x15)	6	900
Efficient (10x10)	4	400
Work Stations		
Large (6x8)	1	48
Medium (6x6)	0	0
Benching (3x5)	2	30
Conferencing Areas		
Training (25x35)	0	0
Boardroom (20x30)	1	600
Large (15x25)	0	0
Medium (15x20)	0	0
Huddle (10x10)	0	0
Phone Room (6x10)	0	0
Service Areas		
Large Reception (15x25)	0	0
Small Reception (15x15)	0	0
Waiting Area (10x15)	1	150
Large Copy/Mail (15x15)	1	225
Small Copy/Mail (10x10)	0	0
Lunch Room (15x20)	0	0
Small Lunch Room (15x15)	0	0
Satellite Coffee (6x10)	1	60
Server Room (6x10)	0	0
Server Closet (4x6)	1	24
Mother's Room (6x10)	0	0
Other		
Coat Closets (3x5)	1	15
Other storage, files, etc.	1	60
SUBTOTAL		2,737
Circulation @35%		958
Useable Space		3,695
Loss Factor @18%		665
TOTAL ESTIMATED RENTABLE SQUARE FEET		**4,360**

Complete a Space Programming Survey



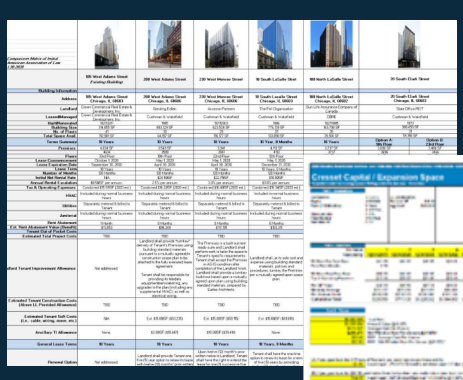
Survey the Market

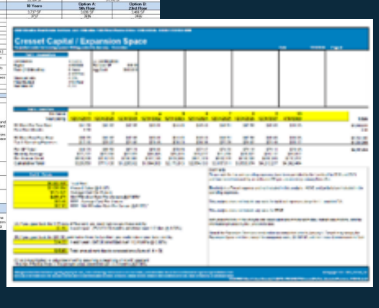
2 Conduct A Search:
Finding The Right Space, *Virtually*

- Determine Location(s)
- Determine Building(s)
- Determine Variables
- Conduct Virtual Tour(s) via CoStar, Fastoffice & Matterport

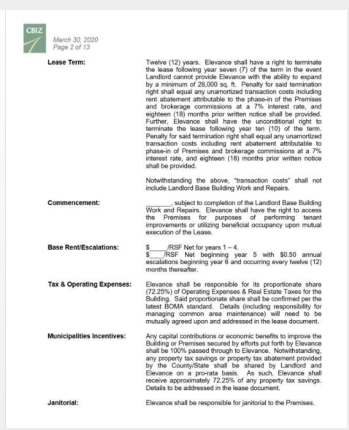
3 Evaluate:
Understanding The Options

- Compare Spaces & Business Terms
- Develop a Strategic Approach
- Quantitative Analysis
- Qualitative Analysis
- Orchestrate a Competitive Bidding Process
- Maximize Competition
- Maximize Your Leverage





Evaluate Proposals & Develop Financial Models



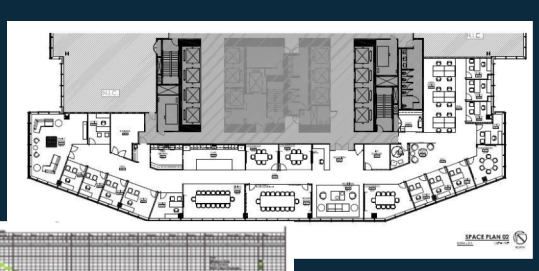
4 Selecting A Winner:
Documenting The Deal

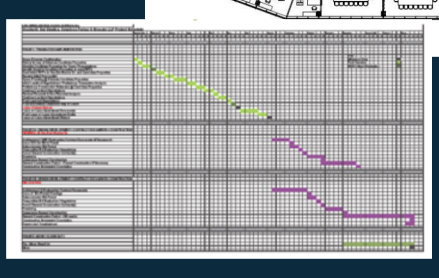
- Letter of Intent
- Lease Negotiations
- Lease Execution

Submit LOI & Conduct Lease Negotiations

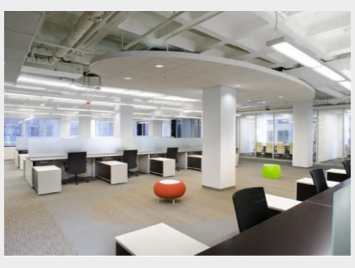
5 Workplace Solutions:
Post-Lease Design & Construction

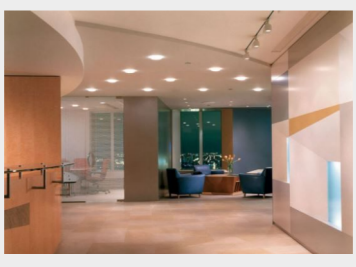
- Finalize the Design Process
- Complete Architectural Drawings
- Select GC for Space Build Out
- Maximize Your Dollars





Confirm the Space Plan & Create a Timeline





6 Move In:
Welcome to Your Space

- Transition Out of Your Old Space or Retrofit Your Existing Space
- Transition Into Your New Space

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