

CONSTRUCTION COMPONENTS WORKSHEET

Notes on the use of this Worksheet

As a business owner contemplates an expansion project, there are a number of factors to take into consideration and while some are quite obvious, others are not. To ensure that you maximize the use of your resources and time to get the most out of your project long-term, this Construction Components Worksheet will outline some of the factors to help invoke some further thoughts before you jump into the project.

Yes No	Question/Comments		
What is the impact of the following factors on project location:			
	Social		
	Economic		
	Growth		
	Climate		
	Solar Views		
	Transportation		
	Parking		
	Support Services		
	Security		
	Visibility		
What about the	he following factors relative to the site:		
	Regulatory constraints		
	Variances		
	Special permits		
	Special interest groups		
	Deed restrictions		
	Pending use controls		
	Retroactive controls		
	Special site constraints		
Determine ge	neral time schedule for the following:		
	Project authorization		
	Project staffing		
	Design		
	Cost estimating		
	Financing		
	Documentation		
	Design review		
	Permit processing		
	Phasing		
	Special order furnishings and equipment		
	Construction		
	Data and security hook-up		
	Move-in		
	Test operations		
	Rental/sales/leasing		
Identify special financial possibilities. Analyze real estate market:			
	Absorption rate		

	Capture rate	
	Market rent	
	Market supply	
	Comparable sales data	
	Alternative use	
Develop and a	analyze annual project operating expense	s including:
	Debt Service	
	Utilities	
	Facilities management	
	Leasing	
	Cleaning	
	Maintenance	
	Landscaping/Snow plowing	
	Exterior maintenance	
	Property taxes	
	Insurance	
	Accounting fees	
	Security	
	Inflation index	
	Contingency allowances	
	Operations personnel	
Develop estim	ates for gross rental, lease or sale income (re	gardless of whether the building will be owner-occupied) including:
	Space or function types	
	Alternative uses	
	Square footage	
	Income per square foot	
	Vacancy rates	
	Replacement reserves	
Obtain/Resea	rch special tax considerations, if any, inclu	ding:
	Tax incentives	
	Building depreciation	
	Furniture/fixtures/equipment depreciation	
	Deferred taxes	
	Interest deductions	
	Capital gains	