

Provide this complete checklist to your local ModSpace representative to get started on your space and services quickly.

Customer Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Job Site Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Estimated Activation Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_

### What type of space do you seek in your construction office?

Type of Space	Yes	No	Qty.	Size	Total Sq. Ft.	Comments
Construction Offices	<input type="checkbox"/>	<input type="checkbox"/>				
Conference Room	<input type="checkbox"/>	<input type="checkbox"/>				
Storage Room	<input type="checkbox"/>	<input type="checkbox"/>				
Reception Area	<input type="checkbox"/>	<input type="checkbox"/>				
Staff Break Room	<input type="checkbox"/>	<input type="checkbox"/>				
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>				
Utility Room	<input type="checkbox"/>	<input type="checkbox"/>				
Portable Storage	<input type="checkbox"/>	<input type="checkbox"/>				
Other	<input type="checkbox"/>	<input type="checkbox"/>				

### What should be included in the scope of work?

Site Size:			Zoning:		
Permitting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Furniture	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mini Refrigerator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pump Out Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Microwave	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paving/Sidewalks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Security System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OSHA Steps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vandal Screens	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ADA Site-built Ramps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone/Data Lines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ADA Ramp Rental	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Blinds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cleaning Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Awnings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Damage Waiver	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Material Storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	General Liability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### What type of finishes and materials do you prefer?

	Wood	Steel	Concrete
Floor Covering			
Wall Covering	Walls <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Finish	Trusses <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Siding	Floor <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underpinning	Decks <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Type/Finish	Additional Notes:		
Appliances			

Note: All services not available in all areas.

**800-523-7918** | [www.ModSpace.com](http://www.ModSpace.com)