

JAMES A. GRAASKAMP COLLECTION OF TEACHING MATERIALS

V. INDUSTRY SEMINARS AND SPEECHES - SHORT TERM

I. Other Presentations In Which Either The Date And /
Or Sponsoring Organization Is Missing

3. Development Topics

- v. "Management Survey Report", Property
Development & Management lecture, no
date

PROPERTY DEVELOPMENT & MANAGEMENT

Check list for content of Management Survey Report

1. Title Page
 - a. Identification of property
 - b. For whom survey is prepared
 - c. By whom prepared
 - d. Date of survey
2. Letter of Transmittal
 - a. Scope of study
 - b. Salient conclusions and recommendations
3. General Information Relating to the Property
 - a. Legal description (plot plan desirable)
 - b. Complete description of improvements (photo desirable)
 - (1) Age
 - (2) General condition and type of construction
 - c. Tax and assessment data
 - d. Salient neighborhood data
 - e. Space layout plans (photos desirable)
 - f. Existing financing
4. Income Analysis and Recommendations
 - a. Tenant, space identity, space description, lease term, current rent, recommended rent
 - b. Vacancy study
 - c. New income sources for signs, utilities, etc.
5. Expense Analysis and recommendations
 - a. Detail each item

PROPERTY DEVELOPMENT & MANAGEMENT

- (1) Regular recurring
 - (2) Regular non-recurring
6. Current Operating Statement vs. Projected Budget
 - a. Comparison of all income and expense items
 - b. Comparison of net yield
 - c. Detail of suggested capital expenditures and their net effect on yield on total investment as compared with current yield or present investment
7. Financing Recommendations or Comments
8. Conclusions
9. (Optional) Qualifications of the person or persons who prepare the report

PROPERTY DEVELOPMENT & MANAGEMENT

BUILDING INFORMATION

If you are given an office building to manage, you would need to know the following information.

1. Total rentable area
2. Individual tenants - rents - area
3. Leases and/or tenancy agreements
4. Itemized expenses - most recent purchases
5. All details on employees
6. Any interior work recently completed and dates
7. Any exterior work recently completed and dates
8. Amounts and kinds of insurance and the broker's name
9. Plans of the building
10. Service contractors and contracts
11. Purveyors' rates, discounts, etc.
12. Outside repair people previously used
13. Full description of improvements
14. Lot size
15. Floor plans
16. Loan information, if any
17. Memberships
18. Tax bills
19. Social Security numbers
20. If corporation, corporation books

ARCHITECTURAL CONSIDERATIONS: - OFFICE BUILDING

1. Maximum Economic Height
 - a. Foundation - Elevators - Stairway
2. Air Conditioning
 - a. Centrifugal - Compressor System - Simpler - Vibration problem
 - b. Absorption System - Steam Chemical
 - c. 1, 2 or 3 pipe systems
 - d. High or low velocity
 - e. Fans or air treatment rooms
 - f. Perimeter vs Core
3. Depth

Up to 28 feet practical
4. Net Rentable

Average Building - 75% net rentable

 - a. Maximum possible - 85%
 - b. Minimum economically - 65%
5. Modules

4' 6" Module - 2 modules 9 foot 8 foot offices

9 foot column spacing

Can use 5 foot modules

Cuts remodelling costs 50%
6. Floor Height

Not over 9 foot

12' 6" to 13' in clear
7. Glass Wall

Better than punched windows
8. Glass Window

Stool at 32" to 34" above floor.

Up to 8 foot at top

PROPERTY DEVELOPMENT & MANAGEMENT

9. Windows

Pivoted windows or fixed glass.

Pivot best - locks

Air conditioning situation - cheaper

10. Vertical louvre vs Eyebrows

11. Mullions

Heavy section 4' - 6' wide

12. Double Glass

Tinted

13. Wet Columns

Needed near possible Executive offices

14. Corridor width - 6 feet

15. 50 - 100 foot candle power - recessed fluorescent

16. Floor loads 50 - 80 lbs. sq. ft.

17. Electric system compacity

At least 10 watts sq. ft.

18. All equipment wall hung

19. Double toilet paper holders

20. Don't use air drying machines

21. Elevators

Face each other

7' x 6' cab

3,000 - 3,500 lbs. capacity

500 - 800 feet per minute

Automatic dispatcher with phones

22. Freight elevator

6,000 lbs. capacity

500 foot per minute

23. Both men - women toilets on each floor

Flint ceramic floor

PROPERTY DEVELOPMENT & MANAGEMENT

24. Asphalt or vynal asbestos - use through building.
25. Operating quarters for labor force
26. Use B.O.M.A. planning service
27. Exterior
 - a. aluminum - should be cheapest
 - b. mosaic tile - most decorative
 - c. glass - easiest to clean
 - d. marble - most expensive
28. Frame
 - a. steel
 - b. pre-stressed concrete
 - c. lift slab