

VIRGINIASCAN OFFICE BUILDING DATA SHEET

To be included on VirginiaScan, the building must have at least 10,000 sq. ft. available and all the fields in red must be provided.
A sale/lease price or price range is requested.

LOCATION

Property Name: _____

Street Address: _____

City: _____ Zip Code: _____ Locality: _____

Within Corporate Limits: Yes No

Research Park: _____

Office Park _____

Virginia Enterprise Zone: Yes No Technology Zone: Yes No Foreign Trade Zone: Yes No

Hub Zone: Yes No New Market Tax Credit Zone: Yes No

OWNERSHIP

Available for Lease: Yes No Available for Lease/Purchase: Yes No Lease Type: _____

Minimum Lease Rate (per sq. ft.): _____ Maximum Lease Rate: _____

Available for Sale: Yes No Sale Price: _____ Publicly Owned: Yes No

Owner: _____ Owner Phone: _____

Owner E-Mail: _____ Date Available: _____

Contact: _____ Phone: _____

Address: _____ Fax: _____

_____ Mobile: _____

E-Mail: _____

Submitted By: _____ Date Submitted: _____

VIRTUAL

Virtual Building: Yes No Right Now Site Name: _____

Site Plan Approval: Yes No Preliminary Design: Yes No Construction Schedule: Yes No

Development Team: Yes No Building Renderings: Yes No Permits and/or Approvals: Yes No

Construction Lead Time (months): _____

SPECIFICATIONS

Total Building Space (sq. ft.): _____ Total Available: _____ Maximum Contiguous: _____

Contiguous To Floor: _____ Total Space Per Floor: _____ Office: _____

Other: _____ Minimum Space Available: _____ Number of Floors: _____

Ceiling Height: _____ Multi-Tenant: Yes No LEED Certified: Yes No Date Vacated: _____

Heat: _____ A/C: _____ Recent Use: _____

CONSTRUCTION

Construction Type: _____ Construction Year: _____ Year of Additions: _____

Roof Type: _____ Sprinkler Type: _____ Floor Type: _____

Floor Reinforced: Yes No Floor Thickness (inches): _____ Raised Floor: Yes No

Insulation: Yes No Insulation Location: _____ Insulation Thickness: _____

SITE SPECIFICATIONS

Site Acreage: _____ Additional Acreage Available: _____ Conforms to Present Zoning: Yes No

Zoning Classification: _____ Zoning Restrictions: _____

On-Site Parking: Yes No Number of Employee Parking Spaces: _____

FEATURES

Call Center

Call Center: Yes No Call Center Space (sq. ft.): _____ Number of Workstations: _____ Plug and Play: Yes No

Data Center

Data Center: Yes No Data Center Space (sq. ft.): _____

Clean Room

Available: Yes No Space (sq. ft.): _____ Class: _____

Lab Space

Lab Type: _____ Lab Space (sq. ft.): _____ Number of Labs: _____

Most Recent Use of Space: _____ Construction Year: _____

Year of Additions: _____ Existing Equipment: _____

Shared Services: _____ Additional Fit-Out Required: Yes No

Time Needed for Fit-Out: _____ Lease Rate (per sq. ft.): _____

Other

Computer Room: Yes No Other Features: _____

UTILITIES

Electric Power

Name of Primary Supplier: _____ Name of Secondary Supplier: _____

Redundant: Yes No Voltage: _____ Phase: _____ Amps: _____ Electric UPS: Yes No Generator: Yes No

Natural Gas

Name of Supplier: _____ Distance from Property (feet): _____

Water

Water Provider: _____ Distance from Property (feet): _____

Sewer

Sewer Provider: _____ Distance from Property (feet): _____

Telecommunications

Primary Telecommunications Provider: _____

Other Providers: _____

Fiber: Yes No Distance to Fiber (feet): _____ Redundant Routes: Yes No

Wireless Broadband: Yes No Sonet Ring: Yes No

Broadband Speed Level: Low (under 2 Mbps) Medium (2-6 Mbps)

High (6 Mbps or higher, excluding satellite claiming max speeds of up to 27 Mbps down)

Other: _____

TRANSPORTATION

Highway

Distance to Nearest Interstate Interchange (miles): _____ Interstate: _____

Interchange Name/Exit Number: _____

Distance to Nearest 4-Lane Arterial (miles): _____ Arterial Name/Route Number: _____

Name/Route Number of Highway or Street Serving Property: _____

Air

Distance to Commercial Airport (miles): _____ Airport Name: _____

Distance to General Aviation Airport: _____ Airport Name: _____

Public Transportation

Bus Rail Water

To be included in our VirginiaScan sites and buildings search system, a valid street address or nearest street intersection **must** be provided. If a valid street address is not available, an aerial photograph or tax map showing the location of the building **must** be provided. Color photographs of the exterior and interior of the building should also be included, as well as any available floor plans, site plans, etc. Digital images are welcome and may be e-mailed to mmende@yesvirginia.org. This form should be returned to:

**VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP
RESEARCH DIVISION – COMMUNITY RESOURCES**

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Richmond, VA 23218-0798
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E-mail: mmende@yesvirginia.org

Virtual Building Standards

- Preliminary Design – Detailed drawings of the layout of each floor of the structure showing openings of the building, interior partitions, columns, fixtures, etc. In addition to the floor plan, elevations of the building or renderings depicting the exterior of the building should be available.
- Building Specifications – A listing and description of building systems, materials and finishes sufficient to provide the basis for firm construction costs must be provided.
- Cost Estimates – Firm cost estimates that have specified time horizons (six months minimum) must be provided.
- Construction Schedule – A schedule of the construction of the building, associated site work and any utility extensions must be provided.
- Development Team – A development team with the appropriate architectural, engineering and construction capability must be assembled to execute the project.
- Building Renderings – A three dimensional graphic representation of the exterior of the building showing how the building would be sited on the lot will be required. A “virtual building” tour of the building is desirable but not required.
- Permits or Approvals – If the building requires additional permits from the locality prior to the commencement of construction, a letter from the chief administrator of the locality outlining what permits are required and the timeframes necessary to obtain those permits is required. If additional permits have been obtained, copies of the permits must be available with any expiration dates noted.