

# BAY AREA OFFICE FIT-OUT

## OWNER READINESS WORKSHEET

Constructive Solutions, Inc.  
Commercial General Contractors  
solutionsgc.com

PROJECT / COMPANY

PROPERTY / SUITE

TARGET MOVE DATE

DATE

### 1 LEASE & USE

- ☐ Confirm existing and proposed legal use and occupancy.
- ☐ Review lease, work letter, restoration terms and allowance rules.
- ☐ Record landlord criteria, approvals and building work rules.
- ☐ Assign landlord, tenant, designer, contractor and vendor responsibilities.

### 2 SPACE & SYSTEMS

- ☐ Test-fit the operational program before committing to the space.
- ☐ Verify measured conditions and available record drawings.
- ☐ Evaluate HVAC, electrical, plumbing and fire/life-safety capacity.
- ☐ Check accessible routes, restrooms, entrances and employee work areas.

### 3 DESIGN & APPROVALS

- ☐ Identify required architects, engineers and specialty consultants.
- ☐ Coordinate furniture, IT, AV, security and equipment with design.
- ☐ Define landlord, planning, building and trade-permit review paths.
- ☐ Track open decisions and required approvals by responsible party.

### 4 COST & PROCUREMENT

- ☐ Compare estimates using the same drawings, inclusions and phasing.
- ☐ Separate hard cost, soft cost, technology, furniture and moving.
- ☐ Make allowances, exclusions, contingency and owner costs visible.
- ☐ Tie selections and long-lead releases to required-by dates.

### 5 BUILD & INSPECT

- ☐ Plan access, loading, elevators, work hours and shutdowns.
- ☐ Define occupied-area separation, egress and communication controls.
- ☐ Track submittals, changes, testing and required inspections.
- ☐ Keep approved scope, field conditions, budget and schedule aligned.

### 6 TURNOVER & MOVE

- ☐ Define punch-list, testing and commissioning responsibilities.
- ☐ Collect approvals, manuals, warranties, keys and access credentials.
- ☐ Coordinate furniture, technology, security, moving and staff readiness.
- ☐ Distinguish construction completion from operational move readiness.

**DECISION GATE** Do not treat a signed lease, concept plan or benchmark as a buildable scope or project quote.

Planning aid only. Confirm project-specific requirements with the owner, landlord, qualified design professionals, contractor and authorities having jurisdiction.

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