

## **The 7 Principles for Choosing Office Space**

*By Aaron Yashouafar*

Los Angeles is vast and varied, giving local businesses a myriad of choices when it comes to choosing the perfect office space. While each business has unique needs specific to their industry, clientele and personal preferences, there are seven universal principles that must be considered when selecting a commercial location.

### **1. Location.**

Your office location is a major consideration, for a variety of business and personal reasons. If your clientele comes to you, how far are they willing to drive? Are you accessible? Will the locale be agreeable to your employees? How far is your commute? You'll want to consider which restaurants and services are nearby, how noisy the area is, what the view is like, and who your neighbors are. Your location is a direct reflection of your business, and will have a real impact on your lifestyle.

### **2. Security**

Working in a secure setting is essential to a productive environment. Closely scrutinizing the building's security systems and personnel is imperative. How state-of-the-art are their cameras and equipment? What are the prerequisites for hiring security personnel? Is it friendly, yet secure? Don't forget to inquire about any previous incidents in the building and be conscious of how safe it makes you feel.

### **3. Parking**

In a car-driven city like Los Angeles, finding adequate parking can be challenging. Look for onsite parking and get a feel for how safe your car will be. If there's a valet service notice how courteous they are, how quickly can they retrieve your car and who are the attendants. Consider your employees and visitors, and their access to close, safe parking.

### **4. Architecture & Style**

Choose a building that reflects the image you wish to portray. Buildings with architectural significance typically echo a more sophisticated atmosphere around your business. An appealing building appeals to the best talent, helping recruit quality employees. Your office building needs to give your clientele a positive first impression. Plus, a beautiful building makes for a great conversation and contributes to employee morale and spirit.

### **5. Technical Infrastructure**

Inquiring about a building's technical infrastructure minimizes ongoing challenges. How modern is the electrical engineering? Is there broadband access? Will the building need a major technical infrastructure overhaul in the future? Is the HVAC reliable and effective? Are the elevators modern, fast and adequate?

Be sure that the office can efficiently handle your communications, information technology and physical requirements without delay or interruption.

#### **6. Onsite Management Services**

Get to know who's managing the building. Having an onsite management team is indispensable. Should an issue arise, an onsite team can act immediately, responsively and effectively. What services can they provide? Understand the scope of their capacities in construction, maintenance, engineering and management to see if they can handle your initial and future needs. Look around, is the place clean? Attentive onsite management teams routinely take care of the details that keep the building running smoothly.

#### **7. Overall Value**

Culminating these essential principles: is the office space a good investment for your business? Do some research on the area's going rates, taking everything into consideration and decide how cost effective the office space will be. Consider the term of your tenancy and how flexible tenant improvements are done. Never overpay, but if the numbers are right, don't be afraid to pay a little extra for that perfect location. In the end, the building should contribute to your company's bottom line.

As a commercial real estate executive, I've followed these principles and have seen our clients benefit immensely. If you're like me, you spend more time in your office than anywhere else. Be diligent; get as much information as possible, and work to understand issues before you make your selection. Adhere to these seven principles and make a wise choice.

#### **About the Writer**

Aaron Yashouafar is the President of Milbank Real Estate Services. He offers guidance and expertise to both corporate and individual clients for investment, development, property management, asset management and brokerage services. Headquartered in Downtown Los Angeles, Milbank owns more than a dozen commercial properties, spanning California and Las Vegas. Visit [www.Milbank.us](http://www.Milbank.us) to learn more.