



Use this list to assist in the evaluation of potential space. Upon the initial site visit, first look for sufficient parking and compliance with ADA requirements or the ability for the space to easily be modified to meet the requirements. Subsequent list items are included for use in evaluating the space which the agency determines is most viable.

**Connectivity.**

- Is there existing fiber to building? (Estimate four to six months for new build.)

**ADA requirements.**

- At a minimum, the building entrance and one restroom must be wide enough for wheelchair accessibility.
  - Is there handicapped parking?
  - Is there a ramp into the building?
  - Is the entrance door wide enough (3')?
  - Do the restrooms comply with ADA requirements?
  - If the restrooms are multi-person restrooms, is one stall handicapped? If not, does it appear possible to create one?
  - If the restroom is a single occupant restroom, is there enough room for a wheelchair to maneuver?
  - Is the vendor willing to make necessary renovations to comply with ADA?

**Parking.**

- Ensure parking is adequate for staff and customers.

**Lighting.**

- Is the lighting sufficient?

**Ceiling tiles.**

- Are the ceiling tiles broken or stained? A stained ceiling tile may indicate a roof leak. If apparent, ask if the leak has been repaired.

**Walls.**

- Are any walls in need of repair or paint?

**Flooring.**

- Does the carpet need cleaning or replacement? Are there broken floor tiles in need of replacement?

**Break rooms.**

- Is there a soap and paper towel dispenser?

**Life safety.**

- At a minimum, the space must have lighted exit signs and working smoke detectors. The State Fire Marshal's office will inspect the space and advise the owner of any deficiencies.

**Heat and air conditioning.**

- If the agency will be responsible for payment of the utilities, there must be a separate meter.
- Are the thermostats programmable?

**Renovations.**

- Is the owner willing to renovate to meet agency requirements?

**Additional special agency requirements to consider.**

- Special locks for secure areas.
- Special electrical requirements for copiers, servers, etc.
- Special air conditioning for computer rooms.
- Special reception area requirements such as glass partitions.
- Special door.
- Special working hours.