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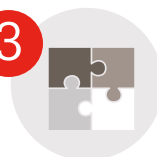
TOP CONSIDERATIONS Adaptive Re-Use

Coordinating Tenant Fit-Out Requirements for Adaptive Re-Use Projects

When completing an adaptive re-use project, the selection of the building is critical. This guide supports a seamless transition for tenants in the adaptive re-use planning process; from building selection through the fit-out completion.

1 **ENGAGE EARLY**
 Consider the entire site, not just the building. Will the area support your parking needs? Has the site been maintained or is significant clean up necessary? Collaborate with the architect early to maximize the budget through value management. In order to successfully re-imagine a building from one use to another, communication between the owner, A/E and construction manager must be maintained from the onset of the project. This includes regular updates regarding schedule, budget and project status.

2 **MECHANICAL & ELECTRICAL REQUIREMENTS**
 How do your mechanical and electrical needs fit within the existing building's parameters? Engage the landlord to confirm that the watts per square foot match the tenant's business requirement. Consider the age of the building when planning your adaptive re-use. Do you need to improve thermal efficiency? Are renewable energy sources an option? Will the new space require a generator or emergency power option? Discuss unique telecommunications or data needs to ensure the business will have appropriate connectivity. Further requirements for security should be evaluated to reflect a business' unique access control needs. The technology analysis should also include the coordination of industry-specific, technology-related hardware and software to ensure 24/7 continuity. Account for these adjustments as you choose the building and begin design and construction.

3 **INTEGRATING CONSTRUCTION ACTIVITIES**
 Completing an adaptive re-use fit-out in an occupied building presents a unique set of challenges; including safety, signage, and noise and dust mitigation. Landlord guarantees for elevator availability, the amount of power provided to the tenant during the fit-out and impacts of potential service interruptions during business hours are important factors to confirm upfront. Certain activities may require after hours or weekend work. Additionally, deliveries are vital to meeting a fit-out's schedule. Tenants should confirm the timing and frequency of their loading dock access to understand the full delivery cost and time impacts on their fit-out.