

# SPACE REQUIREMENT & RENOVATION COST

When searching for an office space, it may be useful to have a guide that will help you in securing the right amount of office space. Kindly find below the typical space requirements for bare units and the estimated renovation cost. Do note that this is only meant as a guide and the figures may vary slightly.

## Office Space Requirement By Trade

	(A) Floor Area per Employee (sq ft / employee)	(B) Number of Employee	(A X B) Total Floor Area Required (sq ft)
Representative Office	100	.....	.....
Banking & Finance	100 - 150	.....	.....
Consultancy, Sales & Professional Services	80 - 100	.....	.....
Technology, Media & Telecommunications	130 - 200	.....	.....

## Office Space Requirement By Function

	(A) Floor Area per Employee (sq ft / employee)	(B) Quantity Required	(A X B) Total Floor Area Required (sq ft)
<b>RECEPTION</b>			
Small (no reception desk, 2 - 4 guests)	150	.....	.....
Medium (reception desk, 2 - 4 guests)	125 - 200	.....	.....
Large (reception desk, 6 - 8 guests)	200 - 300	.....	.....
<b>OFFICES</b>			
Managing Director's Office	150 - 200	.....	.....
Manager's Office	100 - 150	.....	.....
<b>OPEN PLAN WORKSTATIONS</b>			
Manager	50 - 75	.....	.....
General Staff	25 - 40	.....	.....
<b>MEETING ROOMS</b>			
4-person meeting room	120	.....	.....
6-person meeting room	150	.....	.....
<b>CONFERENCE ROOMS</b>			
8 - 10 person conference room	200 - 250	.....	.....
10 - 12 person conference room	250 - 280	.....	.....

*\*All information is provided in good faith for guidance and reference purposes only.*

## Office Space Requirement By Function

	(A) Floor Area per Employee (sq ft / employee)	(B) Quantity Required	(A X B) Total Floor Area Required (sq ft)
<b>PANTRY</b>			
Small	100 - 120	.....	.....
Medium	150 - 200	.....	.....
Large	200 - 250	.....	.....
<b>UTILITY / STORAGE</b>			
Small	75	.....	.....
Medium	100 - 150	.....	.....
Large	150 - 200	.....	.....
<b>CORRIDOR / CIRCULATION SPACE</b>	add 15 - 20%	.....	.....
<b>TOTAL OFFICE SPACE REQUIREMENT</b>			..... <b>sq ft</b>

Estimated Renovation Cost (\$/sq ft)	Low-Range	Mid-Range	High-Range
<b>Fixtures &amp; Fittings and Finishes</b> (Partition Works, Doors/Frames, Interior Finishes - Ceiling, Wall, Flooring, etc.)	S\$25.00 - S\$32.50	S\$33.50 - S\$42.50	SS\$47.50 - Up
<b>MEP Services</b> (Electrical Works, Fire Protection Installation, ACMV Installation, Plumbing, etc.)	S\$17.50 - S\$22.75	S\$23.45 - S\$29.75	S\$33.25 - Up
<b>Furniture</b> (Custom/Loose Furniture, Storage Cabinets, etc.)	S\$5.00 - S\$6.50	S\$6.70 - S\$8.50	S\$9.50 - Up
<b>Miscellaneous</b> (Blinds, Signage, FSSB submission, Insurance, Security System, etc.)	S\$2.50 - S\$3.25	S\$3.35 - S\$4.25	S\$4.75 - Up
<b>Total Renovation Cost (\$/sq ft)</b>	<b>S\$50 - S\$65</b>	<b>S\$67 - S\$85</b>	<b>S\$95 - Up</b>

**TOTAL RENOVATION COST = S\$ \_\_\_\_\_ per sq ft X \_\_\_\_\_ sq ft = S\$ \_\_\_\_\_**

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