

**VIRGINIASCAN OFFICE BUILDING DATA SHEET**

**LOCATION**

Property Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Locality: \_\_\_\_\_  
Within Corporate Limits: Yes  No   
Research Park: \_\_\_\_\_  
Office Park \_\_\_\_\_  
Virginia Enterprise Zone: Yes  No  Technology Zone: Yes  No  Foreign Trade Zone: Yes  No   
Hub Zone: Yes  No  New Market Tax Credit Zone: Yes  No

**OWNERSHIP**

Available for Lease: Yes  No  Available for Lease/Purchase: Yes  No  Lease Type: \_\_\_\_\_  
Minimum Lease Rate (per sq. ft.): \_\_\_\_\_ Maximum Lease Rate: \_\_\_\_\_  
Available for Sale: Yes  No  Sale Price: \_\_\_\_\_ Publicly Owned: Yes  No   
Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
Owner E-Mail: \_\_\_\_\_ Date Available: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Mobile: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**VIRTUAL**

Virtual Building: Yes  No  Right Now Site Name: \_\_\_\_\_  
Site Plan Approval: Yes  No  Preliminary Design: Yes  No  Construction Schedule: Yes  No   
Development Team: Yes  No  Building Renderings: Yes  No  Permits and/or Approvals: Yes  No   
Construction Lead Time (months): \_\_\_\_\_

**SPECIFICATIONS**

Total Building Space (sq. ft.): \_\_\_\_\_ Total Available: \_\_\_\_\_ Maximum Contiguous: \_\_\_\_\_  
Contiguous To Floor: \_\_\_\_\_ Total Space Per Floor: \_\_\_\_\_ Office: \_\_\_\_\_  
Other: \_\_\_\_\_ Minimum Space Available: \_\_\_\_\_ Number of Floors: \_\_\_\_\_  
Ceiling Height: \_\_\_\_\_ Multi-Tenant: Yes  No  Date Vacated: \_\_\_\_\_  
Heat: \_\_\_\_\_ A/C: \_\_\_\_\_ Recent Use: \_\_\_\_\_

**CONSTRUCTION**

Construction Type: \_\_\_\_\_  
Construction Year: \_\_\_\_\_ Year of Additions: \_\_\_\_\_ Roof Type: \_\_\_\_\_  
Sprinkler Type: \_\_\_\_\_ Floor Type: \_\_\_\_\_ Floor Reinforced: Yes  No   
Floor Thickness (inches): \_\_\_\_\_ Raised Floor: Yes  No   
Insulation: Yes  No  Insulation Location: \_\_\_\_\_ Insulation Thickness: \_\_\_\_\_

**SITE SPECIFICATIONS**

Site Acreage: \_\_\_\_\_ Additional Acreage Available: \_\_\_\_\_ Conforms to Present Zoning: Yes  No   
Zoning Classification: \_\_\_\_\_  
Zoning Restrictions: \_\_\_\_\_  
On-Site Parking: Yes  No  Number of Employee Parking Spaces: \_\_\_\_\_

**FEATURES**

Call Center

Call Center: Yes  No  Call Center Space (sq. ft.): \_\_\_\_\_ Number of Workstations: \_\_\_\_\_  
Plug and Play: Yes  No

Data Center

Data Center: Yes  No  Data Center Space (sq. ft.): \_\_\_\_\_

Clean Room

Available: Yes  No  Space (sq. ft.): \_\_\_\_\_ Class: \_\_\_\_\_

Lab Space

Lab Type: \_\_\_\_\_ Lab Space (sq. ft.): \_\_\_\_\_ Number of Labs: \_\_\_\_\_  
Most Recent Use of Space: \_\_\_\_\_ Construction Year: \_\_\_\_\_  
Year of Additions: \_\_\_\_\_ Existing Equipment: \_\_\_\_\_  
Shared Services: \_\_\_\_\_ Additional Fit-Out Required: Yes  No   
Time Needed for Fit-Out: \_\_\_\_\_ Lease Rate (per sq. ft.): \_\_\_\_\_

Other

Computer Room: Yes  No  Other Features: \_\_\_\_\_

**UTILITIES**

Electric Power

Name of Primary Supplier: \_\_\_\_\_ Redundant: Yes  No   
Name of Secondary Supplier: \_\_\_\_\_ Voltage: \_\_\_\_\_  
Phase: \_\_\_\_\_ Amps: \_\_\_\_\_ Electric UPS: Yes  No  Generator: Yes  No

Natural Gas

Name of Supplier: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Water

Water Provider: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Sewer

Sewer Provider: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Telecommunications

Primary Telecommunications Provider: \_\_\_\_\_  
Other Providers: \_\_\_\_\_  
Fiber: Yes  No  Distance to Fiber (feet): \_\_\_\_\_ Redundant Routes: Yes  No   
Wireless Broadband: Yes  No  Sonet Ring: Yes  No   
Broadband Speed Level:  Low (under 2 Mbps)  Medium (2-6 Mbps)  
 High (6 Mbps or higher, excluding satellite claiming max speeds of up to 27 Mbps down)  
Other: \_\_\_\_\_

**TRANSPORTATION**

Highway

Distance to Nearest Interstate Interchange (miles): \_\_\_\_\_ Interstate: \_\_\_\_\_  
Interchange Name/Exit Number: \_\_\_\_\_  
Distance to Nearest 4-Lane Arterial (miles): \_\_\_\_\_ Arterial Name/Route Number: \_\_\_\_\_  
Name/Route Number of Highway or Street Serving Property: \_\_\_\_\_

Air

Distance to Commercial Airport (miles): \_\_\_\_\_ Airport Name: \_\_\_\_\_  
Distance to General Aviation Airport: \_\_\_\_\_ Airport Name: \_\_\_\_\_

Public Transportation

Bus  Rail  Water

**COMMENTS**

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To be included in our VirginiaScan sites and buildings search system, a valid street address or nearest street intersection **must** be provided. If a valid street address is not available, an aerial photograph or tax map showing the location of the building **must** be provided. Color photographs of the exterior and interior of the building should also be included, as well as any available floor plans, site plans, etc. Digital images are welcome and may be e-mailed to [mmende@yesvirginia.org](mailto:mmende@yesvirginia.org). This form should be returned to:

**VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP  
RESEARCH DIVISION - COMMUNITY RESOURCES**

P. O. Box 798  
Richmond, VA 23218-0798  
Phone: (804) 545-5785  
Fax: (804) 545-5771  
E-mail: [mmende@yesvirginia.org](mailto:mmende@yesvirginia.org)

## Virtual Building Standards

- Preliminary Design - Detailed drawings of the layout of each floor of the structure showing openings of the building, interior partitions, columns, fixtures, etc. In addition to the floor plan, elevations of the building or renderings depicting the exterior of the building should be available.
- Building Specifications - A listing and description of building systems, materials and finishes sufficient to provide the basis for firm construction costs must be provided.
- Cost Estimates - Firm cost estimates that have specified time horizons (six months minimum) must be provided.
- Construction Schedule - A schedule of the construction of the building, associated site work and any utility extensions must be provided.
- Development Team - A development team with the appropriate architectural, engineering and construction capability must be assembled to execute the project.
- Building Renderings - A three dimensional graphic representation of the exterior of the building showing how the building would be sited on the lot will be required. A "virtual building" tour of the building is desirable but not required.
- Permits or Approvals - If the building requires additional permits from the locality prior to the commencement of construction, a letter from the chief administrator of the locality outlining what permits are required and the timeframes necessary to obtain those permits is required. If additional permits have been obtained, copies of the permits must be available with any expiration dates noted.