

CARBONDALE ELEMENTARY SCHOOL



Image by Yoshimura, CES Feasibility Study

Tenant Questionnaire

8.2.2007

Development Team:
Sustainability Center of the Rockies &
Roaring Fork Community Development Corporation

The SCoR/CDC team has been gathering information from potential tenants of the New Carbondale Elementary School in to aid in the programming of the facility.

Please fill out the following questionnaires as fully as possible as a precursor to a meeting with SCoR/CDC team members to further discuss your space needs.

Please call Jeff Dickinson at 963-0114 or biospace@sopris.net to set up a meeting or if you have any questions relating to the questionnaire.

Thanks for you interest in CES!

The SCoR / CDC development team

Jeff Dickinson - 963-0114 / biospace@sopris.net

Gavin Brooke - 963-0201 / gavin@landandshelter.com

Colin Laird - 963-5502 / claird@rof.net

Tenant Questionnaires

Carbondale Community Non Profit Center

Programming Questionnaire

08.02.07

Organization Name:

Hours per week and time of day of use:

Number of work stations/employees :

Also other core needs such as gym, classroom, playground, etc...

Will you use the multi purpose room? For meetings? Special Events?

Describe the daily use of your space, i.e. office / desk work, storage, artist studio, retail, etc...

Is walk-in traffic and / or street visibility important to you?

Is access to the common kitchen important?

When do you need to move in?

Do you need to move in all of your space at once, or can you phase in your move?

Do you have needs for shipping and receiving in a remote/centralized location?

What are your parking needs?

Employees? Visitors? Customers?

Is truck access important for shipping and receiving?

Do you expect retail traffic?

Do you have specific requirements, ie ceiling height, plumbing, special equipment, etc..

Do you have specific kitchen requirements? If so, please describe.

Describe your storage requirements?

Rate the following items on a scale of 1-10:

Proximity to....

Kitchen

Copy Room

Bathrooms

The main entry

Parking area

Conference rooms, lounge / waiting areas, etc..

Please use another page to provide further detail as you see necessary.

OPERATING EXPENSES QUESTIONNAIRE

08.02.07

How much common area does your current facility have? Please describe its uses and nature.

How much of that common area do you pay for?

What portion of your monthly rent or occupancy costs does this represent?

Could it be replaced with shared common areas and shared facilities?

If you currently have shared facilities - conf. room copier, lobby, kitchen...- how much time do you spend coordinating that space?

Do you have any interest in serving on the Tenant Advisory Board?