

WORK LETTER – ESSENTIAL ELEMENTS

- Utilization of the Build-to-Suit Checklist
 1. What to include and what not to include

- Land Requirements
 1. Land Area
 2. Utilities

- Building Specifications
 1. Intended Use
 2. Total Building Square Footage
 3. Building Dimensions
 4. Building Configuration
 5. Expansion Capability
 6. Construction Type
 7. Roof Type
 8. Exterior Finish
 9. Clear Height
 10. Fire Protection
 11. Electrical
 12. Ground Level Doors
 13. Dock High Doors
 14. Dock Equipment
 15. Warehouse Floor
 16. Insulated Warehouse Ceiling

17. Skylights
18. Space Heaters
19. Swamp Cooler
20. Special Warehouse Ventilation Requirements
21. Column Spacing Required
22. Janitor's Closet
23. Secured Areas in Warehouse
24. Hazard Areas In Warehouse
25. Restroom Facilities
26. Office Area – General

- Outside Requirements
 - 1.Truck Courts (Minimum Distance Required)
 - 2.Parking Spaces Required
 - 3.Trailer Drop Area
 - 4.Perimeter Fencing
 - 5.Outside Storage
 - 6.Truck Maneuvering/Yard Area
 - 7.Parking Area
 - 8.Guard Shack

- Employees
 - 1.Total Number of Employees
 - 2.Number of Shifts

3. Maximum Number of Employees on Premises At One Time
4. Number of Employees In Office Area