

QUALITATIVE SCORING MATRIX

After reviewing the shortlisted properties, each criteria has been scored on a scale of 1-3
(3-Meets the Requirement, 1-Does Not Meet Requirement).

SHORTLISTED PROPERTIES			BUILDING NO. 1		BUILDING NO. 2		
Element	Weighting	Criteria	0.00%	Score	0.00%	Score	
1 LOCATION	20%	Within designated area of search					
		Road Access					
		Access to Public Transport					
		Access to Airport					
		Proximity to Customers					
		Proximity to Competitors					
		Proximity to Major Highways					
		Proximity to Local Amenities					
		Average Score					
		Average Score × Weighting (%)					
2 BUILDING	10%	Image					
		Surrounding Areas					
		Self Contained Building					
		Signage/Prominence					
		Expansion Option					
		Average Score					
		Average Score × Weighting (%)					
3 BUILDING AMENITIES/ SERVICES	5%	Reception Space					
		24 Hour Access					
		Building Security					
		Age of Plant					
		Uninterrupted Power Supply (UPS)					
		Average Score					
		Average Score × Weighting (%)					
4 AVAILABLE SPACE	15%	Configuration					
		Flexibility					
		Independent Access					
		Floor Plate Size					
		Efficiency Factor					
		Existing Condition					
		Average Score					
		Average Score × Weighting (%)					

FIGURE 24-1

Building Evaluation Checklist.

SHORTLISTED PROPERTIES			BUILDING NO. 1		BUILDING NO. 2	
Element	Weighting	Criteria	0.00%	Score	0.00%	Score
5 SPECIFICATION	15%	Air Conditioning				
		Suspended Ceilings				
		Raised Floors				
		Core Configuration				
		Elevators				
		Average Score				
		Average Score × Weighting (%)				
6 PARKING	5%	Designated Parking				
		Free Parking Closeby				
		Average Score				
		Average Score × Weighting (%)				
7 LEASE TERMS	5%	Length of Lease Commitment				
		Break Clause				
		Expansion Option				
		Average Score				
		Average Score × Weighting (%)				
8 TIMING	10%	Optional date for relocation				
		Deadline date for relocation				
		Average Score				
		Average Score × Weighting (%)				
9 LANDLORD CONTRIBUTION	15%	Significant contribution to fit out				
		Average Score				
		Average Score × Weighting (%)				
AVERAGE RATING						
TOTAL RATING/100%			100%			