

## **Checklists for Evaluating Alternative Work Space for Business Continuity**

*By Paul Kirvan, CISA, FBCI*

### **>GENERAL BUILDING INFORMATION**

<b>✓</b>	<i>Considerations</i>	<i>Notes</i>
	How much space is available in square feet?	
	What is the price per square foot?	
	What portion of the floor or building is available?	
	Is the floor or building already built out or is it completely empty?	
	Do you have the floor plan for the space?	
	What floors are available?	
	What space is available in the basement, ground floor or areas without windows?	
	How long is the desired space available?	
	When is the space available?	
	What architectural plans are available on the space?	
	What subletting options are available?	
	Is the space furnished? What equipment is already in place?	
	Can you get exclusive use of the space or is it contracted to others?	
	How far is the building from the current site?	
	How far is it from the loading dock to the freight elevator?	
	What provisions are available for moving into the building or space?	

	What financing options are available for building out the lease space?	
	Are the floors located above each other?	
	What other tenants are on the floors where space is available?	
	Who are they and how long is their lease?	
	What are the lease term options?	
	Can we get a copy of the lease?	
	How can we gain access to the roof?	
	What problems can we expect when core drilling between floors?	
	Can we get a copy of the floor plan and office layout?	
	In what condition are the building's windows?	
	In what condition are the building's doors, both internal and external, especially fire doors and emergency exit doors?	
	In what condition are the building's elevators? When were they last tested?	
	What is the fire rating and overall condition of the building's walls, both internal and external?	
	What are the characteristics of the ceilings in the office areas?	
	How old is the building?	
	When was the building last renovated? If so, when and how?	
	Is food service available in the building or nearby?	
	What type of building signage is presently available?	

	What union-based restrictions must be considered?	
	What services are available in the building, e.g., cleaning/housekeeping, cafeteria, vending area, conference facility, exterminating, reception/lounge, and atrium?	
	Which of these services is included in the lease?	
	What escalation clauses are available to include in the lease?	
	What services are available near the building, e.g., cleaner/tailor, shopping, restaurants, park/pond or recreation, gas stations, public transportation, shoe repair?	
	What major disruptions to building operations have occurred in the past 12 months?	
	How were they resolved?	

### >PARKING

✓	<i>Considerations</i>	<i>Notes</i>
	What outside parking is available? How many spaces are available?	
	What inside parking is available? How many spaces are available?	
	Does the building have a multi-floor parking structure?	
	If so, is it attached to the building?	
	If the parking is underground or above ground, how are the floors accessed?	
	How are doors and elevators accessed, e.g., card key, proximity card?	
	Are there gates or backup spikes at entry and exit points?	

	Does the parking lot or garage have lights?	
	Does the lot have security cameras? Motion detectors? Other sensors?	
	Does the lot have a public address system?	
	How many entrances are in the parking structure?	
	How are stairwells secured?	
	How are the entrances secured?	
	Is the parking area fenced?	
	Are security patrols in effect?	
	Are parking spaces reserved? If not, can they be?	
	What security incidents have occurred in parking facilities in the past 12 months?	
	What public transportation services are available?	
	Who manages parking in the building?	
	Are parking fees collected?	

**>SECURITY**

✓	<i>Considerations</i>	<i>Notes</i>
	How is the entrance to the property secured?	
	How is the perimeter of the property secured?	
	Is there security card access to the building?	
	Is there security card access to elevators?	

	Is there security card access to the parking lot and/or deck?	
	What tenants are in this building?	
	Is there a security desk in the main lobby of the building?	
	Is the security desk manned 24/7?	
	How many security personnel are on staff after normal business hours?	
	How often do security guards physically walk around and inspect the property? How long does this take?	
	At what times is the security desk <i>not</i> staffed?	
	What security cameras are in place to monitor building entrances, elevators, roof access, stairwells, lobby areas and hallways?	
	Who has access to the building security videos?	
	Which security firm does the landlord use?	
	What services does this firm provide?	
	What security breaches have occurred in the past 12 months?	

### >TELECOMMUNICATIONS

✓	<i>Considerations</i>	<i>Notes</i>
	How is the building connected to external high-speed telecom facilities?	
	How is the building connected to basic telephone service?	
	What special telecom services (e.g., Internet, wireless) are available?	
	Which telecom carriers currently provide service to this building?	

	Does the building owner provide telecom services to tenants?	
	How many entrances are used to deliver telecom services to the building?	
	If so, from where are the conduits routed?	
	What alternate facility entry points are available?	
	Is the roof designed to support satellite, microwave and/or wireless antennas?	
	How much extra does this cost?	
	What problems or restrictions exist for installing telecom cabling in building risers?	
	Can riser areas for telecom cabling be examined?	
	Where are the telecom cabling riser room(s) located?	
	Does this room share space with electrical panels and/or janitor closets?	
	Do equipment rooms line up above each other for ease of cabling between floors?	
	What security is provided to these rooms?	
	What HVAC is provided to ensure the proper operating environment?	
	What power is provided to these areas?	
	Do telecom/utility rooms on each floor share space with other tenants?	
	What network bandwidth is available to the building?	
	When was the last serious telecom disruption? How long did it take to fix?	

**>POWER**

✓	<i>Considerations</i>	<i>Notes</i>
	What generator(s) in the building provides (provide) backup power for tenants?	
	What kind of generator is used, what is its rating, and what fuel is needed?	
	Is the generator air-cooled or water-cooled?	
	If the generator is water-cooled, what alternative water sources are available?	
	How often is this power supply tested?	
	How many fuel suppliers are available?	
	How many days' fuel supply is available?	
	What is the landlord's policy on topping up the fuel tanks?	
	Can a backup generator be installed on the property if needed?	
	How much power is available on each floor?	
	How much power is available for individual tenants?	
	What kinds of additional power can be added if required?	
	Does (Do) the power grid(s) of the proposed facility conflict with other sites?	
	Do you have a blueprint of the power distribution?	
	Have the building's electrical cables ever been replaced? When? To what extent?	
	What is the building's history with regard to brownouts and blackouts?	
	What problems have occurred with interference from high-voltage or electromagnetic sources?	

	How many hours per year have tenants experienced power outages in this site?	
	When was the last serious power outage, and what was the impact? How quickly was the outage fixed?	

### >CABLING INFRASTRUCTURE

✓	<i>Considerations</i>	<i>Notes</i>
	How many telecom cable riser pairs are available from the building demark to each floor? How many fiber strands?	
	What kinds of copper/fiber optic cables are used for risers?	
	What cabling is already installed at target office locations?	
	What are the characteristics of the cables?	
	How can we get a copy of the cabling infrastructure documentation?	
	What kind of cable routing is available, e.g., conduit? Above dropped ceiling?	
	What kind of voice/data cabling can be installed, e.g., plenum (fireproof)?	
	What was the most recent cabling disruption? How long did it take to fix?	
	Are cable trays in use, and are they accessible?	

### >HVAC

✓	<i>Considerations</i>	<i>Notes</i>
	Which building HVAC system is in place?	
	How secure are the HVAC rooms?	
	What security is provided in areas adjoining the HVAC rooms?	



	What HVAC management system is used to control the environment?	
	Is the desired space provided with building air conditioning?	
	How is air conditioning provided in and throughout the building?	
	What are the hours of operation for the air conditioning?	
	Can we install our own HVAC where needed? If so, what restrictions exist?	
	What is the source of make-up cooling water if the supply is compromised?	
	Where is the building HVAC system located?	
	What facility is available to eliminate smoke and other contaminants?	
	What backup HVAC system is available?	
	What is the cost for after-hours and weekend air conditioning and heat?	
	How often is the HVAC system serviced?	
	Where are thermostats located?	
	When was the HVAC system last tested? What was the result?	
	How recently has the HVAC system failed?	
	What was the impact and how quickly was it fixed?	

**>DELIVERIES**

✓	<i>Considerations</i>	<i>Notes</i>
	Is there a loading dock available in the building? If so, please describe.	
	What are the hours of operation for the loading dock?	

	How is security maintained in the loading dock area?	
	Do security cameras monitor the loading dock?	
	How many freight elevators are available in the building?	
	Are freight elevators self-operated, or do elevator operators control them?	
	What is the size of the freight elevators?	
	Can freight elevators be reserved? If so, what restrictions exist? What is the cost?	
	How far is it from the loading dock to the freight elevator?	
	Can deliveries go through the main lobby at night or on the weekend?	

**>FIRE, LIFE and SAFETY**

✓	<i>Considerations</i>	<i>Notes</i>
	Which fire detection and suppression system is provided?	
	Has there ever been a fire in this building? If so, please explain.	
	How was the fire contained? What damage was sustained?	
	What components of the building fire detection and suppression system are available for each tenant?	
	Where are fire extinguishers placed in the building? How many on a floor?	
	How often are fire extinguishers tested?	
	How often are fire drills conducted? Do people evacuate the building?	
	What audio notification systems are available in the building?	

	What arrangements are made with the fire department when conducting drills?	
	What preparations does the building make for emergency evacuations?	
	What first aid and emergency medical services are available in the building? Are there provisions for individuals with special needs?	
	How are emergency exits and fire extinguishers marked, and what signage is used?	
	What emergency lighting is provided, and where is it located?	
	How many people in the building are trained in first aid or CPR, or are EMTs?	
	What food services are available in the building, e.g., restaurant or snack bar?	
	How is the building water supply maintained in an emergency? Redundant supply?	
	What emergency water supplies are available?	
	Does the building have strobe lights and horns for use in an emergency?	
	Does the building have emergency evacuation maps?	
	Where are these maps located? Are they on each floor, suite, site, or parking area?	
	What is the procedure for bomb threats?	
	Where are fireman's panels in the building?	
	Do elevators automatically go to the ground floor in case of an alarm?	
	How many incidents involving fires have occurred in the past 12 months?	
	How many incidents involving life safety have occurred in the past 12 months?	

	How were they resolved?	
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**>DATA CENTER SPACE**

✓	<i>Considerations</i>	<i>Notes</i>
	What space is available that can be used for a data center?	
	Does the data center area have a raised floor?	
	What kind of security is provided in the area? Keypad? Proximity card?	
	What are the restrictions, if any, for installing additional security technology?	
	What power distribution units (PDUs) are installed in this area?	
	How are PDUs configured?	
	What kind of HVAC is provided for this area?	
	Are HVAC systems in this area separate from building HVAC systems?	
	What alternative power, HVAC, or security systems can be installed in this area?	
	What are the dimensions and square footage of the room?	
	What office or conference space is available in this area?	
	How many entrances and exits are in this area?	
	What technology is used to monitor entrances and exits? Closed-circuit TV?	
	What disruptions to this area have occurred in the past 12 months?	
	How were they resolved and how long did it take to fix them?	