WORKSPACE BY EMLEN

The Office Decision Checklist

Before you choose a workspace, use these questions to compare options clearly. Ask the provider to confirm every inclusion and term in writing.

01 Pricing & deposits

- What is the full monthly cost, including applicable taxes and additional charges?
- What deposit, setup fee, or advance payment is required?
- Which utilities, maintenance, cleaning, internet and security costs are included?

02 Location & access

- Is the location convenient for employees and visitors?
- What parking, public transport, and accessibility options are available?
- What are the building access hours and guest-entry procedures?

03 Space & amenities

- How many seats and meeting rooms are included?
- Is there adequate internet connectivity, power backup, privacy and storage?
- Can the layout or furniture be adjusted for your team?

04 Flexibility & terms

- What is the minimum commitment and notice period?
- Can the team scale up or down, and what charges may apply?
- What happens at renewal or if business requirements change?

05 Move-in readiness

- Are furniture, IT setup, utilities and security operational on day one?
- Who handles maintenance, repairs and day-to-day support?
- What is the realistic move-in date and handover process?

Notes / questions to confirm: _____

This checklist is a decision aid, not a statement of Workspace by Emlen pricing or contractual terms.