



Government Office Space Checklist

✅ Implementation Checklist: Determining Government Office Space Need

📌 Criteria 1: Modernized

The workplace should be designed for effective mission achievement and provide quality employee experience

- Flexible – supports both on-site and off-site experiences, tech enabled ☐
- Healthy – air quality, temperature, lighting, encourages social interactions ☐
- Sustainable – energy and water efficient, climate resistant ☐
- Safe – physical and digital security, redundant operations for disasters ☐

📌 Criteria 2: Optimized

Government office portfolio should ensure value for taxpayers

- Supports Mission – is results driven, customer centered, and technology enabled ☐
- Asset Utilization – occupancy based, shared, multi-function, multi-tenant ☐
- Workplace Ecosystem – balances HQ and regional offices, work is distributed ☐
- Increase Demand – becomes part of community ecosystem to positively impact other businesses ☐

📌 How much space do you need?

Assume 40% of your current square footage (_____) if you have a flexible hybrid work policy

(Your actual amount will be determined by how your teams work, where they work and when)

Private offices (Target 10-25%) _

Shared desk space (Target 30-45%) _

Collaboration space (Target 15-25%) _

Misc space (Target 10-20%) _

Now figure out what to do with the space you are left with, and the space you no longer need.



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✅ Implementation Checklist: Rightsizing Government Office Space

📌 PHASE 1: Strategic Planning & Initial Assessment

- Identify candidate buildings for review (location, usage, age) ☐
- Assess current utilization rates (occupancy, function, efficiency) ☐
- Conduct community impact risk assessment (services, accessibility, demographics) ☐
- Form a cross-functional task force (real estate, legal, finance, urban planning) ☐
- Establish program goals (fiscal recovery, revitalization, service optimization) ☐

📌 PHASE 2: Property Evaluation & Feasibility Study

- Commission property appraisals and valuation reports ☐
- Evaluate zoning regulations and redevelopment potential ☐
- Assess historical or cultural significance ☐
- Estimate relocation costs for displaced services ☐
- Prepare sustainability feasibility (retrofit vs. rebuild analysis) ☐

📌 PHASE 3: Community Engagement & Transparency

- Schedule and promote public consultation sessions ☐
- Launch a public feedback portal (online survey, comments) ☐
- Create and distribute informational materials (fact sheets, FAQs) ☐
- Ensure accessibility and inclusion in outreach ☐
- Document and report community input transparently ☐

📌 PHASE 4: Legal and Policy Alignment

- Review local, state, or federal legal requirements for asset sales ☐
- Obtain necessary legislative or executive approvals ☐
- Prepare legal documents (disclosure, bidding, sale contracts) ☐
- Review land-use laws and initiate rezoning requests if needed ☐
- Develop ethical oversight and conflict-of-interest protocols ☐



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PHASE 5: Sale and Transaction Management

- Decide on sale method (open bidding, RFP, direct sale) ☐
- Publish official public notice and timeline ☐
- Vet prospective buyers and developers ☐
- Negotiate sale terms with transparency ☐
- Ensure inclusion of community benefit agreements, if applicable ☐

PHASE 6: Redevelopment Oversight & Evaluation

- Monitor buyer's compliance with agreed usage terms ☐
- Ensure environmental and architectural guidelines are followed ☐
- Maintain stakeholder communication channels ☐
- Evaluate short- and long-term community impact ☐
- Issue periodic public progress updates ☐

PHASE 7: Post-Sale Review & Reporting

- Report sale revenue and fund allocation ☐
- Publish outcome review and impact assessment ☐
- Document lessons learned and best practices ☐
- Archive process documents for accountability ☐
- Recommend updates to public asset sale policy based on experience ☐

Ongoing Monitoring Checklist (Annually Post-Sale)

- Confirm continued compliance with zoning and usage terms ☐
- Assess economic contributions (property taxes, jobs created) ☐
- Review community satisfaction levels ☐
- Evaluate sustainability and environmental performance ☐
- Provide updates to city council or oversight committees ☐