

# Occupancy Cost Estimator



## Calculate Office Space Requirements

To estimate the Total Occupancy Cost (TOC) of your current office - simply enter the cost under each head

Tip: Hover mouse over Red Flag on Description for additional information on each space type

No of Workstations

No of Employees

Square Feet in Building:

Cost Item	Monthly (Total)	Monthly Per Square Foot	Annual	Annual Cost per Square Foot	Annual Cost Per Work Station	Annual Cost Per Employee	Assumptions/ Remarks
<b>Section A: Mortgage/Taxes/Insurance</b>							
Mortgage/Rent	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	
Property Taxes	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	
Property Insurance	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Section B: Utilities</b>							
Fuel (For Power Back Up)	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Electric	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Water	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Section C: Maintenance</b>							
Fire and Safety	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Fire Alarm Maintenance	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Exterminating	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Elevator Maintenance	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
HVAC Maintenance	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Gardening	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Garbage Removal	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Maintenance Repairs	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Capital Improvements	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Replacements Reserve	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	Approximately 3% of your occupancy costs
Janitorial Supplies	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Customised # 1	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Customised # 1	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Customised # 1	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Section D: Payroll</b>							
Maintenance Worker	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Janitor	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Fringe Benefits	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Section E: Administration</b>							
FM Management Fee	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	Approximately 4% of your occupancy budget
Statutory Charges (Gumasta, Factory etc)	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Bank Charges	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
Miscellaneous	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Building Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Summary</b>							
<b>Section A: Mortgage/Taxes/Insurance</b>	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Section B: Utilities</b>	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Section C: Maintenance</b>	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Section D: Payroll</b>	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Section E: Administration</b>	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Building Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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