



30 Ways To Save On Your Office Expenses Without Having To Relocate

Jeffrey S. Weil, CCIM, SIOR, MCR.h

Senior Vice President

Colliers International

www.officetimes.com

(925) 279-5590

jweil@colliersparrish.com

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1. Operating expense passthrough verification
2. Paid parking – cost reduction
3. Paid parking – another money-saver idea
4. Reduce building utility usage

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5. Energy management system savings
6. Mid-term tenant improvements – don't be shy!
7. Lower-cost on-site dead storage
8. Creative dead storage creation

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9. Easy demising for a partial sublet
10. Adjacent growth to allow your downsizing
11. Professional services firms – sublet private offices at a premium

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12. If adding staff (or consolidation) what about telecommuting or shared office or hot office space?

12. Can you rent your conference room(s) out?

13. Company offices nearby – any excess space you can use or can they use any of your excess space?

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15. Gross-up calculations – were they accurately done?
16. Property management costs – correctly allocated to your portion?
15. Ceiling lamp change-out – better lighting at a lower price

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18. Even better, get the Landlord to change out inefficient fixtures!
18. Does your building have Sat. HVAC included and if so is it fully utilized or can it be changed?
18. Do you know how after-hours HVAC/electrical is charged?

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21. Are you totally up on all your lease provisions?
22. Changing out light switches
23. Value of signage rights

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- 24. Older leases may have obsolete lease charges that can cost you
- 24. Passing on paid garage parking to your employees and other ideas
- 24. Can you convert paid parking stalls to tandem?

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27. Security deposits – have you checked?
28. Property value reassessment to save you \$
29. Cost segregation for cash flow

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30. HVAC system upgrades and why
31. Unused tenant improvement \$
32. Company leases elsewhere may save you here!
33. If three years or less on lease, get positioned for Maximum Market Advantage

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Thank You!

Contact Information:

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