



QUESTIONNAIRE

TITLE OF RESEARCH: IDENTIFICATION OF FACTORS INFLUENCING OFFICE BUILDING OCCUPATION BY TENANTS
IN KUALA LUMPUR CBD - A STUDY OF TENANTS' PREFERENCE

SECTION A - TENANT PROFILE

Please tick / at the appropriate box for the following :

- A 1 **Company Name & Address:** _____
(optional) _____
_____ Tel No: _____
- A 2 **Nature of business involved by your company [You may tick ' / ' in more than one box]:**
 Banking & Finance IT Legal Education Accounting & Audit Communication
 Trading Insurance Real Estate, Architecture & Construction Others (Please State): _____
- A 3 **Legal Status** Public Limited Partnership Govt Bodies/Agencies
 Individual Proprietorship Private Limited Co-operatives
 Please indicate status of business : 1 Bumiputra Non Bumiputra
 2 Local International
 3 Headquarters Regional Others: (pls specify) _____
- A 4 **No of Years Established** Years
- A 5 **Ownership Structure** Local Ownership Non Local Ownership
- A 6 **Size of Business :** Sales Turnover <200,000 Sales Turnover 200,000 to less 1 Million
(RM) Sales Turnover 1 Million to 5 Million Sales Turnover > 5 Million
- A 7 **No of Staff :** < 5 5 to 19 20 to 50 51 to 150 > 150
- A 8 **Staff Position Composition (%) :** _____% Top/Managerial _____% Middle Managerial/Executives _____% Support/Clerical Categories
- A 9 **Years of Building Occupation (at current building):** <2 yrs 2-3yrs 3-5yrs 5-10yrs >10 years
- A 10 **Indicate previous building location prior to current building** _____
- A 11 **Reason for Relocation:** _____

SECTION B - LEASE PARTICULARS

Please tick / at the appropriate box for the following :

- B 1 **Current Rental (RM/psf):**
 < 3.00 3.00-3.49 3.50-3.99 4.00-4.49 4.50-4.99 5.00-5.99 6.00-6.99 7.00-7.99 >8.00
- B 2 **Size of Occupied Space (sf)**
 <500 sf 500-1000 1001-4999 5000-9999 10000-49999 >50000
- B 3 **Length of Lease :** <2 Years 2 years 3 years > 3 years
 Kindly indicate the commencement date : _____ Renew Term 1 Renew Term 2

SECTION C - FACTORS OF CONSIDERATION FOR OCCUPATION

Please **CIRCLE O** or **TICK X** at the Scale which represents your consideration in the degree of importance. All factors are grouped under appropriate sections.

LOCATION	LEVEL OF IMPORTANCE					
Branding/Image/Prestige	Not V Important	1	2	3	4	5 Very Important
Access to market	Not V Important	1	2	3	4	5 Very Important
Access to Amenities	Not V Important	1	2	3	4	5 Very Important
Access to Skilled Labour Pool	Not V Important	1	2	3	4	5 Very Important
Proximity to support services suppliers e.g. banks and office supplies etc.	Not V Important	1	2	3	4	5 Very Important
Proximity to Clients/markets e.g Face to face contact	Not V Important	1	2	3	4	5 Very Important
Accessibility to Public Transportation & Terminal	Not V Important	1	2	3	4	5 Very Important
Accessibility by Private Vehicles	Not V Important	1	2	3	4	5 Very Important
Proximity to major trunk roads/highways	Not V Important	1	2	3	4	5 Very Important
Level of Criminal Rate	Not V Important	1	2	3	4	5 Very Important
Traffic Condition (Flow and Congestion)	Not V Important	1	2	3	4	5 Very Important
Others, please specify : _____						

LEASE FEATURES	LEVEL OF IMPORTANCE					
Lease features						
Renewal Terms	Not V Important	1	2	3	4	5 Very Important
Length Lease/Duration of Contract	Not V Important	1	2	3	4	5 Very Important
Termination Clause	Not V Important	1	2	3	4	5 Very Important
Payment of Monies terms e.g rent, service charge	Not V Important	1	2	3	4	5 Very Important
Alteration and Renovation Clause	Not V Important	1	2	3	4	5 Very Important
Incentives eg rent free period	Not V Important	1	2	3	4	5 Very Important
Compliance to Law and House Rules	Not V Important	1	2	3	4	5 Very Important
Repair and Insurance Clause	Not V Important	1	2	3	4	5 Very Important
Others, please specify : _____						

BUILDING FEATURES & SERVICES	LEVEL OF IMPORTANCE					
Presentation						
Age of Building	Not V Important	1	2	3	4	5 Very Important
Design of Entrance & Foyer	Not V Important	1	2	3	4	5 Very Important
Modern Prestigious Building	Not V Important	1	2	3	4	5 Very Important
Quality & Presentation of External Finishes	Not V Important	1	2	3	4	5 Very Important
Building Visibility	Not V Important	1	2	3	4	5 Very Important
Building Identity/Image	Not V Important	1	2	3	4	5 Very Important
Architectural design and building finishes	Not V Important	1	2	3	4	5 Very Important
Others, please specify : _____						

Management						
Security & Access Control	Not V Important	1	2	3	4	5 Very Important
Responsible management and maintenance teams	Not V Important	1	2	3	4	5 Very Important
Maintenance policy	Not V Important	1	2	3	4	5 Very Important
Cleaning/Housekeeping Services	Not V Important	1	2	3	4	5 Very Important
Safety Policy & Procedure	Not V Important	1	2	3	4	5 Very Important
Fire Prevention & Protection	Not V Important	1	2	3	4	5 Very Important
After Hours Operation	Not V Important	1	2	3	4	5 Very Important
Others, please specify : _____						

Space Functionality & Atmosphere						
Floor-Ceiling Height	Not V Important	1	2	3	4	5 Very Important
Bulding Size	Not V Important	1	2	3	4	5 Very Important
Flexible Space Layout & Large Floor plate	Not V Important	1	2	3	4	5 Very Important
Orientation of office space	Not V Important	1	2	3	4	5 Very Important
Availability of space for future expansion	Not V Important	1	2	3	4	5 Very Important
Comfortable & Secure Working Environment	Not V Important	1	2	3	4	5 Very Important
Space Efficiency	Not V Important	1	2	3	4	5 Very Important
Column layout & Subdivisibility	Not V Important	1	2	3	4	5 Very Important
View	Not V Important	1	2	3	4	5 Very Important
Underfloor Trunking	Not V Important	1	2	3	4	5 Very Important
Energy Efficient/ Green Buildings	Not V Important	1	2	3	4	5 Very Important
Others, please specify : _____						

BUILDING FEATURES & SERVICES (CONTINUATION)	LEVEL OF IMPORTANCE				
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Services

Toilet & Sanitary Facilities	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Air-conditioning & Ventilation System	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Electricity systems & Provision e.g capacity	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Modern IT & Telecommunication system e.g broadband, wireless	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Building Automation & Energy Management Systems	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Control of Building Services e.g M & E Services	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>

Others, please specify : _____

Access and Circulation (People, Vehicle, Goods, Security)

Design of Entrance & Foyer	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Ease of Entrance Usage & Capacity	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Passenger Lifts Performance & Control e.g capacity, speed	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Adequacy of Good Access & Circulation feature	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Car Parks Provision & Accessibility	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Building Wayfinding e.g Building Directory/Signages	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>

Others, please specify : _____

Amenities

Food & beverage outlets	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
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Others, please specify : _____

COST/FINANCIAL CONSIDERATION	LEVEL OF IMPORTANCE				
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Rental rate	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Cost of Fit out	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>
Total Occupancy Cost	<i>Not V Important</i>	1	2	3	4	5	<i>Very Important</i>

Others, please specify : _____

OTHER IMPORTANT CONSIDERATIONS THAT YOU MAY WANT TO INCLUDE:

THANK YOU

We thank you for your time and assistance towards the completion of this research.

If you would like to have a result summary of this Questionnaire Survey, please provide your particulars : address or email address: _____

THANK YOU