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| 特派团 |  | 地区 |  |
| 日期 |  | 汇总人 |  |
| 电子邮件 |  | 电话 |  |

# 物流评估

生活/办公场所

| **设施评估活动最终检查表** | | **完成** | **备注** |
| --- | --- | --- | --- |
| 1 | 明确了解实际和未来的需求，包括团队规模、设施尺寸、结构和要求。 |  |  |
| 2 | 了解并理解城市结构；员工应居住在哪里、利益相关者在哪里工作、活动在哪里进行、休闲场所和其他因素 |  |  |
| 3 | 评估寻找房产的可能方法  1) 内部员工  2) 房产出租公司  3) 外包 |  |  |
| 4 | 以最标准化的方式评估每个选项，以便将它们与需求进行比较 |  |  |
| 5 | 在做出任何承诺之前，确保所有可能的限制因素都得到明确解决，且租赁/租用协议反映了可能的解决方案。 |  |  |

### 提示：

*获取同事的反馈。*

*参与或至少征求不同部门和不同层级的意见。*

*在做出任何承诺之前，确保对房产和房东进行尽职调查，包括关系的不稳定程度。*

*保留流程中所有步骤的清晰文档，以备日后使用和用于审计。最佳实践是一份包含决策动机的最终报告。*

*拍照作为参考。*

*此评估并非详尽无遗和/或可能并非完全相关；跳过不适用于所评估背景的部分/问题，或根据需要进行修改。*

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| **组织需求评估** | | | | | | | | | | | | | | | | | | | | | | |
| **必要设施的类型** | | 办公室 | | | **国家和城市** | | | | | | |  | | | | | | | | | | |
| 宾馆 | | | **保有期（永久产权或租赁）** | | | | | | | 租用 购买 | | | **使用空间的人数** | | | | |  | | |
| **求租/求购地点：** |  | | | | **描述其他可接受的区域（市区、其他城市等）：** | | | | | | | | |  | | | | | | | | |
| **描述其他临时需求：** | | | | |  | | | | | | | | | | | | | | | | | |
| **额外要求的空间用途** | | | | | 休眠点 | | | | | | | 仓储/存档能力 | | | | | 其他： | | |  | | |
| **其他空间需求要素** | | | | | 停车 | | | | | | | 储存需求 | | | | | 其他： | | |  | | |
| **所需时间** | | | | |  | | | | | | | **预计 2-3 年内的员工人数增长** | | | | |  | | | | | |
| **空间要求** | | | **所需平方米数** | | | **房间数** | | | **楼层数** | **浴室数** | | **大房间或其他空间（厨房、会议室等）** | | | | | | | **其他** | | | |
|  | | |  | | |  |  | |  | | | | | | |  | | | |
| **是否可分成几个设施？** | | 是  否 | | | **首选一层还是多层？** | | | | | |  | **是否有楼层深度/天花板高度要求/标准，或其他？** | | | | | | 是  否  如果回答“是”，请说明： | | | | |
|  | | | | |
| **是否需要停车？** | 是  否 | | | **车位数：** | | |  | | **其他需求：** | | | |  |  |  |  | | --- | --- | --- | --- | | **有屋顶** | **安全** | **私用** | **共享** | | | | | | | | | | **访客空间数：** |  |
| **是否有希望与之共处或相邻的其他非政府组织或行业？** | | | | | | | | 是  否 | | | | | **是否有不想与之共处或相邻的非政府组织、公司或实体？** | | | | | | 是  否 | | | |
| **需要何时开始运营（日期）** | | | | | | | |  | | | | | **所需通信（互联网、电话等）** | | |  | | | | | | |
| **允许的最大成本** | | | | | | | |  | | | | |

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| **房产** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **主要描述** | | | **房产地址** | | | | | | |  | | | | | | | | | | | | | | | | |
| **GPS 坐标 (DDD.dddddd)** | | | | | | |  | | | | | | | | | | | | | | | | |
| **所有人 - 联系方式** | | | | | | |  | | | | | | | | | | | | | | | | |
| **尽职调查结果** | | | | | | |  | | | | | | | | | | | | | | | | |
| **空间类型** | | | |  |  |  |  | | --- | --- | --- | --- | | 公寓 | 住宅 | 办公室 | 车间 | | | | | | | | | | | | | | **允许的空间用途** | | | | |  |  |  | | --- | --- | --- | | 居住 | 办公 | 商业 | | | | | | | |
| 其他 | |  | | | | | | | | | | | 其他 |  | | | | | |
| **实际空间** | | | | | | **总平方米数** | | **房间数** | | | **楼层数** | **浴室数** | | | | **大房间或其他空间（厨房、会议室等）** | | | | | | | | **其他** | | |
|  | |  | | |  |  | | | |  | | | | | | | |  | | |
| **条件** | | |  |  |  | | --- | --- | --- | | 家具齐全 | 简单家具 | 无家具 | | | | | | | | | | | | | | **描述所需作业** | | | |  | | | | | | | |
| **已经准备就绪** | 是  否 | | | 如果回答“否”，距离准备就绪的时间为（周） | | |  | | | **适合访客的空间** | | | | | | | 是  否 | | | **是否有限制残障或行动不便人士的物理障碍？** | | | | |  | |
| **停车？** | 是  否 | | | **车位数：** | | |  | | | **其他需求：** | | | | |  |  |  |  | | --- | --- | --- | --- | | 有屋顶 | 安全 | 私用 | 共享 | | | | | | | | | | **访客空间数：** | | |  |
| **询问租金/价格** | | |  | | | | | | **服务费用** | | | |  | | | | | **其他费用** | | | |  | | | | |

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| **公用设施** | | | | | | | | | | | | |
| **供水** | **是否有直饮水？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | **所有供水点的水压** | | | | | |  |  |  | | --- | --- | --- | | 不足 | 可接受 | 足够 | | | |
| **系统是否已连接到公共供水管网？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | **是否经常停水？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **是否有私用水箱？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | 容量 (L) |  | | **如何加注水箱？** | | |  | |
| **系统是否需要水泵将水送到所有供水点？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | **水泵是否已安装到位并可工作？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **其他备注：** |  | | | | | | | | | | |
| **电气设备** | **系统是否已连接到公共电网？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | **是否经常停电？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **插座和开关是否正常工作？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | **电线是否裸露？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **是否已接地且正常工作？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | **插座、灯具、电缆是否有灼烧迹象？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **配电盘** | | |  |  |  |  | | --- | --- | --- | --- | | 没有配电盘或者只有一个配电盘可连接电网 | 配电盘不安全或有灼烧迹象 | 配电盘正确但尺寸过大/过小 | 标准配电盘 | | | | | | | | | | |
| **是否已有备用电源且可正常工作？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **总能耗是否已知？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **其他备注：** |  | | | | | | | | | | |
| **通信系统** | **电话线是否可用？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **互联网是否可用？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **整个设施内外是否有足够的 Wi-Fi 信号？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否需要额外的路由器/交换机？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **整个设施内外的移动网络覆盖范围是否充分？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否有可用的卫星电话/卫星覆盖范围？** | | | | | 室内 仅在屋顶  仅在窗口 不足 |
| **其他备注：** | |  | | | | | | | | | |
| **气候控制** | **朝向** | | 东  南  西  北 | | | | **窗户和门是否正确密封？** | | | | |  |
| **布局是否允许正常通风？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否有吊扇？** | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | |  |
| **是否需要交流电？** | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否已安装空调系统且可运行？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | |  |
| **其他备注：** | |  | | | | | | | | | |

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| **安全与安保** | | | | | | | | | | | | | | | |
| **场地** | **建筑物入口数** | |  | | **楼层数** | |  | **电梯数** |  | | **是否与他人共用建筑物** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | |
| **有准备休眠室的充分条件** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **如果需要，是否至少有一个房间可被改造成“避难”室？** | | | | | |  | |
| **1.5 公里内有高调的政府大楼** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物到最近警察局的距离** | | | |  | | | |
| **1.5 公里内有军事基地** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物到最近消防局的距离** | | | |  | | | |
| **1.5 公里内有其他敏感或潜在目标设施** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物到最近医疗机构的距离** | | | |  | | | |
| **是否邻近任何危险材料工厂或加油站** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **场地的总体卫生和清洁条件** | | | |  | | | |
| **其他备注：** |  | | | | | | | | | | | | | |
| **边界** | **边界是否有围栏和/或墙吗？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **大概高度是多少？是否有任何特殊功能（通电……）** | | | | |  | | |
| **是否有控制车辆进出的路障？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **闭路电视覆盖是否覆盖边界？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **是否有控制行人进出的屏障设施？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物是否有警卫？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **白天有几位警卫？** | | | | |  | | **警卫服务：** | | |  |  | | --- | --- | | 内部 | 外包 | | | | | | |
| **夜间有几位警卫？** | | | | |  | | **警卫是否对访客进行安全检查？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **警卫是否巡逻建筑物边界？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **警卫是否携带武器？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **是否有全天有人值守的安保控制室？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **警卫是否会应对紧急事件或警报？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **警卫经过训练并配备装备是为了应对什么性质的事件？** | | |  | | | | | | | | | | | |
| **其他备注：** |  | | | | | | | | | | | | | |
| **建筑物和出入控制** | **建筑物出入口的设计是否考虑了安保？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否有有人值守的接待台？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **地面窗户是否安全？（护栏、护网等）** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **窗户是否有防爆膜或是夹层玻璃？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **门窗上锁时是否有警报系统？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否有运动触发系统？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **其他备注：** |  | | | | | | | | | | | | | |
| **筛查和搜索** | **车辆进入边界时是否接受物理检查或筛查？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **行人进入边界时是否接受身体检查或筛查？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **邮件/包裹送至建筑物时是否接受筛查？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **行人进入建筑物时是否接受身体检查或筛查？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **安保人员是否亲自搜查访客？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **安保人员是否使用手持式金属和爆炸物探测器？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **是否有金属探测拱门 (AMD)？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物入口处是否有 X 射线行李扫描仪？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **其他备注：** |  | | | | | | | | | | | | | |
| **安保照明** | **边界是否被安保照明灯照亮？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物是否被安保照明灯照亮？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **建筑物外部是否有泛光灯？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **警卫室区域是否有照明？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **夜间照明是否持续或由运动激活？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否有辅助照明以消除黑暗区？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **其他备注：** |  | | | | | | | | | | | | | |
| **火灾响应** | **建筑物是否有烟雾探测器？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **建筑物是否有喷淋装置？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **烟雾探测器是否已连接到喷淋装置？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **有风险的楼层是否有消防安全设备（消防水带和灭火器）？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **有风险的楼层有多少紧急出口？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **紧急出口和安全设备是否适当标记且明显可见？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **是否有中央火警系统？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **如果回答“是”，中央火警系统是否连接了所有楼层？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **是否能够疏散行动不便的人？** | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | **是否已制定并更新行动不便人员的疏散程序？** | | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | |
| **其他备注：** |  | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **租赁条款** | | | | | | | | | | | | | | | | | | | | | | | | | |
| *以下条款是扩展条款，不是租赁合同的全部内容。以下条款应作为一份检查表，在场所评估阶段中用于讨论，和/或用于提醒租赁合同中不应漏掉的内容。* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **计量单位** | | | |  |  |  |  | | --- | --- | --- | --- | | 每平方米 | 每间房 | 每套公寓 | 每层 | | | | | | | | | | | | | | | | | | | | | | | |
| 其他： | |  | | | | | | | | | | | | | | | | | | | | |
| **合同货币** | |  | | | | | | **报价时间段** | | | | | | |  |  |  | | --- | --- | --- | | 天 | 月 | 年 | | | | | | | | | | | | |
| 其他： | |  | | | | | | | | | |
| **预付租金频率** | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | | 一个月 | 三个月 | 六个月 | 一年 | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | |
| **租金押金（以 x 月租金表示）** | | | | | | | | |  |  |  |  | | --- | --- | --- | --- | | 一个月 | 三个月 | 六个月 | 一年 | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | |
| **典型租赁期限** | 一年 | | | 三年 | | | | | 其他： | | | | |  | | | | **是否有法定续约权利？** | | | |  |  |  |  | | --- | --- | --- | --- | |  | 是 |  | 否 | | | | | |
| **租金上涨或租赁审查的频率** | | | | | | | |  | | | | | | | | | | **租金上涨或租赁审查的基础** | | |  | | | | |
| **责任适用于：** | | **公用设施** | | | | **内部维修** | | | | | **外部/结构维修** | | | | | | | **常用部分维修** | **保险** | | | | **地方财产税** | | **其他税** |
| 房东  租户 | | | | 房东  租户 | | | | | 房东  租户 | | | | | | | 房东  租户 | 房东  租户 | | | | 房东  租户 | | 房东  租户 |
| **提前解约权利** | | **通过谈判** | | | | | **通过中断条款** | | | | | | **在赔偿后** | | | | **找到替代租户** | | | **事先写信通知** | | | | **不可抗力** | |
|  | | | | |  | | | | | | # 个月 | |  | |  | | | # 个月 | |  | |  | |
| **租约到期时租户的责任** | | | | | | |  |  | | --- | --- | | 原始状态，允许耗损 | 刷漆和修复 | | | | | | | | | | | | | | | | | | | | |
| 其他： | | | |  | | | | | | | | | | | | | | | |
| ***不要忘记以照片形式记录所有物品的原始状态*** | | | | | | | | | | | | | | | | | | | | | | | | | |

| **工作/生活评估** |
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在此绘制已确定生活/工作设施的平面图：