LIN's new office – wish list

LIN's Service	*Space needed for that service*	*Furniture/Equipment Needed*	*Market Price*
Office space for LIN Staff	Currently 7-8 work stations comprised of a desk, chair, and computer.	• Color printer (1) • B&W printer (1) • Photocopier (1) • Telephones (4) • 8 desks with drawers (or rolling desk drawers) • 8 chairs (ideally ergonomic) • 8 waste bins • 3 desktop computers (one for Son, two for volunteers/interns) • 2 Whiteboards (and 1 corkboard) • 2-4 additional chairs • 2 file cabinets (3-drawers each – LIN already has 2 cabinets) • 2 Air Conditioners (depending on strength, could be one) • 16 electrical outlets (2 per desk) • 1 telephone number with 8 extension numbers • Lighting • Internet Connection/Wifi connection (02 modem) • 1 Safe	• 10.000.000 VND • 6.000.000 VND • 6.000.000 VND • 600.000 VND/ item • 2.172.000 VND/item • 600.000 VND/item • 200.000 VND/item • 7.000.000 VND/item • 1.900.000 VND/item • 600.000 VND/item • 1.200.000 VND/item • 8.000.000 VND/item • 100.000 VND/item • 1.500.000 VND/item • sfs • 100.000 VND/item • 600.000 VND/item • 10.000.000 VND/item
Workshops, seminars, roundtables, and working groups for LIN's NPO partners (local not-for-profit organizations)	Two types of meeting rooms/spaces: • Large room that can fit up to 40 chairs without tables and/or 30 with tables, room to project a presentation onto a screen (note: tables should be small so they can be moved around. Chairs should be stackable so they can be easily moved and stored away when not needed. • Smaller, conference room that can fit anywhere from 15 to 20 people around a big table. This room would be used for	Large room (for workshops/thrift shop): • 10 to 20 small, moveable tables • 20 to 40 chairs (folding or stacking) • Dual purpose shelving on the walls (underneath are racks for hanging clothes) • 2 Large whiteboard(s) • 1 large corkboard • 2 standing flipcharts • Short, wide cabinet to store supplies inside and F&B placed on top • Ceiling mounted projector • Large, drop-down screen or a large TV screen	• 600.000 VND/item • 200.000 VND/item • 2.000.000 VND/item • 1.900.000 VND/item • 1.900.000 VND/item • 1.000.000 VND/item • 2.000.000 VND/item • 500.000 VND • 6.000.000 VND/item

	working group meetings, staff meetings, board meetings, etc.	• 2 Air Conditioners (depending on strength) • Lighting • Internet Connection/Wifi connection (modem?) Conference meeting room: • 1 large table (or a few medium sized tables) • 20 chairs • 1 telephone (extension to LIN office?) • 1 Whiteboard • 1-2 standing flip-charts • 1 console table for F&B • Lighting • Internet Connection/Wifi connection (modem?)	• 8.000.000 VND/item • 100.000 VND/item • 600.000 VND/item • 10.000.000 VND/item • 600.000 VND/item • 2.000.000 VND/item • 1.900.000 VND/item • 1.000.000 VND/item • 2.000.000 VND/item • 100.000 VND/item • 600.000 VND/item
Library for NPOs*	A reading nook surrounded by shelves. We can also use a meeting room for that purpose when it is unoccupied.	• 2 book shelves (currently LIN has 2 shallow bookshelves, 0.5mx2m) • 1 medium sized tables for reading • 2 small cubicles for note-taking/working • 1 table for book register • 8 chairs • 1 DVD player/Computer with a large screen (library with not only books but also audio-visual materials) • 1 Air Conditioner • 1 corkboard (for announcements/info sharing) • Internet Connection/Wifi connection (modem?) • Lighting	• 2.000.000 VND/item • 1.000.000 VND/item • 2.000.000 VND/room • 1.000.000 VND/table • 200.000 VND/ Chair • 6.000.000 VND/Chair • 8.000.000 VND/ Chair • 1.000.000 VND/ item • 600.000 VND/item • 100.000 VND/ item
One-on-one consultations for NPOs, Volunteers and/or Donors	1 small meeting room (allowing for private meetings) for 2 to 4 people. When this room is occupied, meetings can take place in other working spaces throughout the center.	• 1 medium sized table • 4 chairs • Standing or small mounted whiteboard • 8 glasses and 8 coffee cups • 1 AC • Lighting	• 2.000.000 VND/item • 200.000 VND/item • 800.000 VND/item • 20.000 VND/item • 8.000.000 VND/item • 100.000 VND/item

NPO “Incubator” space	2 to 4 (depending on space available) free standing desks each equipped with a computer, telephone, internet access and stationary. Each desk would be used by a different NPO. Start-up NPOs would be able to sign-up to use the space, free of charge, on a daily, weekly or monthly basis.	• 2 – 4 desks • 4 – 8 chairs (1 extra per desk) • 2 - 4 computers w/ internet connection • 1 printer • 2 telephones • AC (if this is in its own room) • Internet connection (or Wifi connection/modem) • Lighting	• 1.500.000 VND/item • 200.000 VND/item • 6.000.000 VND/computer • 3.000.000 VND/printer • 1.000.000 VND/item • 8.000.000 VND • 600.000 VND • 100.000 VND
Second Chance Thrift Store	Room to display and sell goods once to twice a month, on a weekend. (As such, we could use another, multi-purpose room for the sale days) Rain proof room with space to keep and sort out donated items.	• 1 desk with drawers (or rolling drawers) • 1 chair • 1 computer • # Hanging racks (or wall mounted racks) • # Shelving units (open, like book shelves - tbd) • Whiteboard (to announce any specials – tbd) • Mirrors • Moveable changing room (tbd)	• 1.500.000 VND • 200.000 VND • 6.000.000 VND • 5.000 VND/item • 2.000.000 VND • 300.000 VND • 500.000 VND
LIN’s community events	Can be a large meeting room, a yard or a roof terrace. Can also be a multi-purpose/easily adjustable open-space office that is used for LIN staff on regular work days and changed for the event.	*Consider interchanging 2nd Chance Store and Event Space. Tables and chairs from workshop/meeting room(s) can be moved here as needed.* • *Podium* • *Stereo System + Microphone*	• *2.000.000 VND* • *5.000.000 VND*
Kitchen or Kitchenette	Space to prepare F&B for workshops, meetings and events. Space to prepare and/or consume F&B for LIN staff and volunteers	• Water Dispenser (Hot and Cold) • Coffee Maker • Sink • Refrigerator • Microwave • Counter space for F&B prep • Table (tbd) • 4 chairs (tbd)	• 2.500.000 VND • 1.200.000 VND • 1.500.000 VND • 5.000.000 VND • 3.000.000 VND • 1.000.000 VND • 1.000.000 VND • 200.000 VND/item
WCs	1 disability friendly WC (ground floor)	Disability Friendly • Toilet	• 3.000.000 VND

	1 standard WC (1st floor)	• Sink • Faucet • Toilet Paper Holder • Cabinet to keep towels, paper towels, toilet paper, soap, etc. • Mirror Standard WC • Sink • Toilet • Faucet • Toilet paper holder • Cabinet to keep towels, paper towels, toilet paper, soap, etc. • Mirror	• 1.500.000 VND • 300.000 VND • 200.000 VND • 1.000.000 VND • 300.000 VND • 1.500.000 VND • 3.000.000 VND • 300.000 VND • 200.000 VND • 1.000.000 VND • 300.000 VND
Other		• Security Camera • Doorbell • Bike chain/locker • Reception desk	• 8.000.000 VND • 200.000 VND • 500.000 VND • 5.000.000 VND

*It would also be wonderful to use the new office space to tell the story of LIN and of its most important achievements through posters, standees, banners, photos on the walls, etc.