

# MOBILE OFFICE TRAILER RENTAL CHECKLIST

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## Identify Your Project Needs

- How do you plan to use your workspace? \_\_\_\_\_
- Do you need storage on your jobsite? \_\_\_\_\_

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## Consider Your Team

- How many people will use this space? \_\_\_\_\_
- Will the space primarily be used by your workforce or by customers or both? \_\_\_\_\_
- What workspace environment will your team need to be productive? \_\_\_\_\_

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## Survey Your Space

- What size is your jobsite? \_\_\_\_\_
- How much room on the jobsite do you have for workspace? \_\_\_\_\_
- What type of surface will the unit be placed on? (i.e. ground, concrete, etc.) \_\_\_\_\_
- Will the traffic flow change as the project progresses? \_\_\_\_\_

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## Recognize Jobsite Restrictions

- Does your jobsite present any obstacles for creating a workspace? \_\_\_\_\_
- Is your jobsite in a tight, confined space? \_\_\_\_\_

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## Determine Your Timeline

- How long is your project? \_\_\_\_\_
- Will you need to move jobsites for your project? \_\_\_\_\_

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## Finding the Right Mobile Office

- After reviewing the different types of mobile offices in the Leasing Guide, what kind of mobile office do you think will best meet your project needs? \_\_\_\_\_

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## Optimizing Your Space

- What type of rooms and floor plan configuration do you think will work best for your team?  
\_\_\_\_\_
- What Essential items does your team need to be able to work? \_\_\_\_\_

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## Begin Leasing Your Space

- Submit a quote \_\_\_\_\_
- Gather important contact information (sales representative, branch office, maintenance, etc.)  
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Contact WillScot at [WILLSCOT.COM](http://WILLSCOT.COM) for temporary office space, classrooms or other facilities