

PBS Business Assignment Guide

**Office of Real Property Asset
Management**

October 1st, 2004

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SECTION 1: Introduction

The PBS National Business Assignment Guide establishes current Public Buildings Service (PBS) guidelines for the assignment and measurement of space within PBS' federally owned and leased inventory. This document provides business users with the methodology and information required for assigning space in the field and within the STAR and regional Computer Aided Facilities Management (CAFM) databases (which are used in conjunction with the national Spatial Data Management (SDM) program). In the end, the PBS National Business Assignment Guide will promote consistency and accuracy within PBS' space assignment business processes.

Currently, PBS' measurement and assignment principles are not 100% compliant with ANSI/BOMA measurement standards (ANSI/BOMA Z65.1-1996). This guide provides the reader with details and illustrations of how PBS utilizes ANSI/BOMA as the foundation for space assignment and measurement. As such, and unless otherwise noted in this document, this guide should be used as the authoritative standard and guideline for space assignment and measurement within PBS' federally owned and leased inventory.

The assignment data set contains information about each space within a particular building. The data set (also known as the Data Tag) includes various assignment data, such as: Agency Bureau Code, Room Name, ANSI/BOMA Category, Space Type, Space Category, Square Feet, Space ID (SPID) and Client Billing Record (CBR). The Data Tag is a graphical entity displayed on the drawing itself; although all of the above mentioned data is available, it is up to the business user to define which elements are required for the particular display. A sample Data Tag (with a description) is shown below.

Sample Data Tag

<u>DESCRIPTION</u>	<u>DATA TAG</u>
Space ID	08006
Square Footage	4328.8
Space Type	TTO
Agency Bureau Code	4703
Client Billing Record	TX0063720

The following sections of this guide define the various assignment data elements (noted above):

- **Room Names,**
- **ANSI/BOMA Categories,**
- **Space Types and**
- **Space Categories.**
- NOTE: For a current list of Agency Bureau Codes, please refer to: <http://finance2.gsa.gov/4240>.

In addition to these fundamental elements inherent to the business function and process of space assignment and definition, this guide presents space assignment in terms of "**Common Practices**" (with graphical examples) of space assignment within PBS. Finally, the underlying assignment **Business Rules** (i.e. logic) and **Special Directives** are highlighted and explained at the conclusion of the document.

SECTION 2: Room Names

The following table provides a current list of approved Room Names within the Spatial Data Management's (SDM) CAFM databases.

AQUARIUM	ELEV. VEST.	JURY ASSEMBLY	SECONDARY INSP. CANOPY
ATM	ELEVATOR	JURY ROOM	SHOP
ATRIUM	ELEVATOR PIT	KENNEL	SNACK BAR
ATTIC SPACE	ELEVATORS	KITCHEN	STAIR 1, 2, 3, etc.
AUDITORIUM	ENTRY LOBBY	LABORATORY	STAIR A, B, C, etc.
BARBER SHOP	ENTRY VEST.	LAW CLERK	STORAGE
BLDG. MGR. OFFICE	EQUIP. ROOM	LIBRARY	STORAGE/SUPPLY
BOX LOBBY	ESCALATOR	LOADING DOCK	SUPPLY
BREAK AREA	EVIDENCE	LOBBY	SWITCH ROOM
BREAK ROOM	EXAM	LOCKERS	TELE.
CAFETERIA	EXERCISE ROOM	LOG	TELLER
CANOPY	FILE/STORAGE	MAIL ROOM	TOILET
CHILD CARE	FILE/SUPPLY	MECH.	TOTAL GROSS
CLASSROOM	FILES	MEN	TRAINING
CLOSET	FIRING RANGE	OFFICE	TRUCK PRIMARY
COMPUTER	FPS CONTROL ROOM	OPEN OFFICE	TV STUDIO
CONFERENCE	FREIGHT ELEV.	OPEN TO BELOW	VAULT
CONSTRUCTION	FRT. ELEV. VEST.	PARKING	VENDING
CONTROL BOOTH	FTS SWITCH ROOM	PEDESTRIAN WALKWAY	VERT. PEN.
COPY	FULL SERV. CNTR.	PRIMARY CANOPY	VEST.
COPY/FILE	FURRING	PRINT ROOM	WAITING
COPY/STORAGE	GARAGE	RAMP	WAREHOUSE
CORR.	HEARING	RECEPTION	WEIGHT ROOM
COURTROOM	HLDG. CELL	RESIDENCE	WET AREA
CREDIT UNION	HUB ROOM	RETAIL	WOMEN
CUST.	HUB/TELE.	ROBING AREA	WORK ROOM
DUMB WAITER	IMPOUND LOT	ROBING ROOM	
ELEC.	INTERVIEW	ROOF 1, 2, 3, etc.	
ELEV. LOBBY	JUDGES CHAMBER	SALLY PORT	

SECTION 3: ANSI/BOMA Categories

The following section highlights the 5 ANSI/BOMA categories utilized within PBS' assignment process:

- 1) Office Space
- 2) Building Common
- 3) Floor Common
- 4) Vertical Penetrations
- 5) PBS Specific

ANSI/BOMA Categories

- 1) **Office Space:** Assigned as ANSI Category 01 and according to BOMA, it's "the area where a tenant normally houses personnel and/or furniture." Specific examples and/or illustrations are as follows:
 - a. Space used or leased by a single tenant as primary office and/or storage space;
 - b. Space used or leased by a single tenant as private telephone closets, uninterrupted power supply rooms, or mechanical rooms – these space examples are specifically used and controlled by a single tenant;
 - c. Private toilets used by only one Agency, which are in addition to and separate from the toilets required by the Uniform Building Code;
 - d. Joint use space, defined as a building amenity and not to be confused with "support" services (see pg 18), are available for the use of all Government tenants in a building or facility, such as:
 - i. Library,
 - ii. Cafeteria,
 - iii. Fitness Center,
 - iv. Conference Center/Room,
 - v. Credit Union,
 - vi. Child Care, and
 - vii. Health Unit;
 - e. Slab penetrations or voids, including spaces such as courtrooms, auditoriums, stages with fly-lofts, private elevators, communicating stairs between floors but outside the building core, dumbwaiters and air shafts for laboratory hood exhausts (if not part of the base building design). These spaces are specifically designed to serve a single tenant, and are assigned and measured as if the slab was actually there. In other words, the void counts in both the Usable and Rentable calculations. NOTE: These penetrations should be assigned as Space Type TFC (Tenant Floor Cut);
 - f. If an entire floor is double height (such as the ground floor of certain buildings), the "slab penetration" rule (see above) does not apply, and hence, there isn't a rent charge for the double height space on that floor. This is true for some courtrooms and space housing Postal Service mail sorting operations; and
 - g. When space normally classified as common area is used exclusively and controlled by a tenant, that space is assigned to that particular tenant as Usable area. For example, if a single tenant "exclusively controls" the circulation corridor (those beyond the code requirements for fire egress) leading to and through their offices, that corridor space is assigned to that tenant as Usable space. Other examples include private loading docks, a floor lobby that is exclusively controlled and used by a tenant as a reception area, or an exclusive corridor a tenant had built through their space. (Please refer to Space Type PTL (Private Toilets) for restroom classification.) NOTE: In most cases, these spaces would be assigned as Space Type TTO (Total Office).
- 2) **Building Common:** Assigned as ANSI Category 02 and according to BOMA, it's "the areas of a building that provide services or circulation to building tenants but which are not included in the

Office or Storage area of any specific tenant. EXCLUDED from Building Common are parking, portions of loading docks outside the building line and major vertical penetrations (see above).” Specific examples and/or illustrations of Building Common are as follows:

- a. Public corridors and main auxiliary lobbies used by all tenants in the building;
 - b. Tenant support or security areas such as concierges, security desks and fire control rooms;
 - c. Fully enclosed courtyards within the building line;
 - d. Mechanical and/or telephone rooms that service (support) more than one floor (i.e. the whole building) and are not specialty spaces for a single tenant;
 - e. Public toilets used by all tenants that are required by the Uniform Building Code for the floor where they are located. The public toilet square footage includes the associated plumbing chase and (according to BOMA) are NOT vertical penetrations; and
 - f. Spaces used for the sole purpose of supporting building operations or upkeep, such as:
 - i. Property Management Office (PMO) specifically used to support or service the building in which it is located,
 - ii. Spaces used to house or support building operations and maintenance, such as: storage rooms (doors, paint, light bulbs, ceiling tiles...), maintenance offices and contractor space used specifically to support or service the building in which it is located, and
 - iii. Guard and building monitoring stations within the building, but are NOT used for other types of office functions.
- 3) **Floor Common:** Assigned as ANSI Category 03 and according to BOMA, it’s “the areas on a floor, such as washrooms, janitorial closets, electrical and telephone rooms, mechanical rooms, elevator lobbies and public corridors that are available primarily for the use of the tenants on that floor.” Specific examples and/or illustrations of Floor Common are as follows:
- a. Horizontal Circulation spaces such as public corridors and elevator lobbies;
 - b. Public toilets (and associated plumbing chases) required by the Uniform Building Code for the floor where they are located; and
 - c. Support spaces such as janitorial closets, electrical, telephone, mechanical and equipment rooms that specifically support the floor on which it is located.
 - d. NOTE: Currently, PBS’ business processes and underlying “official” inventory system of record (STAR), do not distinguish between floor and building common. As such, all common areas are designated as Building Common. (However, SDM’s CAFM system does in fact track common area at the floor level.)
- 4) **Vertical Penetrations:** Assigned as ANSI Category 04 and according to BOMA, its “the areas such as stairs, elevator shafts, flues, pipe shafts, vertical ducts and their enclosing walls are considered vertical penetrations. Atria, lightwells and similar penetrations above the finished floor are also included within this definition.” Specific examples and/or illustrations of Vertical Penetrations are as follows:
- a. Generally, the space must be large enough for a person to fit comfortably through the penetration (approximately 9 square feet);
 - b. The space must be deducted from the floor slab it penetrates – however, sleeved slabs and/or openings for plumbing, electrical or telephone chases are NOT vertical penetrations;
 - c. Examples of common vertical penetrations are:
 - i. Atrium spaces that are NOT an amenity to a single tenant,
 - ii. Attic space on a mezzanine floor level,
 - iii. Elevator shafts,
 - iv. Incinerator chimneys,
 - v. Fire egress stairwells,
 - vi. Public and or multi-tenant stairs, and
 - vii. Return/supply air chases;

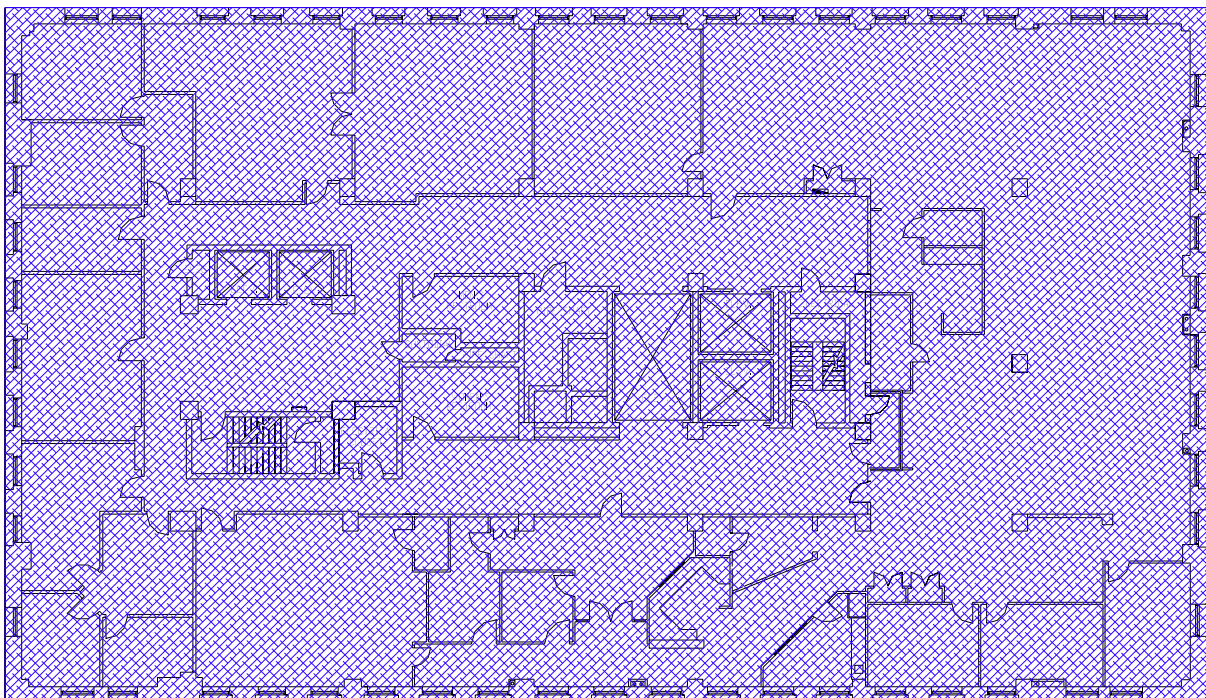
- d. Vertical penetrations built specifically for the private use of a tenant are NOT vertical penetrations; and
 - e. NOTE: Vertical Penetrations built for the private use of a tenant are classified as Usable space and designated as Space Type TFC (Tenant Floor Cut). Examples of TFC space types include communicating stairs, private elevators and double-height courtrooms (only in cases where the courtroom has a Slab Penetration).
- 5) **PBS Specific:** Assigned as Category 05. Specific examples and/or illustrations of PBS Specific are as follows:
- a. Construction space, including areas with unfinished floors and/or dirt floors and the thickness of the outside wall from the dominant vertical portion to the exterior of the building;
 - b. Structured parking, such as parking garages and designated parking areas within the gross area of the building;
 - c. Areas typically assigned by space rather than square footages, such as land; and
 - d. Areas unsuitable for office space and that meet the criteria of Space Type UFO (see page 17 for specific details).

SECTION 4: Common PBS Business Practices for Space Assignment

PBS space assignment, measurement and calculations are based on a modified interpretation and implementation of ANSI/BOMA's "Standard Method for Measuring Floor Area in Office Buildings, 1996." The main distinction between PBS' methodology and the "true" ANSI/BOMA standard is distinguished when calculating a tenant's Rentable square footage. The ANSI/BOMA standard differentiates between Floor and Building Common spaces. However, PBS does NOT differentiate between these two space categories, but instead categorizes all common area(s) as **Building Common**. In turn, PBS distributes Building Common space on a pro rata basis to the tenants through the use of the **Common Area Factor (CAF)**. The following examples outline PBS' methodology for calculating the "numbers" for a particular building. *NOTE: Graphical illustrations are for example only; please consult the ANSI/BOMA handbook for complete measurement guidance.*

DESIGN GROSS

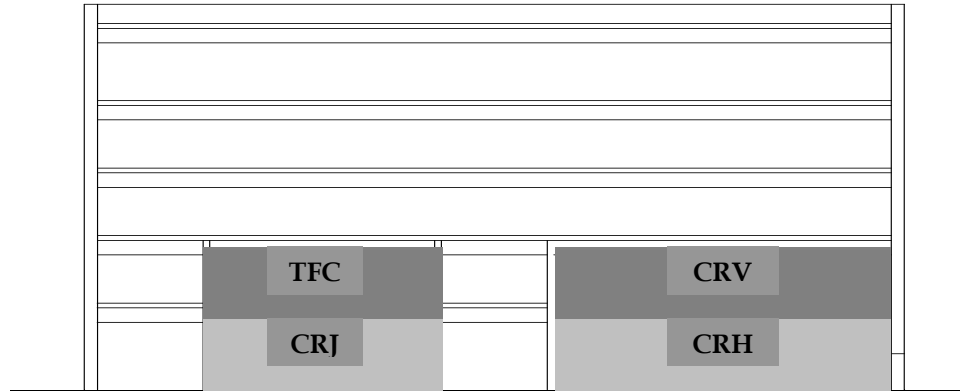
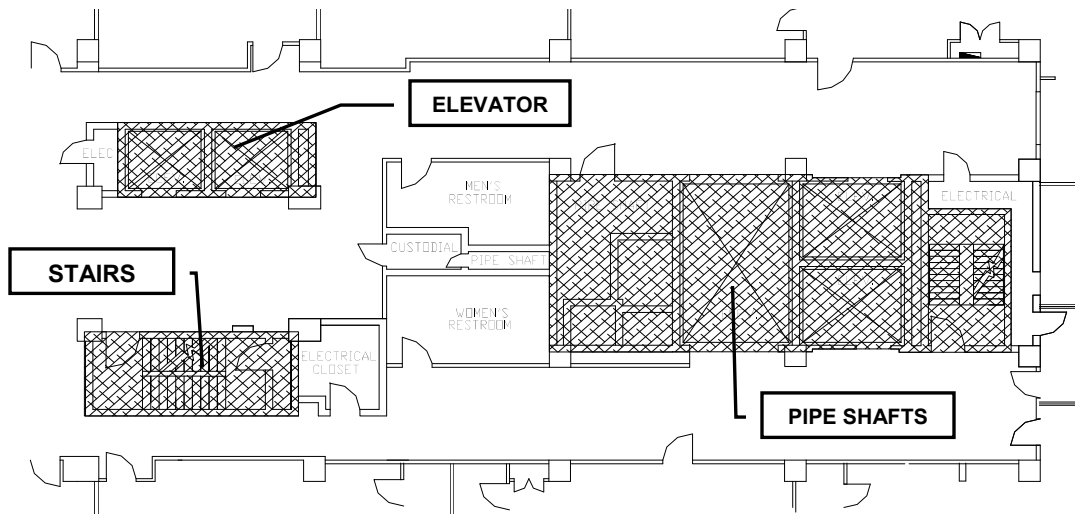
- Defined: Design Gross is the total "constructed area" of a building (also referred to as Gross Measured Area.) NOTE: In Federal and Leased buildings where the government is the sole tenant, this area is the Total Construction Area. However, in Leased buildings where the government is a partial tenant, the Design Gross is the occupied portion plus the pro rated share of the Common space.
- Used for: This calculation is used for measuring building value and/or building costs.
- Calculation: Measure to the outside dominant finished surface (without deductions) and add the sum of all enclosed floors including:
- Basements and Sub-basements,
 - Mechanical equipment floors,
 - Penthouses,
 - Structured parking, and
 - Crawl space.



NON-ASSIGNABLE

Defined: Non-assignable space is all the area within a building NOT assignable to tenants, such as Structured Parking (STP), Circulation Vertical (CRV), Construction (CON) and Unsuitable for Occupancy (UFO) space types. The various types of Vertical Penetrations or PBS Specific spaces are included within this definition.

Used for: This calculation is used for determining the residual space difference between Rentable and Design Gross.



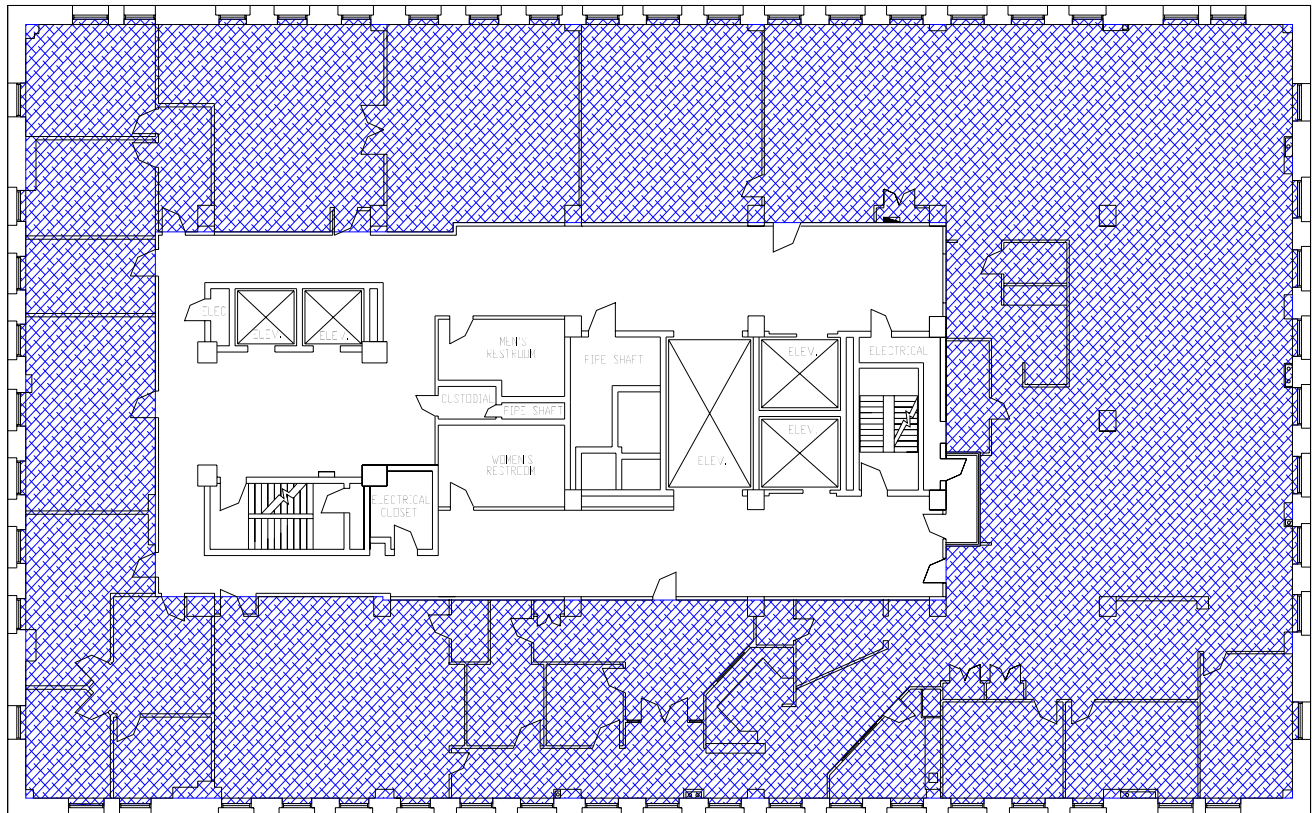
Note: The illustration above highlights two situations where vertical penetrations in a building are assigned differently. The atrium space (on the right) at the lowest level is assigned as Building Common and classified as Horizontal Circulation (CRH). The upper portion is a vertical penetration and classified as Circulation Vertical (CRV), and is not included within the Rentable space calculation.

The courtroom space (on the left) is a double-height courtroom with slab penetration. Here, the lowest level is classified as Courtroom Judiciary (CRJ). The upper portion is a vertical penetration REQUIRED by a specific tenant and is classified as Tenant Floor Cut (TFC), and is included within the tenant's Rentable space calculation.

USABLE

Defined: Usable space (ANSI Usable) is all Assignable and Joint Use space within the building.
 Used for: This calculation is used for determining the *actual* space occupied by tenants.
 Calculation: Measure the area(s) enclosed between the Finished Surfaces of Office Areas * (ex. the office side of a corridor), the dominant portion or major vertical penetration and the center of partitions that separate office spaces. No deduction shall be made for columns and projections necessary to the building.

NOTE: *Gross area (not Design Gross) is used for the Usable calculation. Unlike Design Gross (see page 8), which is the total measured square footage of the building, Gross is the sum of the square footage of all space records within a building. Therefore, the Gross square footage should be equal to the Design Gross square footage.*



* Office Area is the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed.

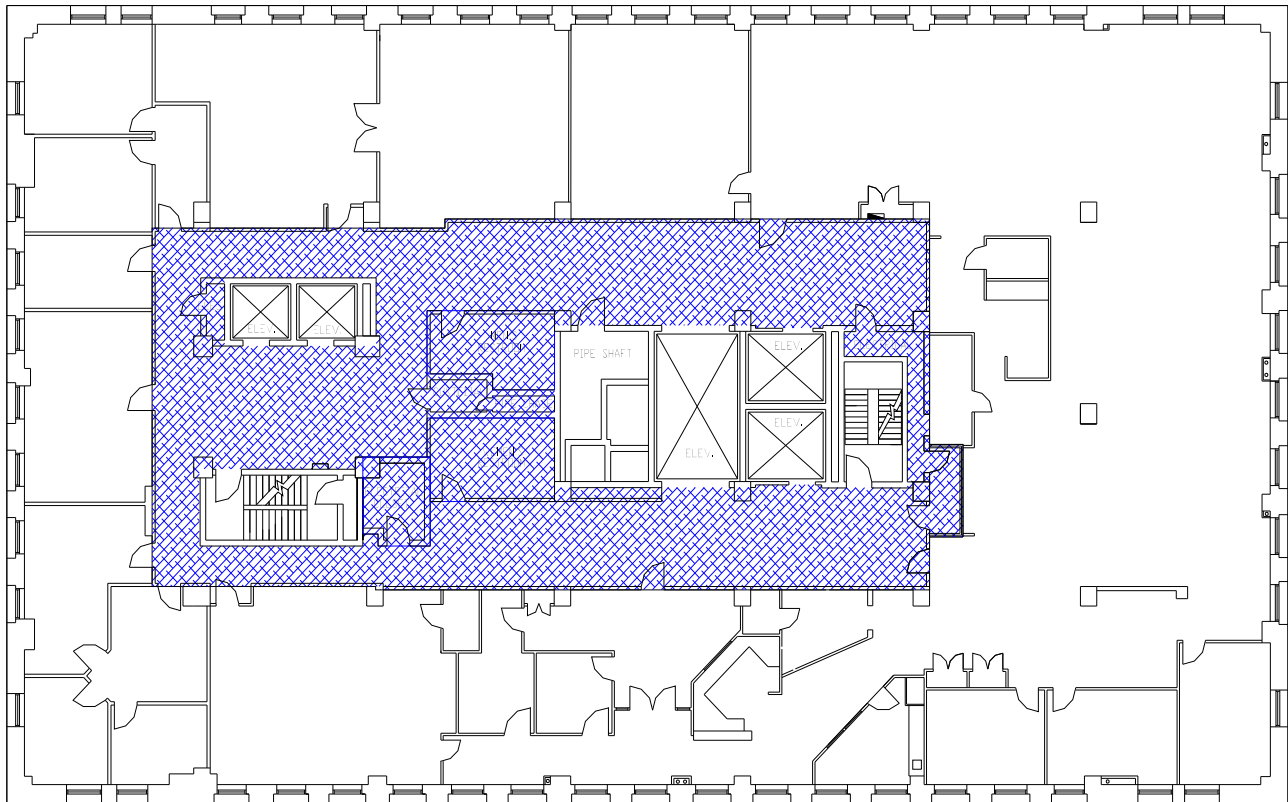
BUILDING COMMON

Defined: Building Common is defined as the area(s) of the building that provide services, support or horizontal circulation to building tenants. Areas NOT included within this classification are Office or specific tenant areas and non-assignable (see above) space. As previously noted, PBS' interpretation of common area does NOT distinguish between Building and Floor Common areas; for billing purposes, these areas are added together and labeled Building Common.

Used for: This factor is used for determining a tenant's Rentable square footage and calculating the building's CAF.

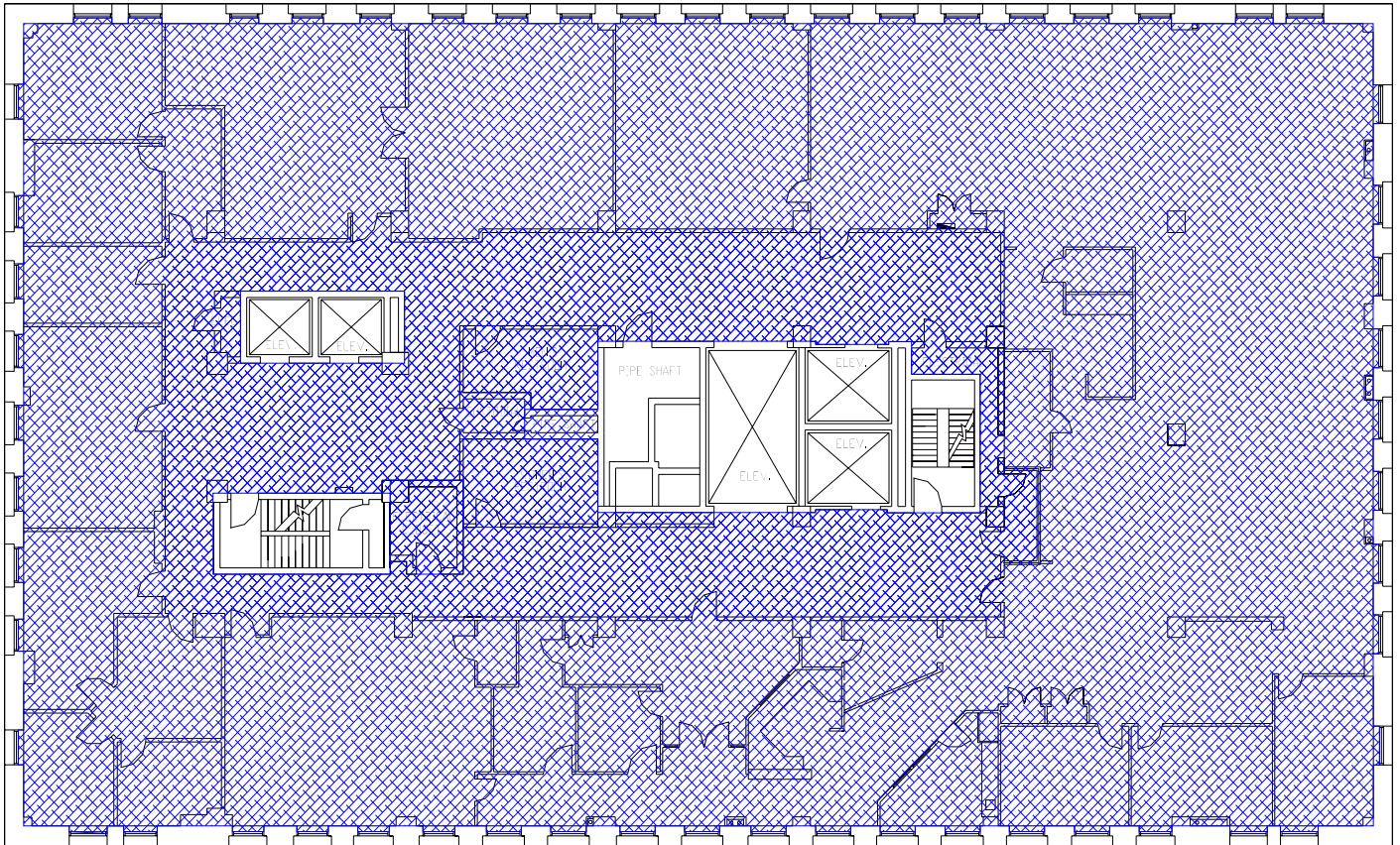
Calculation: Building Common is calculated by summing all of the following Space Types within a particular building:

- Circulation Horizontal (CRH),
- Mechanical (MCH),
- Toilets (TLT), and
- Custodial (CST).



RENTABLE

- Defined: Rentable (ANSI Rentable) area is defined as the tenant's Usable area plus their share of Building Common area. Non-assignable area(s) (see page 9) are not included in this calculation.
- Used for: This calculation is used for determining the tenant's rent bill.
- Calculation: **Rentable = Usable area + Building Common.**



SAMPLE BUILDING CALCULATIONS

- Assignable Space + Joint Use Space = **ANSI Usable Space**
- Building Common + ANSI Usable Space = **ANSI Rentable Space**
- Non-assignable Space + ANSI Rentable Space = **Design Gross**
- ANSI Rentable ÷ ANSI Usable = **CAF (R/U Factor)**

SECTION 5: Space Types

The following PBS Space Types are separated into the 5 Categories outlined in Section 3, and can be found in the STAR database (field SPACE_TYPE). As such, the three-letter acronyms are the only possible entries into the STAR and CAFM databases. NOTE: A comprehensive data element matrix depicting the allowable relationships between PBS Space Types, Space Categories, ANSI/BOMA Categories and CAFM Ideal Uses is located in the Appendix.

- 1) **ANSI Category 01: Office**
 - a. ADP - Automatic Data Processing
 - i. An area having special features such as humidity and/or temperature control and raised flooring.
 - ii. In addition to raised flooring, these spaces typically have above standard electrical; however, without a raised floor, spaces must contain 24-hour air.
 - b. ANT - Antenna
 - i. Any device located on a federal owned or leased building or PBS-controlled land, which can be used to transmit and/or receive electromagnetic signals.
 - ii. Included are devices for transmission, relay or reception of television, AM/FM radio or microwave signals.
 - iii. A tower located on PBS-controlled land is NOT an antenna. However, equipment attached to that tower which fits the above description is considered an antenna for pricing purposes.
 - c. AUD - Auditorium
 - i. An area having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings (exceeding 11 feet) and increased floor loading.
 - ii. These spaces generally have above building standard air conditioning and are in excess of 400 SF.
 - iii. Auditoriums without structurally changed floors or ceilings and are built out with above building standard construction will be classified as CFT (see below).
 - d. CFT - Conference Training
 - i. An area built for conferences, training, library or hearing use with supplemental HVAC and/or built-in special equipment such as blackout curtains, lighting controls, projection booths and sound conditioning.
 - e. CLD - Childcare
 - i. Areas specifically used for child or day care located either in federally owned or leased property.
 - f. CRJ - Courtroom/Judiciary
 - i. Courtrooms for U.S. District Court, Tax Court, U.S. Claims Court and U.S. Court of Appeals requiring above standard ceiling heights (more than 10 feet) with column-free widths exceeding 30 feet.
 - ii. These areas typically have extensive millwork, unique ceiling ornamentation/ plane changes and ceiling heights that are higher than standard, and are usually larger and more expensive to build than grand jury rooms.
 - g. FDS - Food Service
 - i. An area dedicated to preparing, dispensing and consumption of "foodstuffs," including the following:
 1. Cafeterias,
 2. Snack bars,
 3. Vending machines, and
 4. Private kitchens with plumbing.
 - ii. Includes eating and/or table areas within the 4 examples above.

- iii. Break-rooms that do not contain plumbing and are not specifically designed for preparing, dispensing and consumption of “foodstuffs,” are NOT classified as FDS.
- h. FIT - Fitness Center
 - i. An area having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, increased floor loading and a ceiling exceeds 11 feet.
 - ii. These spaces are built out with materials that are above building standards, such as:
 - 1. Above standard flooring such as wood or rubber,
 - 2. Ceiling fans,
 - 3. Down lights,
 - 4. Storefront glazing,
 - 5. Mirrors on the walls,
 - 6. Separate air conditioning, and
 - 7. Grab bars.
- i. HUT - Health Unit
 - i. An area built for the physical welfare of employees or the public with special built-in medical equipment and/or plumbing.
- j. INS - Light Industrial
 - i. Areas which have some or all of the characteristics of warehouse space, but in addition, may be provided with one or more of the following features:
 - 1. Air conditioning,
 - 2. Humidity control,
 - 3. Special power, and
 - 4. Lighting equal or slightly less than provided for office space.
 - ii. Areas typically built for general storage, usually consisting of unfinished floors and walls, open or low ceilings, HVAC and lighting, such as:
 - 1. Basements,
 - 2. Attics,
 - 3. Supply rooms,
 - 4. Storerooms, and
 - 5. File rooms.
 - iii. Includes covered loading docks and vehicular sally ports that are within the building line and under the control of a specific tenant.
- k. JCC - Judicial Chambers
 - i. Chambers for all Federal, Bankruptcy, Claims, Tax and Magistrate Judges.
 - ii. Chambers typically have finishes that exceed office space standards, and include the judge’s private office, secretarial and law clerk spaces.
- l. JHR - Judicial Hearing Room
 - i. Small court facilities for the use of Senior District Court, Bankruptcy Court, and Magistrate Court Judges.
 - ii. The hearing room typically has a clear column-free width of less than 30 feet and a ceiling height of less than 10 feet.
 - iii. This space typically has smaller scale judges benches, jury and witness boxes, and fewer spectator seats than larger courtrooms.
- m. LAB - Laboratory
 - i. An area containing built-in equipment and utilities required for the qualitative and/or quantitative analysis of matter, experimentation, the processing of materials and photographic development, including wet, clean and photographic laboratories.

- n. PTL – Private Toilet
 - i. Restrooms under the specific control of a tenant agency and that are NOT for the common use of building occupants.
 - ii. If the Uniform Building Code requires restrooms for the floor and/or building, they cannot be classified PTL; instead, they would be included within building common as Space Type TLT (Public Toilet).
 - o. QRR – Quarters/Residence
 - i. Areas built for residential quarters for Government controlled spaces, such as military barracks and remote Border Station quarters.
 - p. STC – Structurally Changed
 - i. Areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings and increased floor loading.
 - ii. These spaces may contain combinations of the following “above building” standard items:
 - 1. Concrete walls,
 - 2. Wire mesh or metal lath,
 - 3. Ballistic glass, or
 - 4. Vaults, holding cells or prisoner sally ports.
 - q. TFC – Tenant Floor Cut
 - i. Vertical penetrations cut into floor plate for the benefit of a specific tenant, such as the upper level of a double height courtroom or private elevator or communicating stair.
 - r. TTO – Total Office
 - i. An area which provides an environment for office operation, and which includes ALL of the following characteristics:
 - 1. Finished floor covering,
 - 2. Adequate lighting,
 - 3. HVAC,
 - 4. Finished walls and ceiling, and
 - 5. Accessibility.
 - s. WRH – Warehouse
 - i. An area specifically designed for materials storage and handling operations consisting of features which include, but are not limited to:
 - 1. Concrete or wood block floors,
 - 2. Unfinished ceiling,
 - 3. Heavy live floor load capacity, and
 - 4. Industrial lighting.
 - ii. NOTE: Covered loading docks within the building line of a warehouse (or building) and under the control of a specific tenant, are to be classified as INS.
 - iii. Generally, warehouse space is larger than INS space.
 - iv. Limited amounts of office space can be classified WRH if the offices are within the envelope of the warehouse itself.
- 2) **ANSI Categories 02 & 03: Building and Floor Common**
- a. CRH – Circulation Horizontal
 - i. The portion of the circulation area attributable to a building or particular floor, and includes:
 - 1. Elevator lobbies,
 - 2. Public lobbies,
 - 3. Entrance lobbies,

4. Public Corridors, and
5. Public Loading Docks.
- ii. NOTE: Corridors, lobbies and/or loading docks under exclusive control of a specific tenant (for private use) are NOT classified as Space Type CRH. In the case of private loading docks, the Space Type would instead be Light Industrial (INS).
- iii. Includes only those areas that support the entire floor or building.
- b. CST – Custodial
 - i. An area such as custodial closets, which have custodial sinks or floor drains in them.
 - ii. Includes space needed for general operation of the specific building, including the property management office, and custodial storage of doors, ceiling tiles, light bulbs, paint and supplies.
- c. MCH – Mechanical
 - i. An area of the floor area designed to house mechanical equipment for PBS or the lessor, including but not limited to:
 1. Boiler rooms,
 2. Mechanical and electrical rooms,
 3. Enclosed cooling towers,
 4. Fuel rooms,
 5. Elevator machine rooms,
 6. Wire closets, Telephone frame rooms,
 7. Transformer vaults,
 8. Incinerator rooms,
 9. Motor closets,
 10. Shafts,
 11. Security monitoring rooms,
 12. Fire control rooms, and
 13. Stacks.
- d. TLT – Public Toilet
 - i. Building restrooms used by more than one agency and/or the public and required by the Uniform Building Code.

3) ANSI Category 04: Vertical Penetrations

- a. CRV – Circulation Vertical
 - i. The portion of the public circulation area required for access between floors, including the following:
 1. Stairwells, stair halls and stair landings,
 2. Elevator shafts,
 3. Escalators,
 4. Return/supply air chases,
 5. Fire towers, and
 6. Upper levels of multi-story common spaces.
 - ii. NOTE: Circulation vertical under the exclusive control of a single tenant is classified as Tenant Floor Cut (TFC).

- 4) **Category 05: PBS Specific**
- a. CON - Construction
 - i. The thickness of the outside wall from the dominant vertical portion to the exterior of the building.
 - b. LND - Land
 - c. STP - Structured Parking
 - i. Inside and outside parking areas within the gross area of the building, including garage space, designated parking areas, rooftops and decks.
 - d. UFO - Unsuitable for Occupancy
 - i. Areas within a building that cannot be used or easily converted to Office Space, and that have some or all of the following characteristics:
 - 1. Poor access,
 - 2. Low ceiling heights (less than 7 feet – such as crawl space,)
 - 3. No or limited HVAC,
 - 4. No elevator access, and
 - 5. Upper level of spaces originally built with double height ceilings that are no longer used.
 - ii. NOTE: Use of this Space Type requires approval from the building's Asset Manager.

SECTION 6: STAR Space Categories

The following Space Categories and associated 2-diget numbers can be found in the STAR database. Currently, there are 15 Space Categories:

01. Assigned
02. Building Common
03. Building Joint Use
04. Committed
05. Committed Under Alteration
06. Facility Common
07. Facility Joint Use
08. Lease Common
09. Structured Parking
10. Unmarketable
11. Vacant
12. Under Construction
14. Zero Square Feet
15. Lease Joint Use
16. Community Joint Use <proposed>

01. Assigned

- Identifies space within a particular building that is assigned to a specific client agency.

02. Building Common

- Identifies all common square footage within the building, such as: Circulation Horizontal, Custodial, Mechanical and Toilets.

03. Building Joint Use

- Shared amenities within a building for which the rent is prorated among the tenants of that building, such as: Cafeterias, Health Units, Child Care, Fitness Centers, Snack Rooms and Credit Unions.

04. Committed

- Vacant space designated for future use by a specific client agency at a later date.

05. Committed Under Alteration

- Vacant space, currently under alteration, that is designated for future use by a specific client agency at a later date.

06. Facility Common

- Building Common space (see above) that serves multiple buildings within a facility.

07. Facility Joint Use

- Joint Use space (see above) that serves multiple buildings within a facility.

08. Lease Common

- Identifies all common square footage (within a building) in a lease, including: Circulation Horizontal, Custodial, Mechanical and Toilets.

09. Structured Parking

- Identifies parking areas, including garages, rooftop parking and parking decks that are within the gross area of the building.

10. Unmarketable

- Identifies all space within the building that cannot and will not be assigned, including CRV, CON and UFO space types.

11. Vacant

- Unassigned ANSI Category 1 space.

12. Under Construction

- Identifies space within a building that is currently being constructed for first time use.

14. Zero Square Feet

- Identifies special designations for space assignments not measured or billed in terms of square feet, such as: antennas, boat docks, bridges, land, railroad crossings and ware yards. These items are typically not within the building line of a building.

15. Leased Joint Use

- Shared amenities within a building for which the rent is prorated among tenants within the lease, such as Cafeterias, Health Units, Child Care, Fitness Centers, Snack Rooms and Credit Unions.

16. Community Joint Use <proposed>

- Shared amenities within a building for which the rent is prorated among the tenants within a group of buildings (i.e. community.)

SECTION 7: Assignment Business Rules

The business rule definition for permissible combinations of Agency and CBR’s must take into consideration the value of the STAR Space Category. The first data matrix (**Assignment Data Matrix #1**) depicts this relationship between Space Categories, Agencies and CBRs. The second data matrix (**Assignment Data Matrix #2**) depicts the relationship between STAR Space Type and Space Category, ANSI/BOMA Category, and in the case of the SDM Program, CAFM Ideal Use.

Assignment Data Matrix #1

STAR Space Category	Agency	CBR
03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	4788	Null
11 - Vacant	4789	Null
02 - Building Common 06 - Facility Common 08 - Lease Common	BLDG	Null
10 - Unmarketable	VERT/BLDG	Null
09 - Structured Parking	PRKN	Null
04 - Committed 05 - Committed under Alteration 12 - Under Construction	Any Agency*	Null
01 - Assigned 14 - Zero Square Feet	Any Agency*	Any CBR* Pending*

NOTE: Community Joint Use (if accepted) will need to be added to both matrices as STAR Space Category 16.

* The Agency and CBR numbers must be assigned to a space either through a STAR CBR or Space Category, or through “Pending” notation within the CAFM Database.

What To Do When The CBR Is Unknown

Frequently, the timing of updating the drawings may not coincide with the creation of the agency’s CBR information in STAR. Typically, when dealing with the drawing, the agency is known but the CBR may or may not be known. To allow for this situation, the concept of a “Pending” CBR is used. Once the actual CBR information has been created in STAR, the Space IDs using the “Pending” CBR notation must be updated.

NOTE: For the Spatial Data Management (SDM) program, on-demand and monthly variance reports will always denote “Pending” CBRs as a variance between the STAR and CAFM databases. This indicates a situation where either an actual CBR in STAR must be created, or the “Pending” CBR within the CAFM database requires update to the actual CBR.

Assignment Data Matrix #2

STAR Space Type	STAR Space Category			ANSI/BOMA Category	CAFM Ideal Use
	Assigned	Unassigned	Joint Use		
CON - Construction	n/a	10 - Unmarketable 12 - Under Construction	n/a	05 - PBS Specific	CON - Construction
STP - Structured Parking	n/a	09 - Structured Parking	n/a	05 - PBS Specific	PRKG - Parking
UFO - Unsuitable for Occupancy	n/a	10 - Unmarketable	n/a	05 - PBS Specific	UFO - Unsuitable for Occupancy
CRV - Circulation - Vertical	n/a	10 - Unmarketable	n/a	04 - Vertical Penetration	CIRC - Circulation
CRH - Circulation - Horizontal	n/a	02 - Building Common 06 - Facility Common 08 - Lease Common 12 - Under Construction	n/a	03-Floor Common	CIRC - Circulation
CST - Custodial	n/a	02 - Building Common 06 - Facility Common 08 - Lease Common 12 - Under Construction	n/a	03 - Floor Common 02 - Building Common	BS - Building Support
TLT - Toilet	n/a	02 - Building Common 06 - Facility Common 08 - Lease Common 12 - Under Construction	n/a	03 - Floor Common	BS - Building Support
MCH - Mechanical	n/a	02 - Building Common 06 - Facility Common 08 - Lease Common 12 - Under Construction	n/a	03 - Floor Common 02 - Building Common	BS - Building Support
ADP - Automated Data Processing	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose
AUD - Auditorium	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01 - Office	SPEC - Special Purpose
CFT - Conference/Training	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose
CLD - Childcare	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose

STAR Space Type	STAR Space Category			ANSI/BOMA Category	CAFM Ideal Use
	Assigned	Unassigned	Joint Use		
CRJ - Courtroom/Judiciary	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	JUDI - Judicial
FDS - Food Service	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose
FIT - Fitness Center	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose
HUT - Health Unit	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC - Special Purpose
INS - Light Industrial	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	INST - Industrial/Storage
JCC - Judge's Chambers, US Courts	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	JUDI - Judicial
JHR - Judicial Hearing Room	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	JUDI - Judicial
LAB - Laboratory	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC-Special Purpose

STAR Space Type	STAR Space Category			ANSI/BOMA Category	CAFM Ideal Use
	Assigned	Unassigned	Joint Use		
PTL - Private Toilet	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01 - Office	SPEC - Special Purpose
QRR - Quarters and Residence	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01 - Office	SPEC - Special Purpose
STC - Structurally Changed	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	SPEC-Special Purpose
TFC - Tenant Floor Cut	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	OTHR - Other
TTO - Total Office	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	OFF - Office Related
WRH - Warehouse	01 - Assigned	04 - Committed 05 - Committed Under Alteration 11 - Vacant 12 - Under Construction	03 - Building Joint Use 07 - Facility Joint Use 15 - Lease Joint Use	01-Office	INST - Industrial/Storage
LND - Land		11 - Vacant 14 - Zero Square Feet		05 - PBS Specific	??

SECTION 8: MOUs & Special Directives

1) United States Postal Service – Agency Specific Clauses

a. Lookout Galleries:

All lookout galleries contained within a single floor height will not be considered usable space and no rental will be charged USPS for these spaces. They will not be shown as part of the space assignments nor included in the measurement of the building. If any space requires a penetration of the slab above the USPS space, the full amount of this area will be included in the space assignments and rent will be charged for that space.

b. Lobby Areas:

Lobbies that are segregated from other building lobby areas and permit direct access to USPS services will be considered as part of USPS usable space. Secondary or emergency egress does not exempt this space from assignment. If the lobby is the general access to the building, it is common area regardless that it may contain kiosks, vending equipment or post office boxes.

c. Loading Docks:

GSA modified ANSI/BOMA measurement of a loading dock is normally considered a part of the measured common area when available for use by all tenants of the building. GSA agrees if the loading dock is open and is exclusive to the USPS use, this area is not assignable as common or usable area and for this purpose only is unusable. Any portion of the loading dock that is fully contained is assignable to the USPS.

d. Appeals:

This Occupancy Agreement may be revised if the GSA and USPS mutually agree that the USPS space measure, allocation or rent charges are incorrect. If mutual agreement is not reached, the USPS shall have appeal rights following a described process as identified in Section 6.3 of the GSA Public Building Service Pricing Desk Guide. GSA will provide USPS, upon request, with documentation upon which occupancy is based.

e. Space Measurement:

The General Services Administration (GSA) will provide the USPS with Computer-Aided Design (CAD) files, when available, showing the space assigned within 60 days following initial occupancy at a building. In the event the space is re-measured, GSA will provide, when available, new CAD files reflecting the assigned space.

2) Senate and House of Representatives

a. Senate:

Senate office space in excess of their State allowance is billed to GSA on a separate CBR.

b. House of Representatives:

Private restrooms are billed on a separate CBR – billed to the House Finance Office. House members are billed for all other space.

NOTE: This is not an exhaustive list of MOUs and Special Directives. All current and relative MOUs and Special Directives should be considered when assigning space within PBS.