



**SMALL BUSINESS ADMINISTRATION
STANDARD OPERATING PROCEDURE**

SUBJECT: Space Management Program	S.O.P.		REV
	SECTION	NO.	
	00	15	4

INTRODUCTION

1. Purpose. This revision updates SBA policies and procedures for space acquisition, utilization, and management and all other aspects of facilities management.
2. Personnel Concerned. All employees.
3. SOP Canceled. 00 15 3.
4. Originator. Office of Administrative Services. Office of Administration

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Chapter 1

General Information

1. What is the Purpose of this Standard Operating Procedure (SOP)?

This SOP provides office heads with guidelines and procedures for the management, use, and acquisition of office space and facilities.

2. What Laws and Regulations Cover Space Management?

The Federal Property Management Regulations (FPMR) Part 102-71-85 covers space management.

3. What are the Objectives of Space Management?

The objectives of space management are as follows:

- a. Provide a quality workplace environment for all SBA employees; and
- b. Provide space layouts that meet basic functional adjacency requirements, and maximize efficient workflow and communication among organizational units and individual employees.

4. Who has Authority to Issue Directives Relating to Space Management?

The Assistant Administrator for Administration has the authority to issue directives and changes to this SOP.

5. Who has Authority to Make Space Decisions for SBA?

The Associate Deputy Administrator for Management and Administration, Deputy Associate Deputy Administrator for Management and Administration, Assistant Administrator for Administration, and the Director, Office of Administrative Services have the delegated authority to make binding decisions for the Agency regarding the acquisition, modification or release of space.

6. What is the Assistant Administrator for Administration's Role?

The Assistant Administrator for Administration is responsible for:

- a. Establishing and managing Agency-wide operations of space and facilities management in accordance with all governing Federal standards, laws, and regulations;
- b. Ensuring compliance with space and facilities management policies and procedures;
- c. Developing SBA space and facilities budget submissions; and
- d. Providing technical assistance to all Headquarters (HQ) operating components and field offices.

7. What is the Director, Office of Administrative Services' Role?

The Director, Office of Administrative Services is responsible for:

- a. Administering plans, policies, standards, and procedures to govern SBA's space and facilities management activities;
- b. Evaluating and improving SBA plans and policies on space and facilities management;
- c. Developing accurate budget data and projections;
- d. Planning, monitoring and approving or disapproving Agency-wide requests to the U.S. General Services Administration (GSA) for acquisition or relinquishment of space;
- e. Conducting negotiations for space agency-wide with GSA;
- f. Ensuring that offices are in compliance with agency standards for a total utilization rate of 250 square feet or less per person; and
- g. Promptly reporting to GSA any excess space for assignment to other agencies.

8. What is the Chief, Facilities Management Branch's Role?

The Chief, Facilities Management is responsible for:

- a. Coordinating Headquarters space management services in compliance with this SOP and Federal regulations;
- b. Arranging for expansion, reduction, and rearrangement of the space to meet changing requirements with a minimum of costs for cabling, construction, and moving;
- c. Assisting with the excessing of personal property (i.e., furniture, equipment, etc.,) not functionally required in the operation of the office;
- d. Assisting in developing accurate budget data and projections;
- e. Providing technical assistance to all Headquarters operating components and field offices;
- f. Conducting negotiations for space with GSA for Headquarters and field offices;
- g. Evaluating, and improving SBA plans and policies on space and facilities management;
- h. Maintaining accurate records of all field office lease expiration dates to ensure sufficient time for planning changes to space and notifying field offices 18 months prior to lease expiration;
- i. Keeping accurate space and facility records to support the identification and correction of billing discrepancies and the proper allocation of space; and
- j. Preparing and submitting all space requirement requests to GSA that satisfy the requirements of the FPMR and meet SBA standards and user requirements.

9. What are the Management Board Members' and Field Office Heads' Roles?

Management Board Member's and Field Office Head's responsibilities include, but are not limited to:

- a. Assisting in the determination of space and facilities requirements for offices

falling under their area of responsibility;

- b. Ensuring offices under their area of responsibility adhere to SBA space and facilities management policies and procedures; and
- c. Ensuring that requested changes in space assignments are cost effective and meet operational needs.

10. What are the Different Space Categories?

The space categories are as follows:

- a. General Use includes general office space and special purpose space such as courtrooms, laboratories and computer centers;
- b. Warehouse Space; and
- c. Parking.

11. How does GSA Determine Rental Rates?

- a. Rent is determined by two categories:
 - (1) Federally Owned Space; and
 - (2) Leased Space.
- b. Both categories are comprised of some or all of the following:
 - (1) Shell Rent: the rate charged for space that includes no services or operating costs, tenant improvements or alterations, including partitioning, finishes or furnishings;
 - (2) Tenant Improvement Costs: The finishes and fixtures that typically take space from the "shell" condition to the finished usable condition;
 - (3) Operating Costs: The periodic expenditures necessary to maintain the real property and continued production of the income;
 - (4) Real Estate Taxes;

- (5) Public Building Services (PBS) - Installed Leasehold Improvements;
- (6) Extra Services;
- (7) Parking surface land and structures;
- (8) Public Building Service Fee; and
- (9) Joint Use: Space which is available for use by more than one GSA tenant agency.

12. Who is Responsible for Replacing Antiquated Telephone Systems When an Office Moves?

The following offices are responsible for replacing old telephone systems when an office moves:

Office	Responsible for:
a. Office of Administration	Field Offices, Central Office Duty Stations Denver Finance Center, Denver Human Capital Management
b. Chief Information Officer	Headquarters
c. Office of Capital Access	Loan Processing Centers, Commercial Loan Servicing Centers, Guaranty Purchase Center, Disaster Loan Servicing Centers, Disaster Loan Resolution Center
d. Office of Disaster Assistance	Disaster Program

13. Who is Responsible for Replacing Antiquated Telephone Systems Unrelated to an Office Move?

The following offices are responsible for replacing antiquated or inoperable phone systems:

Office	Responsible for:
a. Chief Information Officer	Headquarters and Central Office Duty

	Officer	Stations
b.	Office of Field Operations	Regional and District Offices
c.	Office of Capital Access	Loan Processing Centers, Commercial Loan Servicing Centers, Guaranty Purchase Center, Disaster Loan Servicing Centers, Disaster Loan Resolution Center
d.	Office of Disaster Assistance	Disaster Program
e.	Chief Financial Officer	Denver Finance Center

14. Who is Responsible for Paying Additional Security Services?

The cost for enhanced security services is the responsibility of each District and Disaster Office, where applicable, and is paid to Federal Protective Service (FPS) via form FPS 57 (T), *Security Work Authorization (SWA)*, (see Appendix 3), after approval by the Assistant Administrator for Administration.

15. May SBA Allow Employees to use Parking Spaces Not Required for Federally Owned and/or Leased Vehicles?

Yes. SBA may allow employees to use parking spaces where SBA, as part of the GSA lease for official space, has also paid for parking spaces not needed for federally owned and/or leased vehicles. See 41 CFR 102-74.290. The assignment of these vehicles will be as follows:

- (1) Severally handicapped employees.
- (2) Executive Personnel (Senior Executives, Regional Administrators, District Directors) and persons who work unusual hours.
- (3) Vanpool/car pool vehicles.
- (4) Privately-owned vehicles of employees that are regularly used for Government business at least 12 days per month and that qualify for reimbursement of mileage and travel expenses under government travel regulations.
- (5) Other privately-owned vehicles of employees, on a space-available basis.

Chapter 2

Obtaining Space

1. What are the Reasons for Requesting Space?

The Director, Office of Administrative Services will forward a request for space to GSA following consultation with the appropriate HQ Manager or Field Office Head. Space may be requested for the following reasons:

- a. **Program Expansion.** The upgrading of a field office from a branch office to a district office, or an increase in staff, or the need for an Alternative Work Site (AWS) generates the need for additional space.
- b. **Lease Expiration.** The end period of time covered by a lease.
- c. **Consolidation.** A consolidation of space to improve operational efficiency and effectiveness.
- d. **Forced Move.** GSA may request that the SBA relocate to accommodate the expansion or relocation of another agency.
- e. **Emergency Relocation.** An emergency relocation results from an extraordinary event that renders the current space unusable. In such cases, GSA will serve as the central coordinator in obtaining any approvals and funding authorizations required from the Office of Management and Budget and Congress.

2. What are the Requirements for Obtaining Space?

SBA must acquire space at locations that provide a quality workplace for all employees that is accessible to Federal agencies and the general public. SBA must adhere to the following criteria, whenever possible:

- a. Central business areas (CBAs) must be given preference. (See Executive Order 12072). The CBA is that area within the central city in a standard metropolitan statistical area (SMSA) or any non-SMSA that encompasses the community's principal business and commercial activities, and the immediate fringes thereof;
- b. Historic properties must be given preference. (See Executive Order 13006);

- c. Access to public transportation;
- d. Access to the public for SBA Assistance;
- e. Access to resource partners to facilitate a close working relationship;
- f. Handicap Accessible. The building must be handicap-accessible to public transportation and architectural barriers must not impede the movement of the physically handicapped to the facility;
- g. Parking. Space must be in an area where there are commercial parking facilities available at reasonable rates for visitors and employees.
- h. Heating and Cooling. Space must conform to the typical building standards for heating and cooling for that region of the country.
- i. Air Quality. Space must meet all applicable air quality measurements as established by the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and GSA.

GSA will ensure that buildings under consideration to house the SBA are free from asbestos and radon concern. Conformance with these types of issues is the responsibility of GSA. SBA field offices should report any deficiencies to OAS, who will inform the local GSA office.

- j. Smoking. SBA has a "smoke free" policy at all facilities. (See Executive Order 13058;
- k. Elevators. Suitable passenger elevator service must be provided that meets all applicable handicapped requirements. Freight service must be provided when there is substantial movement of supplies, equipment, or both, and the space is located above or below ground level. Suitable combination passenger/freight elevators may be acceptable on a case-by-case basis.
- l. Drinking Fountains. Chilled drinking water must be provided in convenient locations with a minimum of one fountain on each floor occupied.
- m. Lighting. Lighting must be provided throughout all office areas to produce and maintain a maximum of 50 foot-candles at work stations, 30 foot-candles in work areas, and 10-foot candles, but not less than 1 foot in nonworking areas. These requirements may be satisfied with fluorescent fixtures, direct or indirect task

lighting, ambient lighting, or any combination of the above, as appropriate with the type of furniture to be used.

- n. **Flooring.** Carpeting is preferred for all office space except in those areas where a resilient floor covering such as tile is required. Floor coverings should be of a color, pattern, or both, that minimizes the appearance of soiling. Carpeting should be replaced according to lease provisions in private space and approximately every 5 years in Federal buildings.
- o. **Acoustical Treatment.** Ceilings in all office areas should be covered with an approved acoustical material. In addition, sound proofing should be given to areas containing noise producing equipment.
- p. **Painting and Redecorating.** All areas should be painted prior to initial occupancy, with annual washing thereafter. Repainting in private space should be in accordance with lease provisions, normally not less than 5 years. In Federal buildings provisions should be made for repainting at 5-year intervals. This may vary from location to location per the individual lease.
- q. **Window Coverings.** Venetian blinds or other window coverings that provide an equal or superior level of light filtering or blockage should be provided on all windows.
- r. **Janitorial and Cleaning Services.** Services provided should be based on a cleaning schedule in accordance with lease terms. The cleaning schedule should include the following provisions:
 - (1) Offices, restrooms, and special purpose areas should be cleaned and trash removed daily. Carpets should be vacuumed at least once a week and floors should be washed at least once a month and waxed at least four times per year.
 - (2) Venetian blinds and other non-fabric window coverings should be dusted monthly and washed annually. Lighting fixtures and other high objects should be dusted monthly. Windows should be washed twice a year.
- s. **Security.** Adequate security must be provided to ensure the safety of SBA employees and visitors. Space occupied by SBA must be located and/or designed so that it can be totally secured by extra security guards or locked doors. (See Appendix 4, "*Space Compliance Checklist*").

3. What are the Procedures for Obtaining Space?

Upon receipt of a request for space, to include an AWS from the Field Office Head and/or Office of Field Operations, the Space Management Specialist (SMS) will forward the Field Office Head a *Space Requirements Development Guidelines and Questionnaire*. (See Appendix 5.) The Field Office Head must complete the questionnaire outlining the space requirements for the office in detail and include the delineated area, and return it to the SMS. The SMS will use the questionnaire to prepare the space requirements package for the Field Office Head's review and concurrence. The space requirements package includes:

- (1) SF 81, Request for Space, (See Appendix 6); and
- (2) Space Requirements Summary.

Once the Field Office Head concurs, the SMS must submit the completed space requirements package to the Director, Office of Administrative Services, for approval and will then forward it to GSA to locate suitable space for SBA. (See Appendix 7, *Estimated Timeline to Obtain and Occupy Space*).

4. What is a Delineated Area?

The delineated area is the specific boundaries within which the Field Office Head prefers GSA to locate suitable space to accomplish SBA's. It is determined by the following:

- a. Geographic service area for the office.
- b. Specific boundaries, wherever possible. The delineated area must be based on mission needs and must be a Central Business Area (CBA) or include part of a CBA. (See Chapter 2, paragraph 2)

5. What is the Procedure if an Office Prefers to be Located Outside the Central Business Area (CBA)?

- a. The Field Office Head must submit a written justification outlining the reasons for relocating outside the CBA to the Director, OAS. The request should be based on decision-making factors related to program mission and may include, but are not limited to, such items as:
 - (1) Geographic service area;

- (2) Travel time required to reach outlying field offices or inspection sites;
 - (3) Program needs that require close proximity to the location of courts, offices, or other agencies;
 - (4) Personnel hiring and retention as it relates to accomplishing program mission; and
 - (5) Proximity to other amenities such as eating facilities and public transportation.
- b. The Director, OAS will prepare and forward a written request for exemption to the CBA to GSA for approval.

6. How Does GSA Acquire Lease Space for SBA?

Upon review and approval of the SF 81 and supporting documents submitted by SBA, GSA performs the following:

- a. Forwards a draft Occupancy Agreement (OA) to Office of Administrative Services (OAS) for approval by the Director, Office Administrative Services;
- b. Advertises for Space;
- c. Solicits Offers;
- d. Develops and forwards a Solicitation for Offers (SFO), which outlines the specifications and requirements for the space to be procured, to the Director, Office of Administrative Services for approval;
- e. Conducts a Market Survey, in conjunction with the Field Office Head and SMS, of the facilities that respond to the advertisement and meet the requirements therein;
- f. Reviews and Evaluates Offers;
- g. Negotiates the lease;
- h. Prepares Lease Documents; and
- i. Awards Lease.

7. What Sources are used to Obtain Space?

GSA uses the following sources:

- a. **Vacant Space Inventory.** GSA will review the inventory of Federally-owned facilities within the delineated area to determine if suitable space is available;
- b. **Leasing of Privately-Owned Buildings.** If GSA determines that Government-owned space is not available, GSA will review Federal lease holdings for space that satisfies the Agency's requirements. If appropriate space is unavailable, GSA will procure leased space within the delineated area; and
- c. **Construction of New Government-Owned Facilities.** GSA may also elect to construct a new facility to meet Government space requirements within a region. New construction is used to consolidate a single agency at one location, or to consolidate a group of agencies in a single building. Construction of a new facility generally is used to meet long-range space requirements to accommodate the long lead time required for building construction.

8. What is an Occupancy Agreement?

An Occupancy Agreement is the written agreement between GSA and SBA stating the financial terms and conditions for a specific space assignment. It consists of four parts:

- a. Description of Space and Services outlining the square footage in both rentable and usable terms, number of parking spaces, type of space, building name and address and the term of occupancy;
- b. Terms and Conditions address the responsibilities of Public Building Service (PBS) and the customer agency;
- c. Financial Summary provides a preview of the SBA's rent bill; and
- d. Signature Page.

9 What is a Tenant Improvement Allowance?

Tenant Improvement (TI) Allowance means the dollar amount, including design, labor, materials, contractor costs (if contractors are used), management and inspection, that GSA will spend to construct, alter, and finish space for a customer agency (excluding

personal property and furniture, which are customer agency responsibilities) (See Appendix 8, *Responsibility for Relocation Expenses*) at initial occupancy. The dollar amounts for the allowances are different for each agency and bureau to accommodate agencies' different mission needs. The dollar amounts may also vary by locations reflecting different costs in different markets. The PBS bill will only reflect the actual amount the customers spend, not the allowance. The amount of the TI allowance is determined by GSA. Agencies can request that GSA revise the TI allowance amount by project or categorically for an entire bureau. The cost of replacement of tenant improvements is borne by the customer agency, i.e., amortized in rent. (See Appendix 9, *Typical Tenant Improvements*). It has two categories:

- a. General Component - the dollar amount per usable square foot to cover the cost of typical ratios of normal office space finish components, which take the space from "shell" to "vanilla" Office Space.
- b. Customization Component - the dollar amount per usable square foot to cover special items, preparations, or finishes which are not typical to all office space.

If the TI Allowance allotted to customize the space to the client's specifications is not sufficient to complete the space, SBA may pay the overage in a one-time lump sum, via an RWA.

10. What are the Procedures for Requesting Space for Temporary Disaster Offices?

In the event of a disaster, each Disaster Office Director must:

- a. Contact the local GSA offices regarding space needs when establishing a temporary disaster office;
- b. Notify OAS by telephone of the approximate square footage, estimated cost, anticipated personnel, and location of the disaster office being established; and
- c. Obtain an FMB Number for block 2 of form SF 81, and submit it to the GSA regional office with a copy to OAS.
 - (1) Every effort should be made to acquire free space from another Federal agency or donated space. If, however, donated space cannot be acquired, all negotiations with the lessor must be handled through GSA (see FPMR 101-17.002). When negotiations for donated space are affected, the SF 81, being forwarded to OAS, must stipulate free rental and any other terms of

agreement, that is, payment of electricity, heat, etc. A signed statement from the lessor must be obtained relating to the facts of an agreement for the agreement to remain in effect. Space should be accepted "as is." Construction and/or alteration of the space are not authorized.

- (2) If it is subsequently determined that a temporary disaster office shall become a permanent office of SBA, authority to request new space, modify existing space, or both reverts to the Director, Office of Administrative Services, and the procedures set forth in this SOP must be followed.

11. Can SBA Accept Donated Space?

Yes, SBA may accept donated space as long as it meets all Federal rules and regulations. The Office of General Counsel (OGC) must perform a conflict of interest determination prior to any solicitation and/or acceptance of space, to include temporary disaster space, as a gift to the Agency. A gift of space from a private lessor must go through OGC and the Office of Strategic Alliances' gift procedures. A lease agreement incorporating all GSA-required clauses must be executed by SBA and the donor.

12. What are the Procedures for Releasing Space?

The Director, Office of Administrative Services, must notify the appropriate GSA regional office as soon as possible, but at least 120 calendar days before vacating, giving a description of the space and the estimated date of release. The space to be released must be consolidated and readily assignable or marketable.

OAS will contact GSA to determine requirements before initiating alterations to the space. SBA is responsible for space charges until the date of release specified in the notification, or until the date space is actually vacated.

13. What are the Steps for Filing an Appeal Regarding a GSA Space Decision?

Once the final decision is made by GSA regarding the proposed site, SBA has the opportunity to appeal the decision. The process for filing an appeal is as follows:

- a. **Formal Review:** The HQ Manager or Field Office Head is responsible for preparing a request for formal review for the signature of the Director, Office of Administrative Services. The request for review must be in writing and must include all pertinent information and supporting documentation.

- b. **Initial Appeal:** The Director, OAS, may submit an appeal to the appropriate GSA regional administrator within 15 calendar days after receiving a decision to a request for formal review. The appeal must state, in writing, the basis for the request. GSA has 15 calendar days to respond to SBA's appeal.

- c. **Final Appeal:** Within 15 calendar days after SBA has been notified of the GSA regional administrator's decision, a final appeal may be filed by the Administrator of SBA to the Administrator of GSA. The GSA Administrator will render GSA's final decision within 30 calendar days of receipt of the appeal whenever possible. If additional time is required, the GSA Administrator will notify SBA of the date a decision will be made.

Chapter 3

Space Planning

1. What are the Phases of Space Planning?

Space planning consists of the following:

- a. **Programming Phase** – is the first phase in space planning and requires the Space Management Specialist (SMS) and the HQ Manager and/or the Field Office Head to gather data and conduct organizational analysis. The following data is necessary to determine adequate space requirements for an office:
 - (1) Organizational charts and descriptions that illustrate and describe the workings of a unit;
 - (2) Bubble diagrams that illustrate working relationships and adjacency requirements for employees and support areas within an organizational unit;
 - (3) Adjacency diagrams or matrices that illustrate proximity requirements and functional interactions between organizational units;
 - (4) Charts that indicate the level of visitors (public and employees of other Government agencies) received by organizational units; and
 - (5) Stacking plans that illustrate the preferred relationships of organizational units and building support areas within a facility. The stacking plan should reflect the actual building(s) to be occupied, or an ideal hypothetical building if the proposed facility is unknown.
- b. **Block Plan Phase** – is the second phase in space planning. It requires the SMS, the HQ Manager and/or the Field Office Head meet with the architect to develop a scale drawing depicting the following information to ensure the office requirements are met:
 - (1) Physical location of offices;
 - (2) Reception areas;

- (3) Conference rooms;
 - (4) Furniture; and
 - (5) Equipment.
- c. **Design Intent Drawings (DID) Phase** – is the third phase in space planning. It requires the architect to develop a scale drawing depicting the location of the built-in environment such as:
- (1) Wall outlets;
 - (2) Light switches;
 - (3) Lighting fixtures;
 - (4) Built-in cabinets;
 - (5) Telephone and data outlets; and
 - (6) Partitions.
- d. **Construction Document Phase** – is the fourth phase of space planning. This phase requires the architect to develop the construction drawings to obtain a permit for build out of the space, bids for the proposed work, and serve as working drawings for the construction. The construction document contains:
- (1) Demolition/construction plans illustrating existing walls and doors to be removed and new walls and doors to be constructed;
 - (2) Reflected ceiling plans showing the removal, addition and relocation of light fixtures, air returns, air defuses, sprinkler heads, and any other architectural or engineering features located in the ceiling;
 - (3) Telephone locations illustrating the location of phone instruments, outlets, and lines;
 - (4) Electrical requirements depicting the addition, subtraction, and relocation of electrical outlets, monuments, light switches, etc.;
 - (5) Furniture plans depicting the placement of furniture and equipment;

- (6) Computer cabling plans indicating the addition, subtraction, and relocation of computer cabling and the location of all computer hookups;
 - (7) Weight load plans showing the weight bearing capacity of floors;
 - (8) Mechanical plans depicting heating and air conditioning requirements;
 - (9) Wall covering and carpeting selections; and
 - (10) Draperies and other window coverings, etc.
- e. **Space Design Phase** - is the fifth phase of space planning. This involves making the space aesthetically pleasing. This includes, but is not limited to:
- (1) Choices of furniture and finishes;
 - (3) Wall coverings and paint;
 - (4) Floor coverings;
 - (5) Draperies and other window coverings;
 - (6) Graphics and artwork; and
 - (7) Signage.

2. What Services are Available for Layout and Design?

For a move or office reconfiguration, OAS contracts with GSA or an independent contractor to develop the layout and design the space. The SMS coordinates the following services agency-wide:

- a. **Initial Space Layout** - shows the specific placement of furniture, workstations, and equipment within new space assignment.
- (1) GSA provides space programming and/or layout services for:
 - (a) An initial/new space assignment;
 - (b) Expansion of an existing assignment; or

(c) A GSA-initiated move (No cost to SBA).

(2) SBA may also request other services in conjunction with initial layouts such as:

(a) Master planning;

(b) Macro-level programming; and

(c) Interior design.

b. **Other Services**

SBA may also request space programming, layout, and interior design services for space actions other than initial layouts, such as:

(1) Reconfiguration of an existing assignment;

(2) Alterations;

(3) Reductions;

(4) Consolidations;

(5) Requested relocations; and

(6) As-built drawings.

Such services are provided for on a reimbursable basis to GSA via GSA Form 2957, "Reimbursable Work Authorization" (RWA), (See Appendix 10) and must be approved by the Assistant Administrator for Administration.

3. **What are the Stages in Space Layout?**

The SMS, HQ Manager and/or the Field Office Head and GSA will use the following stages in the development of a space layout:

a. **Stacking Plan** - indicates floor assignments for each organizational unit. When developing a stacking plan, the office head should consider adjacency requirement

needs between organizational units. When determining adjacency needs consider such factors as:

- (1) Workflow;
- (2) Traffic flow;
- (3) Internal communication;
- (4) Employee supervision;
- (5) Access to support areas;
- (6) Immediate proximity;
- (7) Vertical adjacencies; and
- (8) Horizontal (same floor) adjacencies.

Adjacency requirements may be presented in adjacency diagrams that graphically illustrate the spatial and location requirements among units.

- b. **Block Plans** - are estimations of the space allocated to each unit and may be reconfigured during the space layout phase. To aid the architect in developing a block plan, the SMS, the HQ Manager and/or the Field Office Head should consider the following:
 - (1) **Public Contact.** Organizations with a significant number of visitors from outside the building should be situated near the elevator main entrance.
 - (2) **Adjacency Requirements.**
 - (3) **Support Areas.** Support areas such as copy rooms, file rooms, and cash collateral rooms (show weight bearing capacity of floors, number of file cabinets and safes, terminal areas, supply rooms, reference areas, reception areas, etc.) that service more than one organization on a floor should be easily accessible to all of the units served. Support areas for the entire facility should be situated near the elevators.
- c. **Space Layouts.** Following agreement on the block plans for each floor, space layouts are developed for each organizational unit. The SMS, the HQ Manager

and/or the Field Office Head should consider the following points to aid the architect in developing the layouts.

- (1) **Internal Adjacencies.** Typically personnel and support functions within the same unit should be grouped together to facilitate internal communication, workflow, supervision, and access to support equipment. Within the unit grouping, differing degrees of adjacencies may be required. For example, the supervisor may require an immediate proximity to the clerical staff and reception area; the clerical staff may have to be immediately adjacent to the files, storage cabinets, and reception area; and the professional staff may require close proximity to each other and a lesser degree of adjacency to the supervisor, clerical staff and support areas;
- (2) **Visitors.** Employees who receive visitors should be placed near the office entrance. Reception areas should be kept to the minimum size required;
- (3) **Private Offices.** Private offices are provided only when there is a demonstrated functional need and then they should be only large enough for the occupant to conduct normal business in an efficient manner and with a reasonable degree of dignity;
- (4) **Furniture and Equipment.** Unnecessary furniture and equipment must be excessed in a timely fashion in accordance with SOP 00 13, "Property Management;"
- (5) **Records.** All records must be retired in accordance with retention schedules. See SOP 00 41, "Records Management;" and
- (6) **Security.** Consideration must be given to the level of security needed. Requirements for locks, alarms, other security devices, and direct tie-ins to police and fire departments should be developed. OAS will coordinate with building management, GSA and the Federal Protective Service (FPS).

4. Are there Restrictions on Contracting Layout Services?

Yes. Prior to contracting for layout services when occupying GSA-controlled space, SBA must consult with GSA. GSA may provide requested services through use of in-house professional staff or contracted professional space planning firms.

5. **What Happens if Layout Services are not Available through GSA?**

The Director, OAS, may request a project waiver to directly procure layout services if GSA is unable to timely provide the requested services either in-house or by contract. The request must document the following:

- a. Unavailability of GSA-provided services;
- b. Basic scope of services required; and
- c. Name, location, and size of the project.

If the request is approved by the GSA regional office, OAS will consult with GSA on contract scope, tasks, and deliverables.

6. **Who Reviews and Approves the Space Layouts?**

All space layouts/design intent drawings for relocations, reorganization, and modifications to the space are reviewed by SMS and the Field Office Head; then approved by the Director, Office of Administrative Services, after the Management Board Member and Field Office Head, respectively, certifies that the plan meets their space needs before forwarding to GSA.

7. **Can Government Funds be Used for Personal Convenience Items?**

No, except when included in a design and construction plan for the Federal building, Government funds **may not** be expended for pictures, objects of art, plants, flowers, (both artificial or real), or any other similar type items intended solely for the personal convenience or to satisfy the personal desires of an official or an employee. These items fall into the category of “luxury items” since they do not contribute to the fulfillment of the Agency’s mission. When included in a design plan, all such items must be approved by the Director, Office of Administrative Services. (See 41 CFR 101-26.103-2).

Chapter 4

Conduct on Federal Property

1. What is the Smoking Policy for Federal Facilities?

Employees are prohibited from smoking tobacco products in all interior space owned, rented or leased by SBA, and in any outdoor areas under SBA control in front of air intake ducts. (See Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace").

2. What is the Policy Concerning Gambling?

Except for the vending or exchange of chances by blind operators of vending facilities for any lottery set forth in a State Law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 *et seq.*), all persons entering in or on Federal property are prohibited from:

- a. Participating in games for money or other personal property;
- b. Operating gambling devices;
- c. Conducting a lottery or pool; or
- d. Selling or purchasing of numbers tickets.

3. What is the Policy Concerning the Possession and Use of Narcotics and Other Drugs?

Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on Federal property are prohibited from:

- a. Being under the influence, using or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or
- b. Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

4. What is the Policy Concerning the Use of Alcoholic Beverages?

Employees are prohibited from being under the influence or using alcoholic beverages on Federal property.

5. What is the Policy for Posting and Distributing Materials?

All persons entering in or on Federal property are prohibited from:

- a. Distributing free samples of tobacco products in or around Federal buildings, under Public Law 104-52, Section 636.
- b. Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in 41 CFR §102-74.410, or when these displays are part of authorized Government activities. (See Article 13, Section 5 of the Master Agreement for posting or displaying of material pertaining to labor-management interests).
- c. Distributing materials, such as pamphlets, handbills, or flyers unless conducted as part of authorized Government activities.

6. What is the Policy Concerning Photographing Federal Space?

Except where security regulations apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

- a. Space occupied by SBA for non-commercial purposes only after written approval of the Director, Office of Administrative Services for HQs space or Field Office Head for field space;
- b. Space occupied by SBA for commercial purposes only after written approval of the Director, Office of Administrative Services for HQs space or Field Office Head for field space; and
- c. Building entrances, lobbies, foyers, corridors, or auditorium for news purposes.

7. What is the Policy Concerning Carrying Weapons on Federal Property?

Federal Law prohibits employees from carrying firearms or other dangerous weapons in Federal facilities and Federal court facilities not specifically authorized by Title 18, United States Code, Section 930. Violators are subject to fine and/or imprisonment for periods of up to five (5) years.

8. What is the Penalty for Violating a GSA Rule or Regulation on Federal Property?

A person found guilty of violating any of GSA's rules in Subpart C of 41 CFR Part 102.74 while on any property under the charge and control of GSA, shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

9. Can Anyone Use SBA's Public Area Space?

Any person or organization wishing to use a public area must file an application for a permit from the Federal agency building manager. Please see FPMR §120.74-470 for information required for permit.

Note: GSA Rules at 41 CFR 102.71, Subpart D, allows for the occasional use of public areas of public buildings for cultural, educational and recreational activities as provided by the Public Buildings Cooperative Use Act of 1976 (P.L. 94-541).

Appendix 1**Index to Forms and Reports**

<u>Form</u>	<u>Paragraph</u>
FPS 57 (T), "Security Work Authorization"	1-15
SF 81, "Request for Space"	2-3
GSA Form 2957, "Reimbursable Work Authorization"	3-2
 <u>Reports</u>	
Reserved	

Appendix 2 Definitions

1. Acceptance of Space - The certification and commitment from an agency to occupy space. Based on Agency acceptance, GSA may commit to the use of Government funds to award a lease, make a commitment for initial alterations, and/or establish a date of occupancy. The Agency is financially responsible for losses incurred by the Government caused by any failure to fulfill a commitment to accept space.
2. Acquisition of Work Space - The process of obtaining work space by purchase, lease, donation, exchange, eminent domain, construction, or any other means permissible by law.
3. Building Shell - The complete enveloping structure, the base-building systems, and the finished common areas (building common and floor common) of a building that bound the tenant areas.
4. Central Business Area (CBA) - The centralized community business area and adjacent areas of similar character, including other specific areas that may be recommended by local officials in accordance with Executive Order 12072. The central business areas are designated by local government and not by Federal agencies.
5. Delineated Area - The specific boundaries within which space will be obtained to satisfy an agency space requirement.
6. Federally-Owned Space - Work space, the title to which is vested, or will become vested, in the United States Government or which will vest automatically under an existing agreement.
7. Federally-Leased Space - Work space for which the United States Government has a right of occupancy by virtue of having acquired a leasehold interest.
8. Federally-Controlled Space - Work space for which the United States Government has a right of occupancy by ownership, by lease, or by any other means, such as by contract, barter, license, easement, permit, requisition, or condemnation, whether or not paid for. This does not include space owned or leased by private sector entities performing work on Government contracts.
9. Forced Move - The involuntary physical relocation, from one space assignment to another, of a customer housed in GSA-controlled space initiated by another customer agency or by GSA, before the expiration of a lease or an OA term.

10. General Use Space – All types of space other than “warehouse,” “parking,” or “unique” space. Examples of general use space are:
 - (a) Office and office-related space such as file areas, libraries, meeting rooms, computer rooms, mail rooms, training and conference, automated data processing operations, courtrooms, and judicial chambers; and
 - (b) Storage space that contains different quality and finishes from general use space, but that is within a building where predominately general use space is located.
11. GSA Controlled Space - Federally controlled space under the custody or control of GSA. It includes space for which GSA has delegated operational, maintenance, or protection authority to the customer agency.
12. Initial Space Layout - The specific placement of workstations, furniture, and equipment for new space assignments. These initial services are provided by GSA at no cost to the agencies, upon agency request.
13. Inventory - A summary, survey, or itemized list of the real property, and associated descriptive information that is under the control of a Federal agency.
14. Joint Use Space - Common space within a Federally controlled facility, not specifically assigned to any one agency, and available for use by multiple agencies, such as cafeterias, auditoriums, conference rooms, credit unions, visitor parking spaces, snack bars, certain wellness/physical fitness facilities, and child care centers.
15. Leased Space - Space for which the United Space Government has a right of use and occupancy by virtue of having acquired a leasehold interest.
16. Net Usable Space - The area to be leased for occupancy by personnel and/or equipment. It is determined by:
 - a. Computing the inside gross area of the space by measuring from the normal inside finish of exterior walls, or the room side finish of fixed corridor and shaft walls, or the center of tenant separating partitions;
 - b. Making no deductions for the columns and projections enclosing the structural elements of the building;
 - c. Deducting from the gross area toilets and lounges; stairwells; elevators and escalator shafts; building equipment and service areas; entrance and elevator lobbies; stacks and shafts; and fully enclosed convectors when the housing rests

on the floor and each end abuts a column or wall; and

- d. Deducting from the gross area corridors in place. If the building's corridor system does not provide ready access to all rooms required, a deduction for corridors will be made in an amount equal to 10 percent of the remaining gross area after deducting items in letter (c) above. The area of corridors within the gross area would apply against the 10 percent factor.
17. Occupiable Area - That portion of the gross area which is available for use by an occupant's personnel or furnishings including space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars.
 - a. Occupiable area does not include that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply and issue rooms.
 - b. Ceiling-high corridors solely serving a single space assignment are occupiable.
 - c. Occupiable area is computed by measuring from the occupant's side of ceiling high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector occupies at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of the partitions.
18. Office Support Area - All supplemental workstations and those specific and discreet areas constructed as office space and used to meet mission needs outside the Agency's requirements for housing personnel, such as public-oriented or centralized reception, hearing or meeting facilities, service, inspection, distribution, storage or processing activities. Such space is most cost-effectively collocated with normal office space.
19. Personnel - The peak number of persons to be housed during a single shift, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, and contractual employees, budgeted vacancies, and employees of other agencies who are housed in the space assignment.
20. Request for Space - A written or electronically submitted document or an oral request within which an agency's space needs are summarized. A request for space is requisite for development of an OA. Thus, it must be submitted to GSA by a duly authorized official of the customer agency, and it must be accompanied by documentation of the customer's agency's ability to fund payment of required Rent charges.

21. Rentable Square Footage – This generally includes square footage of areas occupied by customers plus a prorated share of floor common areas such as elevator lobbies, building corridors, public restrooms, utility closets, and machine rooms. Rentable square footage also includes a prorated share of building common areas located throughout the building. Examples of building common space include ground floor entrance lobby, enclosed atrium, loading dock and mail room.
22. Space Assignment - A transaction between GSA and a customer agency that results in a customer agency's right to occupy certain GSA-controlled space, usually in return for customer agency payment(s) to GSA for use of space.
23. Space Inspection - A reconnaissance-type evaluation by GSA of the manner in which assignments are being utilized to determine whether a utilization survey is warranted.
24. Space Planning - The process of using recognized professional techniques of space programming, planning, layout and interior design to determine the best internal location and the most efficient configuration for agency space needs.
25. Space Program of Requirements - The summary statement of an agency's space needs. These requirements will generally include information about location, square footage, construction requirements, and duration of the agency's space needs. They may be identified in any format mutually agreeable to GSA and the agency.
26. Space Utilization Survey - The process of employing recognized professional techniques to determine how efficiently an agency is utilizing its work space, and to verify that space is being used in accordance with the Federal Property Management Regulations.
27. Work Space - Federally-controlled space in buildings and structures (permanent, semi-permanent, or temporary) that provides an acceptable environment for the performance of agency mission requirements by employees or by other persons occupying it.
28. Workstation - A location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. Secondary or shared workstations are part of the office support area.

Appendix 3 (Chapter 1-14) FPS 57 (T), "Security Work Authorization"

SECURITY WORK AUTHORIZATION		1. DATE OF REQUEST	2. SWA AGREEMENT NUMBER <i>(FPS Use only)</i>		
3A. NAME OF AGENCY		4. WORK SITE <i>(Primary worksite)</i>			
3B. AGENCY/CUSTOMER BPN/DUNS NUMBER					
3C. AGENCY/CUSTOMER ORDER NUMBER					
5A. AGENCY CONTACT NAME					
5B. CONTACT'S TELEPHONE NO.	AREA CODE	PHONE NUMBER	EXT.		
5C. CONTACT'S E-MAIL					
5D. CONTACT'S FAX NUMBER	AREA CODE	PHONE NUMBER			
6. DESCRIPTION OF REQUESTED WORK:					
CHECK AS APPROPRIATE		7. REQUESTED WORK DATES		8. AGENCY BOAC CODE	
<input type="checkbox"/> 9. Plans Attached		A. START			
<input type="checkbox"/> 10. Modification		B. COMPLETION		11A. AGENCY FINANCE BILLING ADDRESS	
12A. BILLING TYPE	12B. BILLING TERMS	13. AGENCY CERTIFIED AMT			
14A. AGENCY LOCATION CODE		14B. FISCAL STATION NUMBER (DOD ONLY)	14C. REQUISITION ID #		
14D. FUND CODE #/REAS SYM		11C. CITY		11D. STATE	11E. ZIP CODE
14E. AGENCY ACCOUNTING DATA: (LIMITED TO 130 CHARACTERS)			14F. AGENCY FUND YEAR:		15B. EXP. DATE
X			2005		15A. CREDIT CARD NUMBER
16A. CERTIFYING OFFICIAL'S SIGNATURE			16B. DATE		16C. TYPE OF CARD
					16D. CARD HOLDER'S NAME
16C. NAME OF SIGNER <i>(Type or Print)</i>			17. CERTIFYING OFFICIAL'S PHONE NUMBER		
			AREA CODE	PHONE NUMBER	EXT
FOR FEDERAL PROTECTIVE SERVICE USE ONLY					
18. BRIEF PROJECT DESCRIPTION (LIMITED TO 25 CHARACTERS)		19. FFMS BUDGET PROJECT		20. STAR TASK CODE	
21. Action (Check One) <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/> COMPLETE					
22A. ORGANIZATION CODE	22B. BUILDING NUMBER	22C. PROGRAM ELEMENT	22D. O/C	22E. TOTAL	
23A. FPS APPROVING OFFICIAL'S SIGNATURE		23B. DATE	22F. GRAND TOTAL		
23D. E-MAIL ADDRESS: Valerie.Lutz@fps.gov		23C. TELEPHONE NUMBER			
23E. SIGNER'S NAME <i>(Type or Print)</i> Valerie A. Lutz		AREA CODE	NUMBER	EXT.	
		303	238-7931	228	
24A. CERTIFICATE OF COMPLETION SIGNATURE		23F. SELLER/FPS BPN/DUNS NUMBER			
24B. SIGNER'S NAME <i>(Type or Print)</i>		24C. COMPLETION DATE			

Federal Protective Service

FPS 57 (T)

KEEP A COPY FOR YOUR RECORDS AND FORWARD ONE COPY TO YOUR OBLIGATING/PAYING OFFICE
 Instructions For SWA Form

1. Enter date of work request.
 2. For FPS Use Only. Enter Security Work Authorization Number.
 - 3A. Enter Requesting Agency Name.
 - 3B. Enter Agency/ Customer BPN/ DUNS number; for military agencies, this is the DODAAC number.
 - 3C. For Ordering Agency Use Only. Enter Agency/ Customer Order Number; references this purchase. For example, it is the agency internal control number.
 4. Enter location where work is to be performed.
 - 5a-e. Enter information regarding the agency's representative responsible for the project (Agency contact name, telephone number, address, fax number, E-mail address). Representative must have authority to make decisions regarding the project.
 6. Enter a concise statement of work to be done, including location where work is to be performed.
 - 7a-b. Enter agreed upon project start and completion dates.
 8. Enter receiving agency BOAC code.
 9. Check if agency plans are attached.
 10. Check if submittal is a modification to an existing SWA.
 - 11a-e. Enter the appropriate billing address information.
 - 12a. Enter billing type: I = Interfund, C = Credit Card, P = Pre-paid, O = IPAC/GOTS
 - 12b. Enter billing terms: A = Advance, M = Monthly, Q = Quarterly.
 13. Enter the total dollar amount approved for funding.
 - 14a. Enter the eight (8)-character agency location codes. (Treasury Pay-station Designator).
 - 14b. For DOD ONLY - Enter the Fiscal Station Symbol.
 - 14c. Mandatory for Internal Revenue Service Customers; optional for all others. Enter the appropriate agency requisition ID number.
 - 14d. Mandatory for IPAC. Effective 10/1/03, all IPAC billings require a Treasury Account Symbol. If FPS Interfund customer, please enter Fund Code.
 - 14e. Enter agency accounting information (Limited to 130 characters).
 - 14f. Enter fiscal year of agency funds.
 - 15a. Enter credit card number or phone the appropriate FPS official with this information.
 - 15b. Enter expiration date.
 - 15c. Enter the type of credit card.
 - 15d. Enter Credit Card Holder's name.
 - 16a-c. Enter signature, name and date of authorized agency representative, certifying the validity of the order and the availability of funds.
 17. Enter the certifying official's phone number.
- For FPS use only**
18. Enter a brief project description. (Limited to 25 characters)
 19. Enter Budget Project Code to be used in FRMS ACCS.
 20. Enter STAR task code to be used for TSA system.
 21. Check the appropriate action block.
 22. Enter the organization code, building number, program element, object class, and dollar amount.
 - 23a-f. Enter the signature, name, date, e-mail address, and telephone number of the FPS Approving Official and FPS BPN/DUNS number.
 - 24a-c. Enter the certificate of completion signature, certifying name, and completion date.

ATTACHMENT - FOR MULTIPLE BUILDINGS/MULTIPLE FUNCTION

Organization Code	Building Code	PROGRAM ELEMENT	O/C	Total

**Appendix 4
(Chapter 2-2)
Space Compliance Checklist**

SPACE COMPLIANCE CHECKLIST				
#	ITEM	<input type="checkbox"/> Y	<input type="checkbox"/> N	DATE
1.	Central Business Areas (CBAs) must be given preference over all other areas.			
2.	Accessible to public transportation.			
3.	Accessible to the public for SBA Assistance.			
4.	Accessible to resource partners to facilitate a close working relationship.			
5.	Building is handicapped accessible to public transportation and architectural barriers must not impede the movement of the physically disabled.			
6.	Building is in an area where there are commercial parking facilities at reasonable rates for visitors and employees.			
7.	SBA parking spaces are limited to one for severely handicapped, Senior Executives, RA, DD, and each official Government vehicle permanently assigned to the office.			
8.	Building conforms to the typical building standards for heating and cooling for that region of the country.			
9.	Building meets all applicable air quality measurements as established by EPA, OSHA, and GSA.			
10.	Building is free from asbestos and radon.			
11.	SBA has a "smoke free" policy at all facilities.			
12.	Building provides suitable passenger elevator service that meets all applicable handicapped requirements.			
13.	Building provides freight service when there is substantial movement of supplies, equipment, or both, and the space is located above or below ground level.			
14.	Building provides chilled drinking water in convenient locations with a minimum of one fountain on each floor occupied.			
15.	Building provides lighting throughout the office areas to produce and maintain the required lighting.			
16.	Carpeting is preferred for all office space except in those areas where a resilient floor covering such as tile is required.			
17.	Ceilings in all office areas should be covered with an approved acoustical material.			
18.	Office areas should be painted prior to initial occupancy.			
19.	Building provides window treatment for all windows.			
20.	Janitorial and cleaning services provided should be based on a cleaning schedule in accordance with lease terms.			
21.	Building provides adequate security to ensure the safety of SBA employees and visitors.			

**Appendix 5
(Chapter 2-3)
Space Requirements Development Guidelines and Questionnaire**

SECTION I INTRODUCTION

Agency/Bureau: _____
 Location Requested: _____ (City/State) _____

Delineated area (in smaller towns this will normally be citywide. In larger cities it will normally be the central business area (CBA) unless you have a requirement otherwise. If other than city wide or CBA, outline delineated area by streets and provide justification).

SECTION II SPACE REQUIREMENTS

Date required: _____

Maximum firm term of lease: () 5 years () 10 years () other (specify)

Number of Occupants		Occupied square feet		
<u>Male*</u>	<u>Female*</u>	<u>Offices</u>	<u>Storage**</u>	<u>Special Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Needed to determine toilet facility requirements.

** "Storage" means non-air conditioned space with low lighting level and no carpet. A room for office forms or related items that is finished as office is classified as office.

Is there a seasonal peak staffing level? () Yes () No
 Approximate maximum number _____

Will multiple occupancy work stations be used? () Yes () No

SECTION III. LOCATION CONSIDERATION

Must your space be on contiguous floors? () Yes () No
If yes, please explain on a separate sheet.

Must your space be located on one floor only? () Yes () No
If yes, please explain on a separate sheet.

Must you be located on a particular floor? () Yes () No
If yes, please explain on a separate sheet.

Must your space be located in one contiguous block without being split by a corridor?

() Yes () No If yes, please explain:

Maximum or minimum floor size? _____

Identify any other agencies which you must be located near and explain why:

Identify any agencies you should not be located near and explain why:

SECTION IV. STRUCTURAL REQUIREMENTS

Will you have a ceiling height requirement in excess of 8 feet? () Yes () No

If yes, please explain: _____

Will you have an unusual floor load requirement, such as power files, safe, central file rooms or libraries? () Yes () No

If yes, please explain. List equipment (weight and size) to be housed.

SECTION V. TRANSPORTATION

How many parking spaces will be required for official use vehicles? (Parking for employees is not authorized except as required by local codes). _____

Is Bus service required? () Yes () No
If yes, how close to nearest bus stop? _____

Will a loading dock be required? () Yes () No

What size trucks will it have to accommodate? _____

Will it have to be enclosed? () Yes () No

Will a freight elevator be required? () Yes () No

Briefly describe warehousing operation requiring loading dock & freight elevator.

SECTION VI. ARCHITECTURAL

Partitioning

List the rooms you expect to need in the space below with remaining open area the last line item. Be sure that the total square footage including the open area, matches the total square footage listed under the space requirements section. (If additional space is required, please use this format on a separate sheet). Partition height will be slab to slab (s/s); ceiling high (c/h), 6' high or acoustical screens (a/s).

No. of Area Rooms of Each	Total Sq. Ft.	Partition Height	Intended Use	Stc

Partitions: Sound Conditioning

This means walls constructed to reduce or prevent the transmission of normal office should have a STC (sound transmission coefficient) of 37. A conference or hearing room will require a STC of 40 to 45. In rare instances where discussions occur which could have harmful effects on the government if overheard, a STC of 50 may be required. Requirements for stick-on acoustical wall tiles, acoustical panels or other requirements to reduce noise level within a room should be listed on a separate sheet.

Partitions: Folding

If a folding wall will be required, please provide information on size, use, and stc on separate sheet.

Floor Covering

Standard floor covering for office space is carpet. If something else, such as vinyl tile is required for a storage or file room, outline the requirements here:

Window Treatment

Standard window treatment is either lined drapes or thin slat blinds. List your preference here:

SECTION VII. MECHANICAL, ELECTRICAL, PLUMBING

Laboratory

If Laboratory space is required, please attach requirements on separate sheets.

Plumbing

If sink or other plumbing is required, please list here:

Electricity/Telephones

Number of standard duplex electric outlets required: _____

Number of telephone outlets required: _____

Special electrical requirement (other than computer - include special requirement for photocopiers, remote computer terminals, etc. Include information on voltage, amperage, cycle phase, if separate or isolated circuit type of ground (if special) special, outlet requirements or any other requirements. Also include information on BTU's of heat generated by equipment).

SECTION VIII. SERVICES AND UTILITIES

Do you have a requirement for a flag pole? () Yes () No

If yes, please explain:

What are your normal hours of operation? _____

Will overtime access and utilities be required? () Yes () No

If yes what frequency? _____

SELECTION IX. FIRE SAFETY

Do you have any special fire safety requirements? () Yes () No

If yes, outline below or if more room is needed, on a separate sheet:

SECTION X. SECURITY REQUIREMENTS

List special security requirements (if any) such as location within building, slab to slab walls, vaults, special guard requirements, special locks, internal locks, alarm systems, etc:

SECTION XI. COMPUTER ROOM

Will you require a computer room? Yes No

If no, proceed with Section XII. If yes, approximately what size (square feet)?

Will the computer room require a raised floor? Yes No

What live load should the floor support (pounds per square foot)? _____

What are the maximum and minimum temperatures allowed in the computer room?

Maximum _____ Minimum _____

What are the maximum and minimum humidity ranges in the room?

Maximum _____ Minimum _____

Will these environmental conditions have to be maintained 24 hours a day? Yes No

Will any equipment be cooled from an under the floor system? Yes No

Please list each piece of equipment to be located in the computer room along with the operating BTU's of heat output and complete electrical requirements of each item. Electrical information should include the following: voltage; amperage; phase; grounding requirements, if separate or isolated circuit; hard wired or plug in. List on separate sheet.

Where equipment will plug in to a wall outlet (or floor outlet), please tell us if the computer equipment vendor, your agency or GSA is to furnish the outlets.

Where GSA will furnish, please provide complete specifications of electrical outlets, including catalog numbers:

Will you require a portable power center? () Yes () No

Who will furnish signal cable to interconnect computer equipment? _____

If furnished by GSA, please provide complete specifications and quantities, and let us know if cable can be spliced.

Who will hook up computer cable? _____

Who will plug in or hard wire the computer equipment?

Will cable runs to remote terminals be required? () Yes () No

Will an emergency power supply be required? () Yes () No

If yes, please describe: _____

Will an uninterruptible power supply be required? () Yes () No

If yes, please describe: _____

Will you require any convenience-type electrical outlets in the computer room for test equipment? () Yes () No

Will this room require a telephone outlet or special telephone line? () Yes () No

How many people will normally be present in the computer room? _____

SECTION XII. SPECIAL REQUIREMENTS

Do you have a requirement for interior view windows? () Yes () No

If yes, list number, size and distance from bottom edge to floor: _____

What is the average number of people expected to attend meetings? _____

List any other special requirement not already covered:

By (signature) _____

Authorizing Official

Date

Appendix 6 (Chapter 2-3) Standard Form 81, "Request for Space"

REQUEST FOR SPACE <small>(See instructions on reverse)</small>		1. DATE	2. AGENCY REQUEST NUMBER	3. LOCAL AGENCY CONTACT (Name)	PHONE NO.	4. AGENCY MARKET SURVEY REPRESENTATIVE (Name)	PHONE NO.
TO: GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE			6. FROM: AGENCY NO., STREET CITY & STATE ZIP CODE		7. FOR: AGENCY ADDRESS ZIP CODE BUREAU CODE		
NO., STREET CITY & STATE ZIP CODE		8a. GEOGRAPHIC SERVICE AREA			8b. DELINEATED AREA		
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUING REQUIREMENTS <input type="checkbox"/> EXPANSION <input type="checkbox"/> REDUCTION		10. TERM OF OCCUPANCY FROM (mo. & yr.) TO (mo. & yr.)			11. TOTAL NO. OF PERSONNEL TO BE HOUSED		
12. SPACE REQUIREMENTS					13. SPECIAL REQUIREMENTS AND SERVICES (see attached)		
OFFICE	TYPE OF SPACE		NO. OF PERSONNEL	SQ. FT. PER PERSON	SQ. FT.	TOTALS	
	a. PRIMARY OFFICE AREA						
	OFFICE SUPPORT AREA						
	OFFICE SPACE SUBTOTAL						
	b. ST 1 GENERAL STORAGE						
	c. ST 3 WAREHOUSE STORAGE						
	d. STORAGE SUBTOTAL (Lines b, c)						
	e. SP 1 LABORATORY & CLINIC						
	f. SP 2 FOOD SERVICE AREA						
	g. SP 3 STRUCTURALLY CHANGED						
STORAGE	h. SP 4 AUTOMATED DATA PROCESSING						
	i. SP 5 CONFERENCE & TRAINING						
	j. SP 6 LIGHT INDUSTRIAL						
	k. SP 7 QUARTERS/RESIDENTIAL HOUSING						
	l. SPECIAL SUBTOTAL (Lines e-k)						
	m. TOTAL SPACE REQUIRED (Lines a, d, & l)						
	n. OPEN LAND (Total acres)						
SPECIAL	o. ST 2 INSIDE PARKING (No. of spaces)						
	p. OUTSIDE PARKING (No. of spaces)						
	q. TOTAL PARKING SPACES (Lines o, p)						

14. AGENCY CERTIFICATION
 I certify that this request is accurate and complete; is for the minimum amount of space required; is in compliance with FPMR 101-17, including all laws and executive orders governing the location of space; and that funds are available for payment of rent, moving expenses, telecommunication expenses, and any related reimbursable costs.

SIGNATURE _____ PHONE NO. _____ DATE _____

PRINT NAME AND TITLE _____

15. FOR GSA USE ONLY (Action by Authorized GSA Official)

GOVT CONTROLLED SPACE TO BE ASSIGNED

NO GOVT SPACE AVAILABLE LEASING ACTION PLANNED

UNIQUE AGENCY SPACE DETERMINED - SEE ATTACHED

AGENCY AUTHORIZED TO ACQUIRE SPACE UNDER ITS OWN AUTHORITY

COMMENTS ATTACHED

SIGNATURE OF AUTHORIZED GSA OFFICIAL _____ PRINT NAME AND TITLE _____

SPACE REQUEST NO. _____ DATE RECEIVED _____

NAME OF GSA REGIONAL CONTACT _____ PHONE NO. _____

minus add on not usable
 this form was electronically produced by Elite Federal Forms, Inc.

**Appendix 7
(Chapter 2-3)
Estimated Timeline to Obtain and Occupy Space**

ESTIMATED TIMELINE TO OBTAIN AND OCCUPY SPACE
--

- | | |
|---|------------|
| • SBA prepare/submit space requirements (SF-81) to GSA | 2-3 weeks |
| • GSA prepares a Solicitation For Offers (SFO) for SBA's review | 1-4 weeks |
| • SBA review and evaluate SFO | 7-10 days |
| • GSA advertise SBA's space requirements | 2-4 weeks |
| • GSA/SBA perform market survey | 1 week |
| • GSA receives Offers | 2 months |
| • Best and Finals | 1-2 months |
| • Lease Negotiated/Signed | 2 months |
| • Design Space | 2 months |
| • Construction | 3-4 months |

**Appendix 8
(Chapter 2-9)**

RESPONSIBILITY FOR RELOCATION EXPENSES

A summary of relocation situation and identification of the responsible party (GSA, SBA, or displaced Agency) for the different types of expenses is as follows:

<u>MOVE SITUATIONS</u>	<u>SUPPLEMENTAL LEASE AGREEMENTS</u>	<u>MOVING COSTS</u>	<u>TELECOM.</u>
SBA Expansion			
1. Available Contiguous	GSA	GSA	SBA
2. Unavailable Contiguous	GSA	GSA	SBA
3. Split Assignment	GSA	GSA	SBA
4. Displaces SBA			
A. SBA	GSA	Expanding Agency	SBA
B. Expanding Agency	GSA	SBA	Displaced Agency
Lease Expiration	GSA	GSA	SBA
Consolidation			
1. At Lease Expiration	GSA	GSA	SBA
2. GSA Directed	GSA	GSA	SBA
Emergency Relocation	GSA	GSA	SBA

Appendix 9
(Chapter 2-9)
Typical Tenant Improvements

With the exception of the certain security improvements listed below, tenant improvements constitute everything that is not in the shell or that changes the shell. Typically they consist of:

- Electrical and telephone outlets and wiring from the tenant demised premises to the building core.
- Carpet or other floor covering; raised access flooring.
- Plumbing fixtures with the demised premises and connection to the building core.
- Partitioning and wall finishes.
- Doors (included suite entry), sidelights and frames, and hardware.
- Millwork.
- Fire alarm wiring from building core to tenant space and then within tenant space; pull stations; strobes' annunciators; and exit signage within the demised premises.
- Thermostats.
- Window treatments.
- Supplemental power, cooling or heating (above the open office plan layout capacities provided in base building) higher rates of air exchanges – (if it entails additional or upgraded air handling equipment); pathogen control systems; and all other special HVAC components required by specific tenant needs.
- Adjustments or repositioning of sprinkler heads so as not to conflict with tenant's particular office partition layout; additional sprinklers required by local code to meet tenant's layout, or ceiling grid adjustments and consequent repositioning of sprinkler heads to the center of ceiling tiles.
- Tenant signage in the common corridor and within the tenant's demised area. (An overall tenant directory in the building lobby is part of the building shell).
- Changes (moves) or additions to the open plan lighting pattern, or to the open HVAC distribution network (e.g., additional ductwork, ceiling diffusers, etc., to accommodate individual office layout.)
- Upgrades or changes to building standard items, such as plaster or vaulted ceilings, specialty lighting, and upgraded ceiling tile.
- Structural enhancements to base building to support non-conventional floor loads, such as a library. (The cost for structurally changed space is no longer born by the tenant through a continuing premium rent charge).
- Private bathrooms, private elevators, or staircases within tenant spaces.

- Security systems and features within tenant space are part of tenant improvements; specialty security systems and features for the entire building requested by tenants (usually through the building security committee) are neither building shell nor tenant improvements. They are separate capital investment in the property and charged to agencies as part of the building specific security charge.

Appendix 10 (Chapter 3-2) GSA Form 2957, "Reimbursable Work Authorization"

REIMBURSABLE WORK AUTHORIZATION <i>(See Instructions on Page 3)</i>				1. DATE OF REQUEST	2. INVAIT/EMERGENCY AGREEMENT NO. (GSA USE ONLY)
3A. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER		3B. AGENCY/CUSTOMER ORDER NUMBER		4. WORK SITE	
5. NAME OF AGENCY					
6A. AGENCY CONTACT NAME					
6B. CONTACT'S TELEPHONE NO.					
6C. CONTACT'S E-MAIL				6E. CONTACT'S ADDRESS	
6D. CONTACT'S AREA CODE		6D. CONTACT'S PHONE NUMBER			
6D. CONTACT'S FAX NUMBER		6D. CONTACT'S PHONE NUMBER			
7. DETAILED DESCRIPTION OF REQUESTED WORK					
CHECK AS APPROPRIATE		10A. BILLING TYPE	10B. BILLING TERMS	11. REQUESTED WORK DATES	
8. PLANS ATTACHED				A. START:	
9. MODIFICATION				B. COMPLETION:	
13A. AGENCY LOCATION CODE	13B. FISCAL STATION NUMBER (DOD ONLY)	13C. REQUISITION IDENTIFICATION NUMBER		14A. FED CODE (GSA ONLY)	14B. AGENCY BUREAU CODE
13D. FUND CODE/TREASURY SYMBOL				14A. AGENCY FINANCE BILLING OFFICE	
13E. AGENCY ACCOUNTING DATA (Limited to 25 characters)			13F. AGENCY FUND YEAR	15B. STREET ADDRESS	
13G. FUND TYPE (Check one)			16C. CITY		16D. STATE
<input type="checkbox"/> ANNUAL APPROPRIATION <input type="checkbox"/> NO-YEAR APPROPRIATION <input type="checkbox"/> MULTI-YEAR APPROPRIATION			16A. SIGNATURE OF CERTIFYING OFFICIAL		16E. ZIP CODE
All special funding and procurement requirements of the Requiring Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requiring Agency, have been disclosed to the General Services Administration; and all internal reviews/approvals required by the Requiring Agency prior to placing the requirement with the General Services Administration have been completed.			16B. DATE		16C. NAME OF SIGNER (Type or Print)
			17A. CREDIT CARD NUMBER		17B. EXPIRATION DATE
17D. NAME OF CARD HOLDER			18. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		
			AREA CODE	PHONE NUMBER	EXTENSION
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER ONLY			19. PEGASYS DOCUMENT NUMBER	20. PEGASYS ACCOUNTING LINE NUMBER	
NOTE: General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Part 102-85.					
FOR GENERAL SERVICES ADMINISTRATION USE ONLY					
21. PROJECT NUMBER	22A. ORGANIZATION CODE	22B. BUDGET ACTIVITY CODE	22C. CUSTOMER BILLED OFFICE ADDRESS CODE	22D. CORRESPONDENCE SYMBOL	
23. BRIEF PROJECT DESCRIPTION (Limited to 25 characters)					
24. ACTION (Check one)			25. PLEASE CHECK IF APPROPRIATE		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/> COMPLETE			<input type="checkbox"/> COST BREAKDOWN ATTACHED <input type="checkbox"/> MULTIPLE BLDG./FUNCTION (See reverse)		
<input type="checkbox"/> 26. FIXED PRICE APPLIES			<input type="checkbox"/> 27. GUARANTEE APPLIES		28. AGREED UPON COMPLETION DATE
GENERAL SERVICES ADMINISTRATION				GSA FORM 2957 (REV. 8/2006)	

