



September 26, 2011

LAC-2011-11

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER
OFFICE OF LEASING – PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Appendix D, *Fire Protection and Life Safety*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** The Realty Services Letter PQ-2005-04, *Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition*, dated May 4, 2005 is cancelled.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-11 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Appendix D, *Fire Protection and Life Safety*

This chapter issues revised Fire Protection and Life Safety (FPLS) procedures and requirements to reduce potential delays in the lease acquisition process while still providing customers with a level of safety they expect from GSA.

This approach relies on the Leasing Specialist screening out non-compliant buildings early in the lease market survey process while still maintaining a limited number of FPLS requirements that are unique to PBS (for example, means of egress, automatic fire sprinkler system, and fire alarm system). The approach also permits a Leasing Specialist to forego the need for an Offeror to provide a FPLS submittal package of information to the regional fire protection engineer for a technical FPLS review if the building meets the limited number of FPLS requirements that are unique to PBS and if the building has a valid certificate of occupancy complying with any edition of the International Code Council, International Building Code (IBC). In addition, leases less than 10,000 rentable square feet located on the first floor of a building will be permitted without a FPLS review.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Appendix D, Fire Protection and Life Safety	None	D-i – D-18

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.