



GSA Public Buildings Service

# National Business Space Assignment Policy

Office of Real Property Asset Management

May 2009



## Preface

The National Business Space Assignment Policy will aid in the understanding of how General Services Administration's Office of Public Buildings Service (GSA PBS) assigns space.

This document replaces the previous version titled Business Assignment Guide, dated May 2005.

This document must be read in its entirety for a full understanding of the components and their relationships needed to accurately assign space.

The reader notes and illustrations have been included throughout this document to assist all readers.

The Spatial Data Management (SDM) notes are included to assist the regional SDM programs as further clarification when assigning space.

Additionally, there are appendices, references, and contacts at the end of this document to provide the reader assistance with understanding the concepts.

Deviations from this policy must be approved by GSA Central Office, Office of Real Property Asset Management (RPAM). The contacts for the SDM National Team are listed in *Section 7: Contacts*.



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# 1 | Overview and Purpose

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## Overview

The General Services Administration (GSA), Public Buildings Service (PBS) is mandated by Congress to charge rent to tenants occupying space in owned and leased buildings. To accomplish this, PBS must first measure and assign the space as set forth in this policy.

This policy document is to be used as the authoritative guideline for space assignment within PBS's federally owned and leased inventory, unless otherwise noted in this document. This revision replaces all previous versions of the PBS Business Assignment Guides.

PBS's National Business Space Assignment Policy establishes current PBS practices for the assignment of space within the federally owned and leased inventory. It provides readers with the methodology and information necessary for the correct assignment of space.

Additionally, this policy document provides details and illustrations of how PBS uses the commercial American National Standards Institute (ANSI) and Building Owners and Managers Association International (BOMA) Standard Method for Measuring Floor Area in Office Buildings (ANSI/BOMA Z65.1) as the foundation for space measurement and assignment.

PBS measures space in usable square feet following ANSI/BOMA definitions. PBS bills agencies for their space on the basis of rentable square footage for easy comparison with market equivalents.

PBS's measurement and assignment principles are not entirely compliant with ANSI/BOMA measurement standards. For example, PBS uses a PBS Specific category in conjunction with ANSI/BOMA's categories. This document provides the details and illustrations showing how PBS's assignment and measurement processes relate to and differ from ANSI/BOMA processes.

The following are GSA's deviations from the ANSI/BOMA standard:

- For rent billing, there is no differentiation between Building Common and Floor Common. Both types of common area are considered the same in calculating the Rentable/Usable (R/U) ratio.
- Introduction of Nonassignable space by PBS.
- Joint Use space is Usable space housing building amenities (e.g., child care, fitness, shared conference centers, cafeteria). For these types of space, GSA distributes the rental costs to all building users based upon each user's prorated share of building occupancy.



## Purpose

The purpose of the PBS National Business Space Assignment Policy is to promote consistency and accuracy within PBS's space assignment business practices throughout GSA.

The Spatial Data Management (SDM) Program is GSA's national effort to create, update, and maintain its spatial data and associated Computer Aided Design (CAD) floor plans to accurately reflect the national federally owned inventory.

SDM CAD floor plans are the basis for the assignment data and square footage information that PBS uses for tenant rent bills. The creation and maintenance of drawings supports accurate rent bills for customer agencies.

The SDM program also aids in the performance and utilization of each asset while identifying the most efficient and cost-effective way to house Federal employees.

The PBS Office of Real Property Asset Management (RPAM) provides national program support to the regional SDM programs through:

- Implementing the PBS Business Space Assignment Policy
- Maintaining SDM National Business Process Flows
- Coordinating significant SDM projects

GSA has 11 regions, each of which has a SDM regional program coordinator. The regional SDM programs reinforce efficient management of GSA's real estate portfolio. Asset managers, realty specialists, and property managers must have accurate inventory and assignment information through the regional SDM programs. The SDM drawings produced under the national program provide a graphic record of the PBS building inventory and can also be used as a planning tool and reference for building projects.

# 2 | How PBS Assigns Space

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## 2.1 PBS SDM Assignment Drawings

Spatial assignment architectural drawings are the end result of measuring and assigning space. The drawings are used to accurately show the occupancy of space and the existing square footage using calculations based on a modified interpretation and implementation of ANSI/BOMA. Refer to the PBS Space Assignment Diagram on the next page for an illustration of how space is assigned in conjunction with the following description of the diagram:

To produce drawings with space assignments, the SDM process of measuring buildings is started by determining the Gross of the building, which is the total constructed area of a building.

The Construction area, which is the wall thickness measured from the exterior wall of the building to the interior dominant portion, is deducted from the Gross of the building to get the Gross Measured Area, which is the remaining spaces within the building.

All Nonassignable square footage is subtracted and used for tracking purposes only. This includes ANSI Category 04–Vertical Penetrations which corresponds to GSA Space Type Circulation Vertical. Also included is ANSI Category 05–PBS Specific which corresponds to GSA Space Types Construction area (as defined above), Structured Parking, and Unsuitable for Occupancy.

The remaining areas of the building are rentable and include Usable, and Common Areas which follow the ANSI categories with PBS implementation of Space Types.

ANSI Category 01–Office Area (Usable area), GSA breaks out ANSI Category 01–Office Area into two sub-categories: Assignable and Joint Use. Assignable spaces include spaces that are assigned, committed, and vacant. Joint Use includes spaces that are Building Joint Use, Lease Joint Use, Community Joint Use and Facility Joint Use.

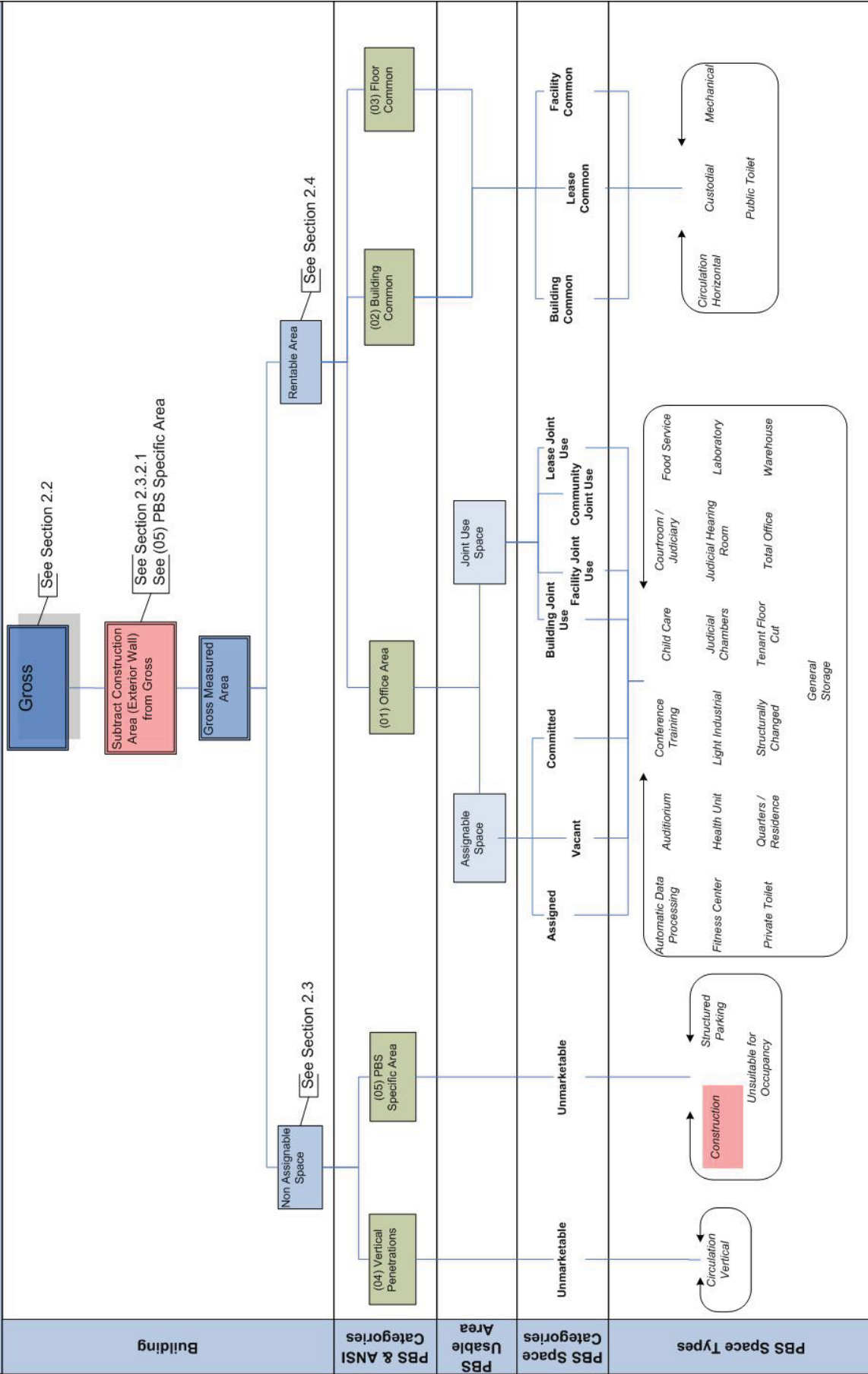
*Reader Note: PBS uses the term Usable area to include Assignable and Joint Use space.*

ANSI Category 02–Building Common, includes PBS Building Common, Facility Common, and Lease Common.

ANSI Category 03–Floor Common, includes PBS Building Common and Lease Common.

Both ANSI Categories 02–Building Common and 03–Floor Common include Circulation Horizontal, Custodial, Mechanical, and Public Toilet.

**PBS Space Assignment Diagram**





## 2.2 Gross of Federally Owned and Leased Buildings

### Federally Owned Buildings

The Gross is the total constructed area of a building; it is the sum of all spaces on all floors of a building measured to the exterior enclosed or partially enclosed walls. Gross Measured Area is the sum of Nonassignable space and Rentable area.

**Calculation: Nonassignable space + Rentable area = Gross Measured Area**

The following enclosed areas are included in Gross Measured Area:

- Office floors
- Atriums on all floors
- Finished basements and subbasements
- Mezzanines or interstitial areas
- Mechanical equipment floors
- Penthouses
- Structured Parking and vehicular ramps
- Finished crawl spaces (inaccessible or accessible)
- Attic space
- Loading docks within the building line
- Tenant Floor Cuts

The following partially enclosed areas are included in Gross:

- Parking structures
- Loading docks within the building line
- Tenant (or multi-tenant) covered balconies
- Covered terraces
- Covered walkways
- Covered arcades within the building line

*Reader Note: For inclusion in the Gross calculation, partially enclosed areas must have a slab or roof above and a slab or foundation below and be within the building line. Exceptions or rulings on unique situations will be reviewed and determined by Central Office Real Property Asset Management.*

The following areas are excluded from Gross:

- Unenclosed areaways
- Unenclosed walkways
- Unenclosed stairs
- Unenclosed spaces
- Unexcavated spaces
- Unfinished crawl spaces (inaccessible or accessible)
- Unexcavated basements

*SDM Note: Spaces excluded from Gross should be indicated with text on the drawing to show how the space is used. Exceptions or rulings on unique situations will be reviewed and determined by Central Office Real Property Asset Management. Contacts for the SDM National Team are listed in Section 7: Contacts.*

## Leased Buildings

Space in leased buildings is measured and assigned using the same principles and practices as in federally owned space. In leased buildings where the Government is the sole tenant, the Gross equals the total tenant-occupied space.



**ILLUSTRATION 2.2-1:** The shading depicts the Gross of this floor plan. This floor layout depicts required elements that are included in the Gross.



**ILLUSTRATION 2.2-2:** Basement with unfinished crawl space and unexcavated space. Shading depicts the Gross of this floor plan. Floor plan layout depicts elements for a basement with unfinished crawl space and unexcavated space associated with that level that are excluded from the Gross.

## 2.3 Nonassignable Space

Nonassignable spaces are measured Unmarketable areas within a building and are included in the Gross Measured Area. This includes Structured Parking, Circulation Vertical, and Unsuitable for Occupancy. The square footage for the Construction area is included in the Gross and not included in the Gross Measured Area.

*Reader Note: Private elevators and stairs are assigned and charged to tenants. Public elevators and stairs are not assigned or charged to tenants. Parking is assigned and charged based on the number of parking spaces a tenant uses and not by square footage.*

**Calculation: Gross – Rentable area = Nonassignable space**

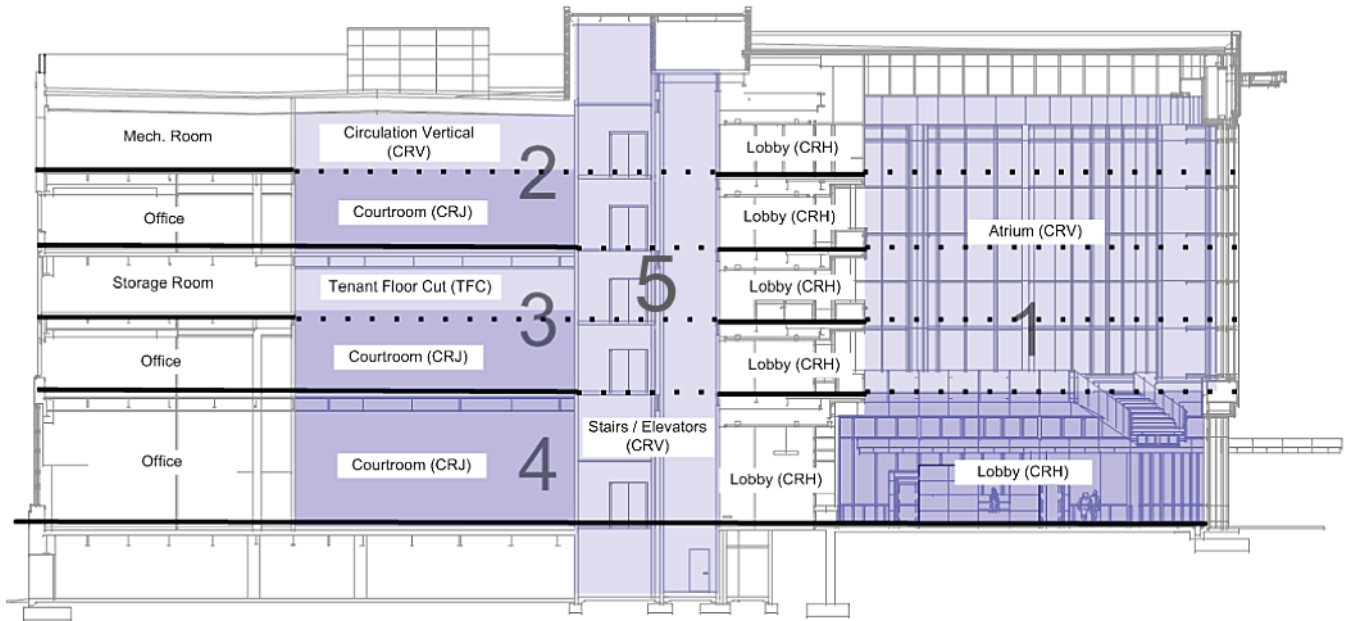
*Reader Note: Please see illustrations 2.3-1 and 2.3-2 for examples of Nonassignable space.*



**ILLUSTRATION 2.3-1:** Shaded areas depict Nonassignable space.



**ILLUSTRATION 2.3-2:** Basement floor plan with Structured Parking. Shaded spaces depict Unmarketable space.



**ILLUSTRATION 2.3-3:** Section view of a building.

The shaded areas depict five examples of floor penetrations with their specific assignments. These assignments are determined by the rules listed below.

The atrium space (1) at its lowest level is designated as lobby and is assigned as Building Common, and classified as Circulation Horizontal (CRH). The upper four floors of the atrium are Vertical Penetrations, classified as Circulation Vertical (CRV), and not included within the rentable space calculation.

The courtroom space (2) is a double-height courtroom with slab penetration adjacent to mechanical space. Here, the lowest level is classified as Courtroom Judiciary (CRJ). The upper level of the courtroom is a vertical penetration designed or used by a specific tenant; however, as it opens into a mechanical space, it is classified as Circulation Vertical (CRV) and is not a part of the tenant's Usable space.

The courtroom space (3) is a double-height courtroom with slab penetration adjacent to a storage room. Here, the lower level is classified as Courtroom Judiciary (CRJ). The upper level of the courtroom is a vertical penetration required by a specific tenant and is classified as Tenant Floor Cut (TFC). It is included within the tenant's Usable space calculation, because the space would otherwise be Usable space if it were not for the floor penetration.

The courtroom space (4) is a double-height courtroom on a floor where the slab-to-slab measure is double-height for the entire floor. Here, the courtroom is classified as Courtroom Judiciary (CRJ). The upper portion of the courtroom is not charged.

The stairs and elevators (5) are classified as Circulation Vertical (CRV) as there is no slab between floors and is not Usable space unless designed for or used by a specific tenant.

## Vertical Penetrations

Vertical penetrations are openings that penetrate the slabs between floors for the use of supporting stairs, elevators, flues, pipes, and ducts. They must be 9 square feet or greater.

Types of vertical penetrations include:

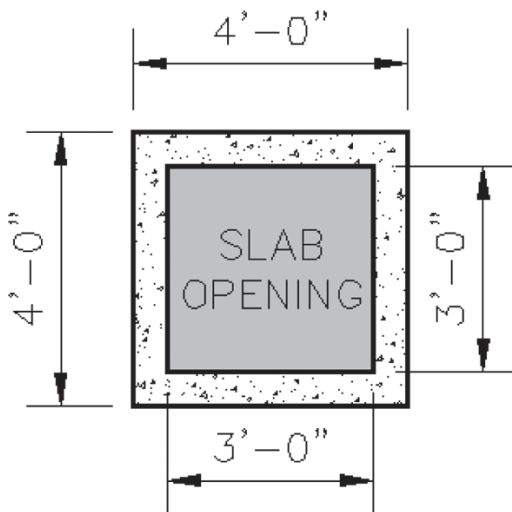
*Reader Note: The following list is assigned the space type Circulation Vertical (CRV).*

- Atrium spaces above the finished floor
- "Open to Below" spaces
- Elevator shafts and pits
- Chimneys
- Public stairwells
- Return/supply air chases
- Vertical ducts
- Pipe shafts
- Lightwells

Types of vertical penetrations do not include:

*Reader Note: The following list is assigned the space type Mechanical (MCH).*

- Sleeved slabs
- Plumbing lines
- Electrical cables
- Telephone distribution lines



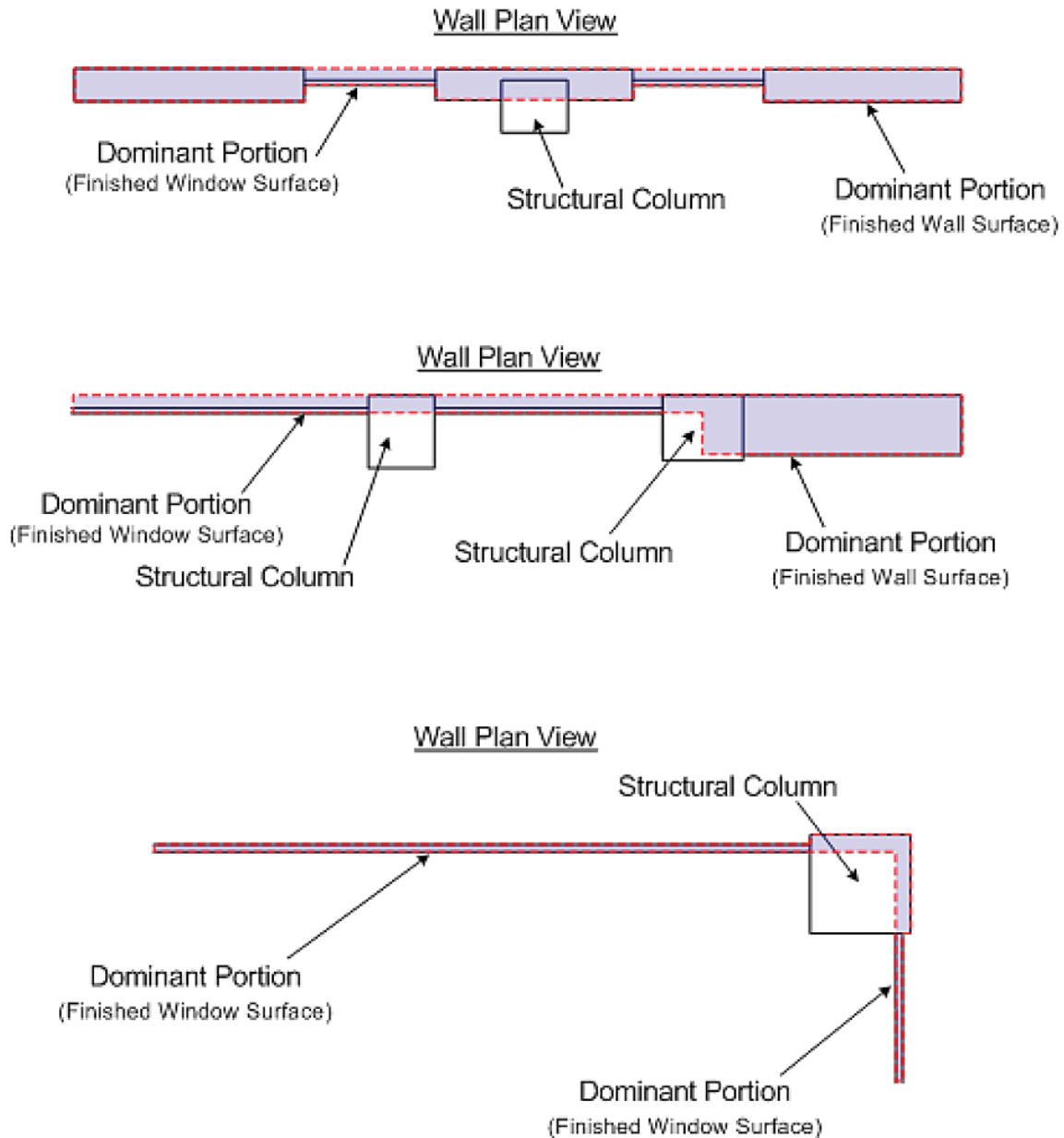
**ILLUSTRATION 2.3-4:** This is an example of an opening that is 3' x 3' with a 10" wide wall enclosure. Measuring the opening from inside surface to inside surface, the total area of the opening itself is 9 square feet, so it is large enough to be assigned as a Vertical Penetration.

## PBS Specific

PBS Specific is a category PBS has defined for addressing Unmarketable areas of a building. The Unmarketable areas of a building include Construction area, Structured Parking areas, and Unsuitable for Occupancy.

### Construction Area

Construction area is the thickness of the outside wall, measured from the interior dominant vertical portion to the exterior dominant vertical portion of the building.



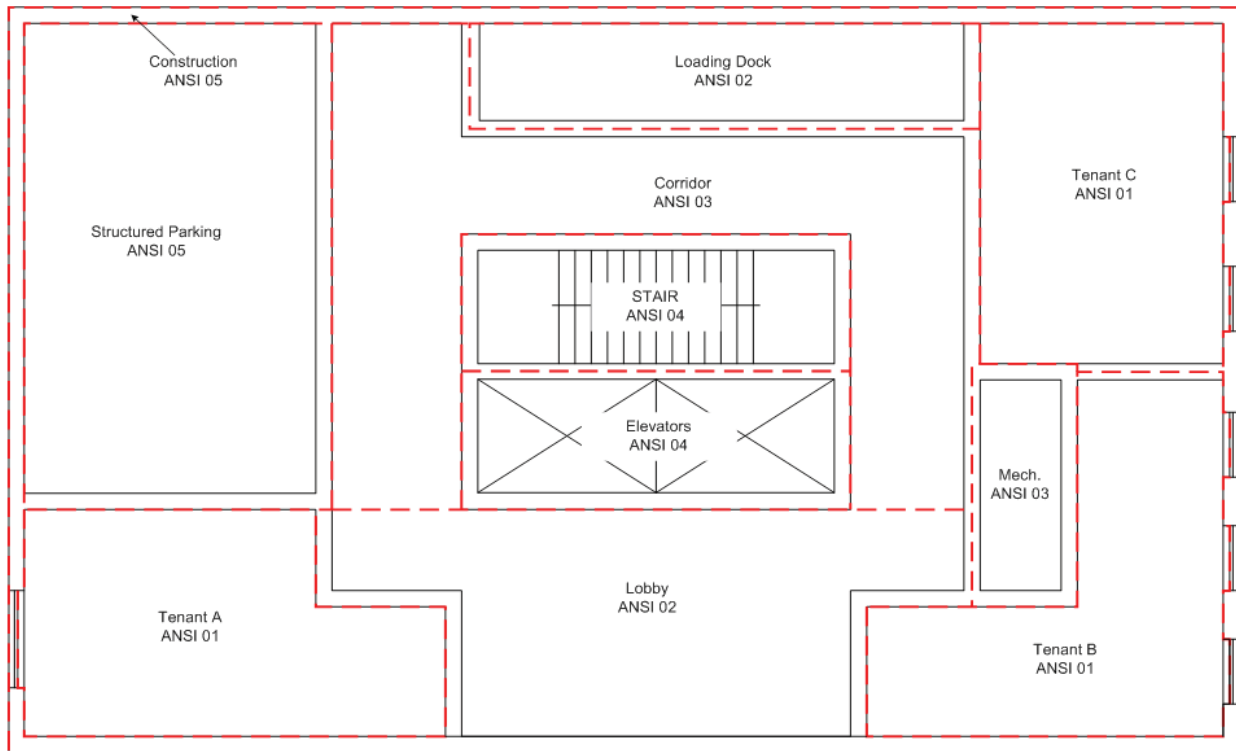
**ILLUSTRATION 2.3-5:** Three examples with shaded spaces in blue showing Construction area.



## Structured Parking

Structured Parking is a partially or fully enclosed parking area that resides within a building or as a standalone parking structure.

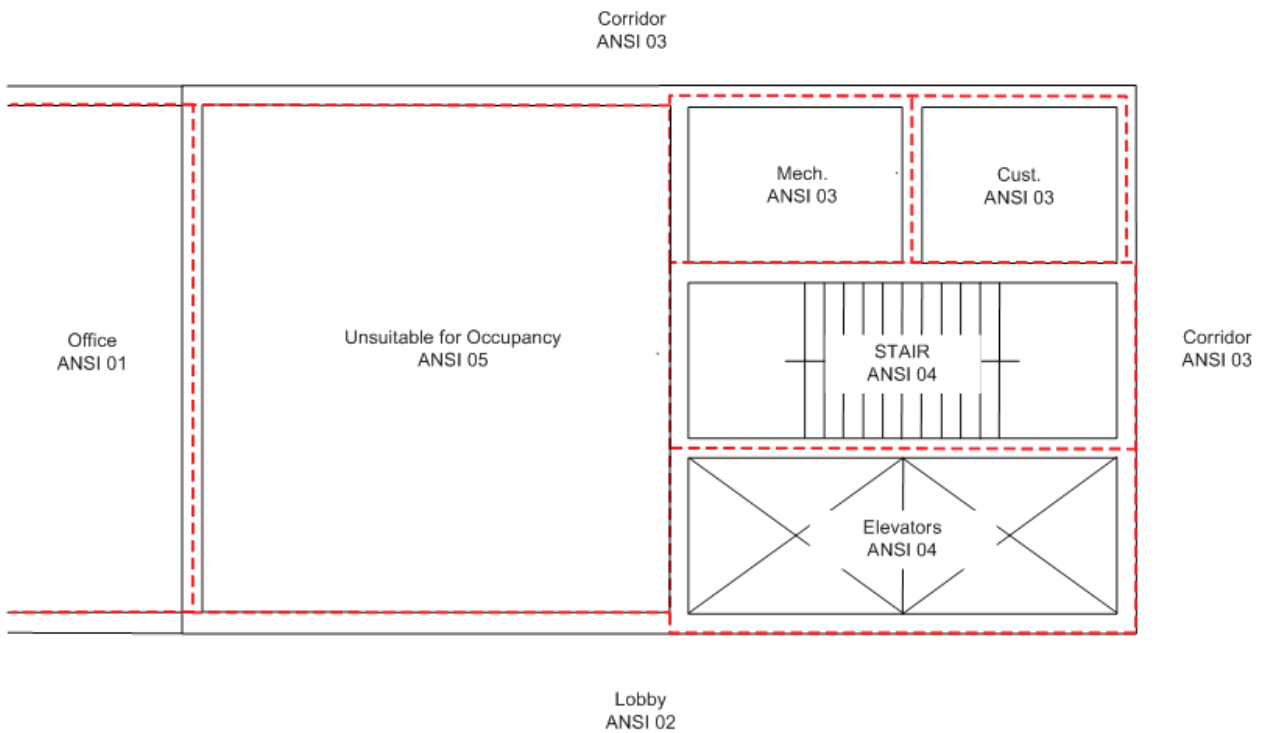
*Reader Note: Parking is assigned and charged based on the number of parking spaces a tenant uses and not by square footage.*



**ILLUSTRATION 2.3-6:** Example of a floor plan showing Structured Parking that resides within a building.

### Unsuitable for Occupancy

Unsuitable for Occupancy (UFO) is space in a building that cannot be used for or easily converted to Usable space.



**ILLUSTRATION 2.3-7:** Example of a floor plan showing Unsuitable for Occupancy (UFO).

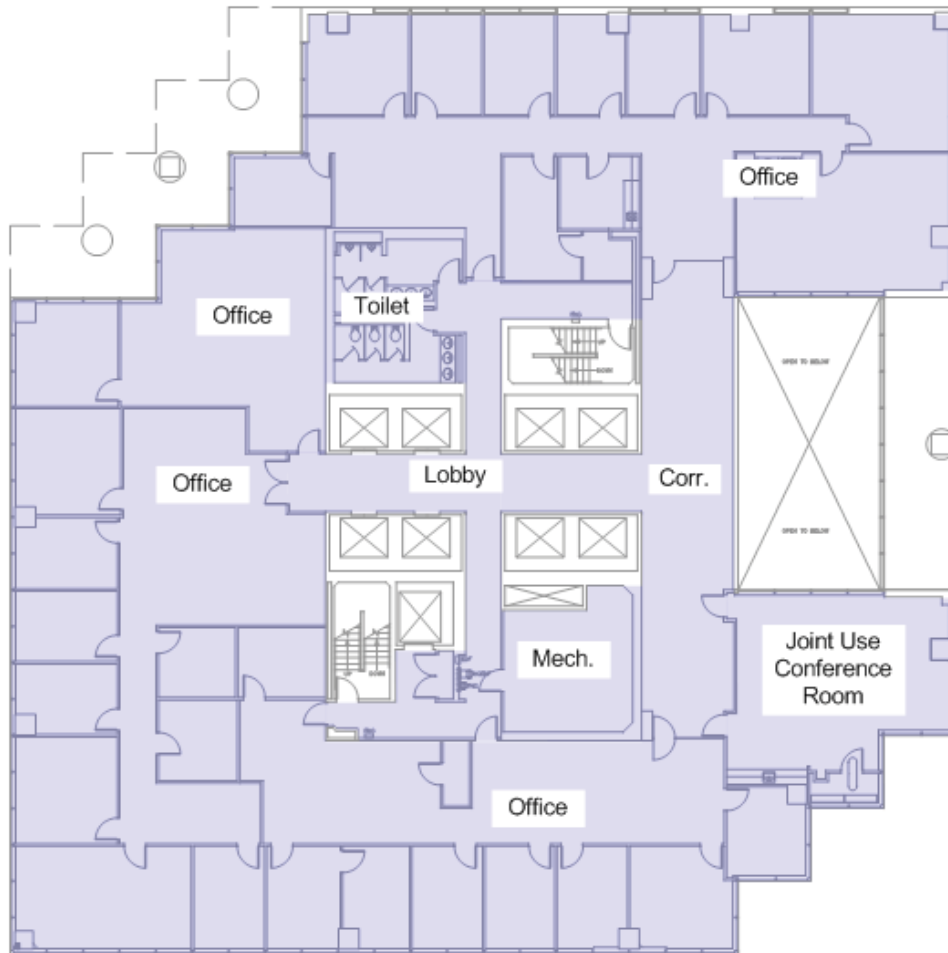
## 2.4 Rentable Area

Rentable area is the total amount of space a tenant can occupy or use within a building and the respective share of Common area related to the Usable area.

Rentable area is used to determine how much rent a tenant will pay.

**Calculation: Common area + Usable area (Assignable space + Joint Use) = Building Rentable area**

Usable area x Building R/U = Tenant Rentable area



**ILLUSTRATION 2.4-1:** Shaded space depicts the building's Rentable area in this floor plan.

## Office Area (Usable Area)

Office area (Usable area) is area Assignable to a specific tenant and includes Joint Use areas that can be utilized by all tenants.

*Reader Note: PBS uses the term Usable area to include Assignable and Joint Use space.*

### Calculation: Assignable space + Joint Use space = Usable area

Specific examples of Assignable space are:

- Space used or leased by a single tenant as primary office.
- Space used or leased by a single tenant as primary storage space.
- Space used or leased by a single tenant as private telephone closets, uninterrupted power supply rooms, or mechanical rooms.
- Private toilets for the use of one tenant agency that are part of their program of requirements and not part of building shell.
- Private loading docks within the building line.
- A corridor designed or utilized for a tenant's use and control.
- Vertical penetrations designed for or used by a specific tenant that are assigned and measured as though the slab exists. These spaces include courtrooms, auditoriums, stages with fly-lofts, private elevators, communicating stairs between floors, dumbwaiters, and air shafts for laboratory hood exhausts.

*Reader Note: Please refer to section 2.3.1 Vertical Penetrations in this document for an illustration of vertical penetrations.*

- Property Management Office (PMO)

*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4766. If the space is classified as support for the building to function, the space is Floor Common or Building Common.*

- Maintenance and contractor space used specifically to support or service the building.

*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4762. If the space is classified as support for the building to function, the space is Floor Common or Building Common. For delegated buildings, space is assigned to the tenant agency with which GSA has the delegation agreement.*

## Joint Use

Joint Use spaces are public good amenities available for use by all tenants of a building, lease, facility, or community. An amenity designed for, used by, or converted for use by a single tenant (as determined by one agency/one bureau code) is considered a tenant amenity and accordingly is a tenant assignment and not Joint Use. There are exceptions to this rule: child care centers, cafeterias and Randolph Sheppard stands in non-delegated owned buildings are assigned as Joint Use. If there are multiple tenant agencies (multiple agency bureau codes), the amenities are assigned as Joint Use.

*SDM Note: GSA's occupancy within a building or facility does not constitute an agency that would impact the assignment of an amenity to a single tenant.*

There are four types of Joint Use:

**Building Joint Use:** Amenities housed in the building are available to only the tenant agencies in the building. In the case of leased buildings with multiple leases, if the amenities are available to all the Federal tenants in the building, the space is assigned as Building Joint Use.

**Community Joint Use:** Amenities such as child care centers or cafeterias housed in one building and are available to tenant agencies in neighboring buildings.

**Facility Joint Use:** Amenities are shared among two or more buildings that are designated as a facility within the inventory system.

**Lease Joint Use:** Amenities housed in the lease and are available only to the tenant agencies in the lease. In the case of leased buildings with multiple leases, if amenities are available to only the Federal tenants in one lease, the space is typically assigned as Lease Joint Use.

Typical examples of Joint Use space include the following:

- Library
- Cafeteria
- Fitness center
- Conference room/center
- Credit union
- Child care
- Health unit



**ILLUSTRATION 2.4-2:** Shaded area depicts the Usable area (Assignable space plus Joint Use space) of this floor plan.

## Common Area

Common area is defined as the area of the building that provides services, support, and horizontal circulation to building tenants. Assignable space is not included in the calculation of Common area. Building services, support, or circulation for a specific tenant are assigned to that tenant.

There are two types of Common area: floor and building. Floor Common are areas that only pertain to a specific floor of a building, such as corridors. Building Common areas pertain to all floors of a building, such as elevator lobbies. PBS measures Building Common and Floor Common the same as ANSI/BOMA; however, unlike ANSI/BOMA, PBS combines the two to determine the building's R/U Factor. The R/U Factor is used in calculating a tenant's prorated share of Common area.

The sum of all Common (floor + building) area within a building is included in the Rentable area calculation.

The R/U is Rentable divided by Usable to determine the Rentable to Usable ratio.

**Calculation: Rentable ÷ Usable = R/U Factor**



**ILLUSTRATION 2.4-3:** Shaded space depicts Common area of a floor plan.

## Building Common Area

Building Common areas provide services or circulation to all building tenants. Parking, vertical penetrations, and portions of loading docks that fall outside the building line are not included in the definition of Building Common area.

Examples of Building Common areas are:

- Atrium spaces at the finished floor level.
- Main and auxiliary lobbies that are used by all tenants in the building and that lead to the main entry-level elevator lobby.
- Mechanical service areas that support multiple floors.
- Mechanical service areas that support the entire building.
- Tenant support or security area such as concierges, security desks/check points, and fire control rooms.
- Support areas such as custodial storage, custodial shop areas, janitorial closets, and electrical, telephone, mechanical, and equipment rooms that support multiple floors in the building, and storage for recyclables or dumpsters that serve the building.
- Fully enclosed courtyards at the finished floor level.
- Toilets and their associated vestibule and plumbing chases provided as part of building shell.
- Spaces used for the sole purpose of supporting or servicing building operations.
- Guard and building monitoring stations.

*SDM Note: Please contact the National SDM Team for assignment of guard and building monitoring stations.*

- Property Management Office (PMO)

*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4766. If the space is classified as support for the building to function, the space is Floor Common or Building Common.*

- Maintenance and contractor space used specifically to support or service the building.  
*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4762. If the space is classified as support for the building to function, the space is Floor Common or Building Common. For delegated buildings, space is assigned to the tenant agency with which GSA has the delegation agreement.*

## Floor Common Area

Floor Common areas provide services or circulation to tenants on that floor.

Typical examples of Floor Common are:

- Public corridors.
- Elevator lobbies.
- Support areas such as custodial storage, janitorial closets, and electrical, telephone, mechanical, equipment rooms, and storage for recyclables or dumpsters that serve a floor.
- Toilets and their associated vestibule and plumbing chases provided as part of building shell.



## 2.5 Zero Square Feet

Zero Square Feet items are not measured and have no square footage associated with them. They are identified on drawings with a symbol or text for informational purposes only. A tenant can be assigned Zero Square Feet items and charged a fee.

Examples of items with Zero Square Feet:

- Antennas
- Boat docks
- Bridges
- Kiosk
- Land
- Other
- Railroad crossing
- Wareyard



# 3 | PBS Business Rules for Space Types and Space Categories

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## 3.1 Space Types and Space Categories for Assignable and Joint Use Space

All space assignments need to have a Space Type and a Space Category association.

Space Types are used within the PBS inventory system to identify a room's build-out. The three-letter Space Type acronyms are the entries recognized within the PBS inventory system.

Space Categories are used within the PBS inventory system to identify a room's status of occupancy. The two-digit Space Category numbers are the entries recognized by the PBS Inventory system.

*SDM Note: Data matrices for the application of Space Types and Space Categories can be found in appendix A.*

### **Assignable and Joint Use Space Types**

#### **ADP—Automatic Data Processing**

Space with the following features: raised floors, LAN cabling distribution, electric, and above-standard heating, ventilating, and air conditioning (HVAC).

ADP may have, but is not required to have the following features:

- Isolation transformers
- Emergency shutdown control switches
- Uninterruptible power supplies
- Audible and visual alarms
- Special security locks
- Supplemental fire suppression systems

#### **AUD—Auditorium**

Space with features such as stages, stadium seating, ceilings exceeding 10'-0" (typically with tenant floor cuts), audio visual equipment, increased floor loading, and above-standard lighting and HVAC, and is larger than 400 square feet.

#### **CFT—Conference/Training**

Space with features such as special audio-visual equipment, soundproofing, chair rails, paneling, marker boards, blackout curtains, and supplemental lighting and HVAC. Spaces can include conference rooms, training rooms, hearing rooms, and libraries. These spaces do not meet Judicial Hearing Room (JHR) requirements.

### **CLD–Child Care**

Space specifically built for child care use with features such as above-standard flooring, indoor play area, and laundry facilities.

*SDM NOTE: Spaces inside a Child Care unit are classified by the build-out of the space. All Child Care space has a room name of Child Care for querying purposes.*

### **CRJ–Courtroom/Judiciary**

Spaces with features such as ceilings that exceed 10'-0" (typically with tenant floor cuts), column spacing that exceeds 30 feet on center, above-standard lighting and HVAC, extensive millwork and cabinetry, or unique ceiling ornamentation/plane changes. Spaces can include courtrooms for the U.S. District Court, U.S. Tax Court, U.S. Claims Court, U.S. Magistrate Judges, U.S. Court of Appeals, and Bankruptcy Court.

### **FDS–Food Service**

Space dedicated to preparing, dispensing, and consuming food. Spaces can include cafeterias, snack bars, vending machine areas, and private kitchens with plumbing.

*SDM NOTE: A food service area (when it is part of a larger room) is to be measured at 5'-0" from the face of the counter or vending machine area.*

### **FIT–Fitness Center**

Space with features such as increased floor loading, above-standard flooring, above-standard lighting and HVAC; ceiling fans, mirrors, and grab bars.

### **GNS–General Storage**

Space that is used for storage and has diminished use that prohibits the space from otherwise being used as general office space.

The GNS Space Type is to be applied to space that meets the definition of storage space and meets one of the following characteristics:

- Space is not within general office space and the space is not completely built out to shell, or
- Space must have permanent conditions, obstructions, or protrusions below the ceiling height and into or within all or a portion of the space that do not allow for general office use and it would be cost prohibitive to build out the space to office standards.

Space that is utilized by a tenant as storage and was built out to office standards is assigned a Space Type of Total Office (TTO). Storage space that is not built out to office standards may be assigned as either Space Type GNS or INS according to the build-out.

*SDM Note: Central Office RPAM will make the final GNS classification decision in the case of ambiguity. Contacts for the SDM National Team are listed in Section 7: Contacts.*

### **HUT–Health Unit**

Space with built-in medical equipment and/or plumbing. Spaces can include laundry facilities and exam rooms.

### **INS–Light Industrial**

Space that is intended for and can be converted to office use but is not built to office standards. Light Industrial may also be space that is built out to provide a specific use for a tenant.

The INS Space Type is to be applied to space that meets the definition of light industrial and has the following characteristics:

- Less than full features for HVAC and lighting.

- Unfinished concrete walls and/or floors.
- Open or unfinished ceilings.
- Not cost prohibitive to build out the space to office standards.

Types of light industrial spaces that are within the building line include private loading docks, private elevator mechanical rooms, and storage rooms.

The INS Space Type is not used for spaces that are built out as general office space.

### **JCC–Judicial Chambers**

Space with features exceeding typical office space standards such as extensive wood millwork, wood base, chair rail, fabric wall covering, vinyl wall covering, sound board, speakers, CCTV monitors and/or cameras, panic buttons, recessed can lighting, ceiling fans, and cabinetry. Spaces can include chambers for Bankruptcy, Claims, Tax, and Magistrate Court judges.

- Included in the chambers space are the judge's private office, conference room, corridors, reception, office, closets, private toilet, judges' libraries, law clerk offices (when part of the judges' chambers), service unit, and secretarial area.
- Space could include above-standard lighting, security systems, and/or HVAC.

### **JHR–Judicial Hearing Room**

Small court facilities that typically have features such as column spacing less than 30'-0" on center, above-standard lighting and HVAC, built-in judge's bench, chair rail, sound system, recessed can lighting, separate air, walls-to-deck crown molding, built-in podium, built-in spectator railing, above-standard doors, sound lock entry, articulation in the ceiling, and smaller-in-scale millwork and cabinetry than found in CRJ. Spaces can include court facilities for Senior District, Bankruptcy, and Magistrate Court judges. JHR is used in conjunction with small courtrooms.

### **LAB–Laboratory**

Space that has built-in equipment, plumbing, and/or utilities for the qualitative and/or quantitative analysis of matter, experimentation, the processing of materials, and photographic development, including wet, clean, and photographic laboratories.

A laboratory may have the following characteristics:

- Corrosion-resistant countertops
- Gas supply plumbing in the wall or the floor
- Special venting equipment
- Stainless steel countertops
- Quarry tile flooring
- Floor drains
- Light lock doors for photo labs
- Above-standard electrical for testing equipment
- Special lighting
- Separate climate control systems

### **PTL–Private Toilet**

Restrooms or shower/locker rooms built for the private use of a tenant as part of their program of requirements.

*Reader Note: A private toilet is not provided as part of building shell. It is provided as a result of tenant requirements.*

### **QRR–Quarters/Residence**

Space built for residential quarters in Government-controlled spaces.

*Reader Note: Spaces can include military barracks or remote land ports of entry.*

### **STC–Structurally Changed**

Space with features such as increased floor loading, above-standard wall construction, concrete or wire-mesh walls, and ballistic glass. Spaces can include vaults, holding cells, secure sally ports within the exterior building line, and target ranges.

### **TFC–Tenant Floor Cut**

Opening in a floor designed for or used by a specific tenant. The floor cut eliminates otherwise Usable space. This space may be part of the original building design or renovated by removing a portion of the slab. When a vertical penetration is designed for or used by a specific tenant, it is classified as Usable space and is assigned as Tenant Floor Cut (TFC).

Types of Tenant Floor Cuts could include:

- Private elevators including dumbwaiter
- Private stairs
- Private air shafts
- Multi-story courtrooms
- Multi-story auditoriums

*SDM Note: If the upper portion of a multi-story courtroom penetrates Building Common spaces such as mechanical space, assign space type CRV. If the space penetrates a roof or unmarketable attic space it must be tagged as a Vertical Penetration (ANSI/BOMA 04), given the Space Type CRV, a room name of 'Open to Below', and designated as Unmarketable (10).*

### **TTO–Total Office**

Environment for office operation with features such as HVAC and lighting, with finished floors, ceilings, and walls.

Types of total office spaces include:

- An office or open office space housing personnel and furniture
- Closets within the general office space
- Private corridors
- Meeting and training rooms that do not meet criteria for conference/training (CFT)
- Storage in office space
- Reception space
- Health rooms without equipment
- Seating space in cafeterias
- File space without increased floor load
- Pedestrian processing space at land ports of entry
- Property Management Office (PMO)

*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4766. If the space is classified as support for the building to function, the space is Floor Common or Building Common.*

- Maintenance and contractor space used specifically to support or service the building.  
*SDM Note: Assign the space type according to build out. If the space is Assignable space, use AB Code 4762. If the space is classified as support for the building to function, the space is Floor Common or Building Common. For delegated buildings, space is assigned to the tenant agency with which GSA has the delegation agreement*

### **WRH–Warehouse**

Space built for materials storage and handling operations with features such as concrete floors, unfinished ceilings, industrial lighting, overhead doors, minimal HVAC, large column spacing, and special floor load capacities.

*SDM Note: Warehouse space is generally not located in office buildings. However, there may be instances where WRH and TTO exist for a combined usage of both Space Types.*

## **Assignable and Joint Use Space Categories**

### **01–Assigned**

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

### **03–Building Joint Use**

Amenities housed in the building are available to only the tenant agencies in the building.

### **04–Committed**

Vacant, Usable space designated for future use by a specific client agency, including space currently being altered for that tenant.

### **07–Facility Joint Use**

Amenities are shared among two or more buildings that are designated as a facility within the inventory system.

### **11–Vacant**

Unassigned, Usable space.

### **15–Leased Joint Use**

Amenities housed in the lease and are available only to the tenant agencies in the lease.

### **16–Community Joint Use**

Amenities such as child care centers or cafeterias housed in one building and are available to tenant agencies in neighboring buildings.

## 3.2 Space Types and Space Categories for Building Common and Floor Common Area

### Building and Floor Common Space Types

#### CRH–Circulation Horizontal

Space attributable to a building or particular floor.

Types of circulation horizontal spaces include:

- Elevator lobbies
- Public lobbies
- Entrance lobbies
- Public corridors
- Public loading dock portions that are within the building line

Corridors housing personnel and furniture, private corridors, and private loading docks designed for or used by one tenant are not classified as Space Type CRH. Instead, these spaces are assigned to that particular tenant as Usable space.

#### CST–Custodial

Space needed for general operation and maintenance of a specific building.

Types of custodial spaces include:

- Custodial closets that house custodial sinks and/or floor drains
- Custodial storage of doors, ceiling tiles, light bulbs, paint, and supplies
- Storage for recyclables and/or dumpsters that serve the building

#### MCH–Mechanical

Space providing service to the building or housing mechanical equipment which can include but is not limited to:

- Boiler rooms
- Mechanical and electrical rooms
- Enclosed cooling towers
- Fuel rooms
- Elevator machine rooms
- Wire closets
- Telephone frame rooms
- Transformer vaults
- Incinerator rooms
- Motor closets
- Security monitoring rooms
- Fire control rooms or fire command center
- Horizontal air plenums

A mechanical room platform that is constructed for the sole purpose of gaining access to mechanical equipment (there may be numerous mechanical room platforms within one mechanical room) must not be counted as part of the total mechanical space. Access is typically by ladder or stairs.

### TLT–Public Toilets

Public toilets are restrooms provided as part of building shell on a specific floor or lobby area.

*SDM Note: Toilets provided as part of the building shell behind a tenant-restricted corridor will still be assigned as TLT unless they are part of the tenant requirements under tenant improvements.*

## Building and Floor Common Space Categories

### 02–Building Common

Square footage within a building for service and circulation to support that building and is prorated among all tenants in a building. This includes Circulation Horizontal, Custodial, Mechanical, and Public Toilets.

### 06–Facility Common

Square footage within a building in a facility for service and circulation space to support that facility and is prorated among all tenants in the facility. This includes Circulation Horizontal, Custodial, Mechanical, and Public Toilets.

### 08–Lease Common

Square footage within a lease in a building for service and circulation space to support that lease and is prorated among all tenants in the lease. This includes Circulation Horizontal, Custodial, Mechanical, and Public Toilets.





## 3.3 Space Type and Space Category for Vertical Penetrations

### Vertical Penetration Space Type

#### CRV–Circulation Vertical

Slab opening that is 9 square feet or greater measured to the inside wall.

Circulation Vertical spaces include the following:

- Public stairs and stair landings
- Elevator shafts
- Escalators
- Return/supply air chases
- Upper levels of multi-story common spaces
- Upper levels of multi-story office spaces that penetrate into mechanical space or roof.

*SDM Note: Vertical Penetrations, not for the private use of a tenant, must have the Space Category of 10–Unmarketable with an AB Code of VERT. If the upper portion of a multi-story courtroom penetrates Building Common spaces such as mechanical space, assign Space Type CRV. If a space penetrates a roof or unmarketable attic space it must be tagged as a Vertical Penetration (ANSI/BOMA 04), given the Space Type CRV, a room name of ‘Open to Below’, and designated as Unmarketable (10).*

### Vertical Penetration Space Category

#### 10–Unmarketable

Unmarketable identifies all space within the building that is not assignable. Unmarketable Space Types are Circulation Vertical, Construction Area, Structured Parking, and Unsuitable for Occupancy.

## 3.4 Space Types and Space Category for PBS Specific

### PBS Specific Space Types

#### Construction (CON)

Area between the outside, dominant, finished surface of a building and the inside, dominant, finished surface of a building.

#### Structured Parking (STP)

Partially or fully enclosed parking area that may reside within a building or as a standalone structure.

Types of Structured Parking include:

- Garage levels within the building
- Standalone parking structure

Square footage of a parking area within the building line is included in the Gross of a building, and assigned as Unmarketable.

*Reader Note: Parking is assigned and charged based on the number of parking spaces a tenant is allocated and not charged by square footage*

#### Unsuitable for Occupancy (UFO)

Space in a building that cannot be used for or easily converted to Usable space. If a tenant can make use of Unsuitable for Occupancy space, it cannot be assigned as UFO.

Types of Unsuitable for Occupancy include:

- Ceiling height for entire space is less than 7 feet.
- Space that is structurally unstable.
- Hazardous material has not been removed.
- Space is prone to water damage.

*SDM Note: Approval of assigning and charging (or not charging) UFO space requires approval from the building's asset manager and Central Office RPAM. Contacts for the National SDM Team are in Section 7: Contacts. This Space Type cannot be used to hide vacant space. UFO is included in the Gross but removed from Usable square footage. UFO spaces are tagged as PBS Specific (05), Space Type of Unsuitable for Occupancy (UFO), and Space Category of Unmarketable (10).*

### PBS Specific Space Category

#### 10–Unmarketable

Unmarketable identifies all space within the building that is not assignable. Unmarketable Space Types are Circulation Vertical, Construction area, Structured Parking, and Unsuitable for Occupancy.

## 3.5 Space Types and Space Category for PBS Zero Square Feet

### Zero Square Feet Space Types

#### ANT–Antenna

Any device located on a federally owned or leased building or PBS-controlled land which can be used to transmit and/or receive electromagnetic signals. Included are devices for transmission relay or reception of television, AM/FM radio, or microwave signals. A tower located on PBS-controlled land is NOT an antenna. However, equipment attached to that tower which fits the description (above) is considered an antenna for pricing purposes.

#### BDK–Boat Dock

Platform built over water with one end secured to the shore. The platform is used to board and off-load small boats; synonymous with pier or wharf.

#### BRG–Bridge

Structure built to span a gorge, valley, road, railroad track, river, body of water, or any other physical obstacle. Designs of bridges vary depending on the function of the bridge and the nature of the terrain where the bridge is constructed.

#### KIS–Kiosk

Located within Common area, a kiosk is a booth with an open window. Some vendors operate from kiosks, selling small, inexpensive consumables such as newspapers, magazines, street maps, and confections.

An information kiosk (or information booth) dispenses free information in the form of maps, pamphlets, and other literature, and/or advice offered by an attendant.

An electronic kiosk (or computer kiosk or interactive kiosk) houses a computer terminal. Some computer kiosks provide free, informational public service, while others serve a commercial purpose. Touch screens, trackballs, computer keyboards, and push-button are all typical input devices for an interactive computer kiosk.

#### LND–Land

Undeveloped areas of property associated with the specific facility or building. These assets may be part of a larger development or stand alone, and the boundaries must be clearly defined.

#### OTH–Other

Any element outside of the building line for which an agency must be charged and does not meet the definition of Antenna, Boat Dock, Bridge, Kiosk, Land, Railroad Crossing, or Wareyard.

#### RRC–Railroad Crossing

Crossing on one level at-grade intersection without a bridge or tunnel of a railway line by a road, path, or another railroad. It also applies to a light rail line with separate right-of-way (or a reserved track tramway) that crosses a road.

#### WYD–Wareyard

Land assigned to a tenant that is adjacent to a building within a fenced or secured area.

### Zero Square Feet Space Category

#### 14–Zero Square Feet

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



# 4 | Space Assignment Room Name Application and Definitions

## Application of Room Names for Assignment Drawings

SDM uses room names to indicate room usage. The following room names are the only valid entries for use with assignment drawings. Room names must represent the predominant use of the space.

*Reader Note: Abbreviated room names are spelled out at the beginning of the definition.*

Room Name	Room Name Definition
AQUARIUM	Space for the public exhibition of live, aquatic animals and plants for exhibit, study, and/or display. The associated rooms for the aquarium, such as a separate room for aquarium equipment or machinery, would also be named AQUARIUM.
ATM	<b>Automatic Teller Machine.</b> If there is a separate room for customer access to the ATM, that room must be named ATM. If an ATM is in a lobby or corridor no square footage (or area) is assigned to the ATM on the customer side. The room behind the ATM, used to house ATM equipment is also named ATM. The ATM equipment space needs to be greater than 9 square feet (measured to inside wall face) to be counted.
ATRIUM	Multi-story, enclosed space in a building, which may have a skylight. Every level of the atrium must be named ATRIUM except for the lowest level which is usually named LOBBY.
ATTIC SPACE	Space can have sloped or low ceilings, with no elevator access to the floor. Generally consists of unfinished floors, walls, and ceilings. Space boundary line for sloping ceilings in an attic is located where there is 7' or less of headroom. Use the room name ATTIC SPACE only when the space is Unmarketable, UFO space.
AUDITORIUM	Stages, audience seating areas, and platforms must be named auditoriums. Auditoriums have structurally changed floors and/or ceilings. These spaces generally have above-standard air conditioning and are larger than 400 square feet. Upper parts of auditorium are also named AUDITORIUM (in the same way as a set of stairs is named STAIR on every level).
BALCONY	A platform that projects from the wall of a building and is enclosed by a parapet or railing, or an interior projecting gallery in a public building (as a theater). Use this room name only with SDM coordinator approval.
BARBER SHOP	Space used by barber or hair dresser to conduct said business.
BOX LOBBY	Lobby with post office-type boxes. Usually assigned to U.S. Postal Service.
BREAK	Room or area used by employees during break times. This may include a service unit and can also contain miscellaneous storage, localized mail stop facilities, and other miscellaneous office amenities.

Room Name	Room Name Definition
CAFETERIA	Restaurant in which the customers serve themselves or are served at a counter, and take the food to tables. Usually contains serving and seating area.
CANOPY	Structure that covers something, sometimes attached to a building. Use this room name only with SDM coordinator approval.
CHILD CARE	Area specifically used for child or day care located either in federally owned or leased property. Includes open activity area, activity area for infants, toddlers, pre-school, and school-aged children. Also included are diapering stations, sleeping area, and napping area.
CLASSROOM	Rooms used for instruction, with supplemental HVAC and/or built-in special equipment such as blackout curtains, lighting controls, projection booths, and sound conditioning, in addition to office furnishings, including desks and chairs. Note the difference between a classroom and a training room is the training room has no special build-out.
CLOSET	Small room used for containment of work-related items.
COMPUTER	Room for which the primary use is computers, servers, and their related electronic functions and activities.
CONFERENCE	Any office room used primarily as a conference room by a single tenant. There are certain qualifications a room must meet to receive the Space Type CFT (CONFERENCE/TRAINING). A room that is named and used as a conference room does not necessarily mean it has a Space Type CFT.
CONSTRUCTION	Thickness of the outside shell wall; measured from the interior Dominant (vertical) Portion to the exterior finished surface of the building.
CONTROL BOOTH	Booth not covered by a canopy that is used to control vehicular and pedestrian access at land port of entry (LPOE) property only.
COPY	Room used exclusively, or primarily, for photocopy machine(s). Room can also contain files, storage, supplies, and other typical office items. Predominate use of room must be to photocopy.
CORR.	<b>Corridor.</b> Passageway into which rooms and other corridors open.
COURTROOM	Room in which a court of law is held. Room needs the appropriate build-out to be named COURTROOM.
CRAWL SPACE	Horizontal access space in a building that is either finished or unfinished and gives access to plumbing, wiring, and ductwork.
CREDIT UNION	Enterprise that offers banking services. The room name CREDIT UNION should be applied to the open area in front of the teller counter. All other rooms in a credit union suite receive room names determined by usage.
CUST.	<b>Custodial.</b> Room that contains sink(s) or mop sink(s) and is used by custodial services for their related activities. A janitorial storage room would have the room name STORAGE and Space Type CST, not room name CUST.
DUMBWAITER	Small elevator or transportation device used to move goods vertically between floors of a building.
ELEC.	<b>Electrical.</b> Room used to house electrical equipment and/or panels and/or meters.
ELEV. LOBBY	<b>Elevator Lobby.</b> Waiting area for elevator(s).
ELEV. PIT	<b>Elevator Pit.</b> Space at bottom of an elevator shaft.
ELEV. VEST.	<b>Elevator Vestibule.</b> Small room or hall in front of elevator(s).

Room Name	Room Name Definition
ELEVATOR(S)	Platform or an enclosure raised and lowered in a vertical shaft to transport people or freight.
EQUIP. RM.	<b>Equipment Room.</b> Audio/Visual equipment rooms associated with conference rooms, courtrooms, and auditoriums. Room used to house radio equipment and/or conduct associated activities. Not to be used as building support mechanical rooms. Rooms housing machinery for courtroom lifts are named MECH.
ENTRY LOBBY	A large entrance area or hall that serves as a foyer.
ENTRY VEST.	<b>Entry Vestibule.</b> An enclosed entrance between the outer door and the interior of a building.
ESCALATOR	Set of moving steps attached to a continuously circulating belt that carries people up or down between levels in a building.
EVIDENCE	Room used to secure legal evidence, usually near a courtroom.
EXAM	<b>Medical Examination Room.</b>
EXERCISE RM.	<b>Exercise Room.</b> Used for physical wellness but does not include weight-lifting equipment.
FILE	Room used primarily for files. Room can also contain storage, supplies, and other typical office items. Predominant use of room must be to house files.
FIRING RANGE	Enclosed space specifically designed for firearms practice including testing and certification of staff required to carry firearms.
FPS CONTROL ROOM	Room where Fire Protection System (FPS) control system is located. Use this room name only with SDM coordinator approval.
FRT. ELEV.	<b>Freight Elevator.</b> Device for vertical transportation of freight to different floors or levels in a building.
FRT. ELEV. VEST.	<b>Freight Elevator Vestibule.</b>
FULL SERV. CNTR.	<b>Full Service Center.</b> U.S. Postal Service (USPS) specific. Post office space that provides all the services made available by the U.S. Postal Service.
FUR.	<b>Furring.</b> Furred-out space is created when the floor layout must accommodate irregular wall surfaces or conceal mechanical obstructions (e.g. piping, electrical conduit). Furred-out spaces usually have no access, but from a space assignment position are absorbed by and assigned the Space Type of the adjacent space(s) if less than 9 square feet. Spaces over 9 square feet must be assigned like any other space. Furred spaces greater than 9 square feet (measured to inside wall face) that accommodate mechanical equipment (such as a pipe enclosure) must be assigned Space Type MCH and receive room name MECH.
GARAGE	Shelter or repair shop for vehicles. Also includes enclosed inspection bays for vehicles. Space Type is typically STP (Structured Parking).
GUARD STATION	Booth or room within building line used to house security for building or tenant.
HAZ. MAT. FCTY. CANOPY	<b>Hazardous Material Facility Canopy.</b> Canopy which covers the hazardous material inspection facility at a LPOE only.
HEARING	<b>Hearing Room</b> used by courts as the location to which evidence is taken for the purpose of determining an issue of fact.
HLDG.	<b>Holding Room or Cell.</b> Space used to detain person(s) suspected of violating laws. Includes associated chase for plumbing.
HUB RM.	<b>Hub Room.</b> Used as a computer hub room. Contains server and/or electronic equipment racks.
HUB/TELE.	<b>Hub/Telephone.</b> Room is a combined computer hub room and telephone equipment room.

Room Name	Room Name Definition
IMPOUND LOT	Area where impounded items such as vehicles are stored. Use this room name only with SDM coordinator approval.
INTERVIEW	Room in which interviews are conducted.
JUDGES CHAMBERS OFFICE	A judge's private office. Usually this name is used only in court spaces.
JURY ASSEMBLY	Room where prospective jurors gather to wait or assemble before being selected for jury duty. Includes seating area and may include TV, work stations, and tables. Break area or room within jury assembly must be assigned BREAK.
JURY ROOM	Room where jury deliberates to reach a verdict.
KENNEL	Facilities (enclosed rooms) provided for the boarding, veterinary care, and training of dogs, other animals, or birds.
KITCHEN	Room used to prepare food in a cafeteria or residence (a microwave oven and refrigerator do not make a space a "kitchen").
LAB.	<b>Laboratory.</b> Space equipped for experimental study in a science, or for testing and analysis.
LAW CLERK	<b>Law Clerk Office.</b> Individual office for each law clerk. Alternatively, clerks can be provided with semi-private workstations in alcoves, or separated by modular partitions, bookcases, etc., based on the judge's preference. Use only if the law clerk office is not within the envelope of the judge's chambers suite or chambers. This name is usually used only in court spaces.
LIBRARY	Space in which literary, musical, artistic, or reference materials (as books, manuscripts, recordings, or films) are kept for use but not for sale.
LOADING DOCK	Architectural structure designed for efficient loading and unloading of trucks.
LOBBY	Entranceway or foyer within the building line.
LOCKERS	Room containing lockers or small lockable cupboards or compartments in which people secure possessions.
LOG	<b>Lookout Gallery.</b> Space used to observe employees in work areas performing work-related functions. Typically used by USPS. This includes the ladder rooms to access the lookout gallery.
MAIL RM.	<b>Mail Room.</b> Space in which activities related to handling incoming and outgoing mail occur. If one tenant requests and uses the mailroom, it must be assigned to the tenant. It is assigned as Joint Use space when the mail room is used by all tenants.
MECH.	<b>Mechanical.</b> HVAC, plumbing, and/or elevator machinery, and any combination of these items. Rooms that accommodate a small amount of machinery are usually named MECH. Pipe enclosures (lacking a vertical penetration) that are 9 square feet or greater (measured to inside wall face) also are labeled MECH. if not associated with another room.
MEN	Toilet(s) used exclusively by men.
MONITOR RM.	<b>Monitor Room.</b> Space that houses the consoles for the building automation or mechanical systems. Building Common monitor rooms are assigned the Space Type MCH. The following are considered MONITOR RMS: fire monitoring rooms, fire control centers, fire and emergency control rooms, security monitoring rooms, and security control centers.
NEWS RM.	<b>News Room.</b> Room used by media. Typically assigned to a tenant agency, not Building Common.



Room Name	Room Name Definition
OFFICE	Room that houses personnel and/or furniture in which occupant conducts business (as compared to a room in which multiple occupants conduct business, which is an OPEN OFFICE).
OPEN OFFICE	Large, general, office space. An area that houses personnel and/or furniture and the space is open to an adjacent corridor. Typically an OPEN OFFICE contains system furniture. The egress or contiguous corridors through an open office are included in the OPEN OFFICE space and not separated.
OPEN TO BELOW	Restricted use for spaces that have only one upper level. Currently the room name OPEN TO BELOW can be used on the upper part of any kind of space except stairs, elevators, and vertical penetrations. Since OPEN TO BELOW space is counted and could be assigned to a tenant if it is a tenant floor cut, vertical penetrations and tenant floor cuts get the same room name as the lowest floor of the vertical penetration or tenant floor cut. For example, wherever there is a stair it is called a STAIR (the same is true of elevators). The upper parts of the following would be named the same way: courtrooms, auditoriums, double-height jury assembly rooms.
OUTBOUND INSP. CANOPY	<b>Outbound Inspection Canopy.</b> Canopy over outbound inspection booths only at a LPOE.
PARKING	Space in which to park vehicles, as at a place of business. Enclosed parking includes enclosed roadways on parking levels as well as stalls and pedestrian walkways.
PEDESTRIAN WALKWAY	The pedestrian walkway is typically inside the headhouse or administration building to process pedestrian traffic entering the United States. Includes the pedestrian inspection areas. Term is used only for a LPOE.
PRIMARY CANOPY	This canopy covers the main entry area for border crossings and is similar to toll booth canopies. Term is used only at a LPOE.
PRINT RM.	<b>Print Room.</b> Room in which document printing or plotting occurs.
PROP. MGR. OFFICE	<b>Property Manager's Office.</b> Space for the property manager.
RECEPTION	Room or area where receptionist is located.
RESIDENCE	Rooms used as living space by a tenant and may include living room, bedroom, study, dining room, bathroom, and kitchen.
RETAIL	Space or room including window display spaces, used by retail store.
ROBING	<b>Robing Room</b> is an area usually adjacent to a courtroom and not considered part of a judge's chambers suite. Usually this name is used only in court spaces.
ROOF 1-99	A roof designated by the numbers 1 through 99.
SALLY PORT	A fortified space used by legally armed personnel transferring restrained individuals from a vehicle or elevator into a room, corridor, or courtroom.
SECONDARY INSP. CANOPY	<b>Secondary Inspection Canopy.</b> Canopy above secondary inspection area. The Secondary Canopy is for vehicle inspection after passing through the Primary Canopy. Use only at a LPOE.
SHOP	Room devoted to building operations and maintenance related to the following fields: carpentry, electrical, machine, general maintenance, paint, plumbing, or any combination.
SNACK BAR	Food counter, room, or area where food, beverages, and light meals are sold.
SNDLK.	<b>Sound Lock.</b> Room that provides an acoustical buffer to eliminate the transfer of sound to adjoining space.

<b>Room Name</b>	<b>Room Name Definition</b>
STAIR 1–99	Stair designated by the numbers one through ninety nine.
STAIR A–Z	Stair designated by the letters A through Z.
STORAGE	Room used primarily for storage. Room can also contain files, supplies, and other typical office items. Predominant use of room must be storage. This name includes cold storage rooms such as walk-in freezers or coolers used for food service or by laboratories. A trash room used to store Building Common trash or dumpsters is also named storage. Storage for recyclables or dumpsters that serve the building.
SWITCH RM.	<b>Switch Room.</b> Contains electrical switch gear and equipment.
TELE.	<b>Telephone.</b> Room or closet containing telephone equipment and/or panels.
TELLER	Room where a teller conducts business. A teller station within an open office setting, such as in a credit union, is usually not assigned as a separate space. A room within the building line such as a room for a drive-up window teller is assigned the room name teller.
TOILET	Toilet(s) available to either men or women.
TRAINING	Room used to conduct training. Note the difference between a classroom and a training room is the training room has no special build-out.
TV STUDIO	<b>Television Studio.</b> Rooms where television broadcasts are produced. This includes associated rooms.
VAULT	Room for the safekeeping of valuables.
VEHICLE RAMP	For vehicular roadway traffic only. A fully enclosed vehicular ramp (leading to or inside Structured Parking) that fits the requirements of a vertical penetration is named ramp.
VENDING	Room or area set aside for machines dispensing food or beverages.
VERT. PEN.	<b>Vertical Penetration.</b> Vertical penetrations and their enclosing walls are design elements that penetrate the slab between floors and must be 9 square feet or greater.
VEST.	<b>Vestibule.</b> A small passage, hall, or room between a door or room and another room, corridor, or lobby.
WAITING	Area for patron/clientele traffic. Can include seating. Also can include drivers' waiting rooms at land ports of entry.
WAREHOUSE	Space used to store, accumulate, collect, or house goods or wares. Spaces with industrial lighting, unfinished flooring, above-standard floor loading, ceiling open to structure, large column spacing, overhead doors, minimal (or no) HVAC.
WET AREA	Use wet area for a shower room, a dishwashing room, and a sink area in a conference room. Do not use wet area for a break area or room, exam room, toilet, laboratory, custodial closet, holding cell, kitchen, or water fountain.
WOMEN	Toilet(s) used exclusively by women.
WORK RM.	<b>Work Room.</b> An open room or area used by many people performing various work-related tasks. Different from room name OPEN OFFICE because there are no office-related workstations.

# 5 | Appendices

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## A. Space Assignment Data Matrices

### Space Type Assignment Data Matrix

The following matrix depicts the relationship between PBS Space Type, PBS Space Category, and ANSI category.

PBS Space Type	PBS Space Category			ANSI Category
	Assigned	Unassigned	Joint Use	
CRV–Circulation Vertical	n/a	10–unmarketable	n/a	04–Vert. Penetration
CON–Construction	n/a	10–unmarketable	n/a	05–PBS Specific
STP–Structured Parking				
UFO–Unsuitable for Occupancy				
ADP–Automated Data Processing	01–Assigned	04–Committed 11–Vacant	03–Building Joint Use 07–Facility Joint Use 15–Lease Joint Use 16–Community Joint Use	01–Office
AUD–Auditorium				
CFT–Conference/Training				
CLD– Child Care				
CRJ–Courtroom/Judiciary				
FDS–Food Service				
FIT–Fitness Center				
GNS–General Storage				
HUT–Health Unit				
INS–Light Industrial				
JCC–Judges Chambers				
JHR–Judicial Hearing Room				
LAB–Laboratory				
PTL–Private Toilet				
QRR–Quarters and Residence				
STC–Structurally Changed				
TFC–Tenant Floor Cut				
TTO–Total Office				
WRH–Warehouse				
CRH–Circulation Horizontal	n/a	02–Building Common	n/a	03–Floor Common
TLT–Toilet		06–Facility Common		
CST–Custodial		08–Lease Common	n/a	02–Building Common 03–Floor Common
MCH–Mechanical	n/a	14–Zero Square Feet	n/a	05–PBS Specific
ANT–Antenna				
BDK–Boat Dock				
BRG–Bridge				
KIS–Kiosk				
LND–Land				
OTH–Other				
RCC–Railroad Crossing				
WYD–Wareyard				

### Space Category Assignment Data Matrix

The following matrix shows the relationship between PBS Space Categories, Agency Bureau Codes, and Client Billing Records (CBR).

*SDM Note: For Space Categories where the CBR is not applicable (n/a), the space label is blank.*

*For Space Categories where the CBR is pending, the word 'Pending' is used until the CBR is available.*

PBS Space Category	Agency Bureau (AB) Code	Client Billing Record (CBR)
01–Assigned	Agency	CBR or Pending
04–Committed	Agency	CBR or Pending
14–Zero Square Feet	Agency	CBR or Pending
10–Unmarketable	VERT or BLDG or PRKN	n/a
11–Vacant	VCNT	n/a
02–Building Common 06–Facility Common 08–Lease Common	BLDG	n/a
03–Building Joint Use 07–Facility Joint Use 15–Lease Joint Use 16–Community Joint Use	JNTU	n/a

### A.3 - PBS Space Type and Space Category Relationship Matrix

Space Type	Abbrev.	Assigned New	Vacant	Committed	Bldg. Joint Use	Facility Joint Use	Lease Joint Use	Community Joint Use	Bldg. Common	Facility Common	Lease Common	Unmarketable	Zero Square Feet
AUTOMATIC DATA PROCESSING	ADP	Y	Y	Y	Y	Y	Y	Y					
AUDITORIUM	AUD	Y	Y	Y	Y	Y	Y	Y					
CONFERENCE/TRAINING	CFT	Y	Y	Y	Y	Y	Y	Y					
CHILD CARE	CLD	Y	Y	Y	Y	Y	Y	Y					
COURTROOMS/JUDICIARY	CRJ	Y	Y	Y	Y	Y	Y	Y					
FOOD SERVICE	FDS	Y	Y	Y	Y	Y	Y	Y					
FITNESS CENTER	FIT	Y	Y	Y	Y	Y	Y	Y					
GENERAL STORAGE	GNS	Y	Y	Y	Y	Y	Y	Y					
HEALTH UNIT	HUT	Y	Y	Y	Y	Y	Y	Y					
LIGHT INDUSTRIAL	INS	Y	Y	Y	Y	Y	Y	Y					
JUDICIAL CHAMBERS	JCC	Y	Y	Y	Y	Y	Y	Y					
JUDICIAL HEARING ROOM	JHR	Y	Y	Y	Y	Y	Y	Y					
LABORATORY	LAB	Y	Y	Y	Y	Y	Y	Y					
OFFICE	TTO	Y	Y	Y	Y	Y	Y	Y					
PRIVATE TOILET	PTL	Y	Y	Y	Y	Y	Y	Y					
QUARTERS AND RESIDENCE	QRR	Y	Y	Y	Y	Y	Y	Y					
STRUCTURALLY CHANGED	STC	Y	Y	Y	Y	Y	Y	Y					
TENANT FLOOR CUT	TFC	Y	Y	Y	Y	Y	Y	Y					
WAREHOUSE	WRH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
CIRCULATION HORIZONTAL	CRH								Y	Y	Y		
CUSTODIAL	CST								Y	Y	Y		
MECHANICAL	MCH								Y	Y	Y		
TOILET	TLT								Y	Y	Y		
CIRCULATION VERTICAL	CRV											Y	
CONSTRUCTION	CON											Y	
STRUCTURED PARKING	STP											Y	
UNSUITABLE FOR OCCUPANCY	UFO											Y	
ANTENNAS	ANT												Y
BOAT DOCK	BDK												Y
BRIDGE	BRG												Y
KIOSK	KIS												Y
LAND	LND												Y
OTHER	OTH												Y
RAILROAD CROSSING	RRC												Y
WAREYARD	WYD												Y

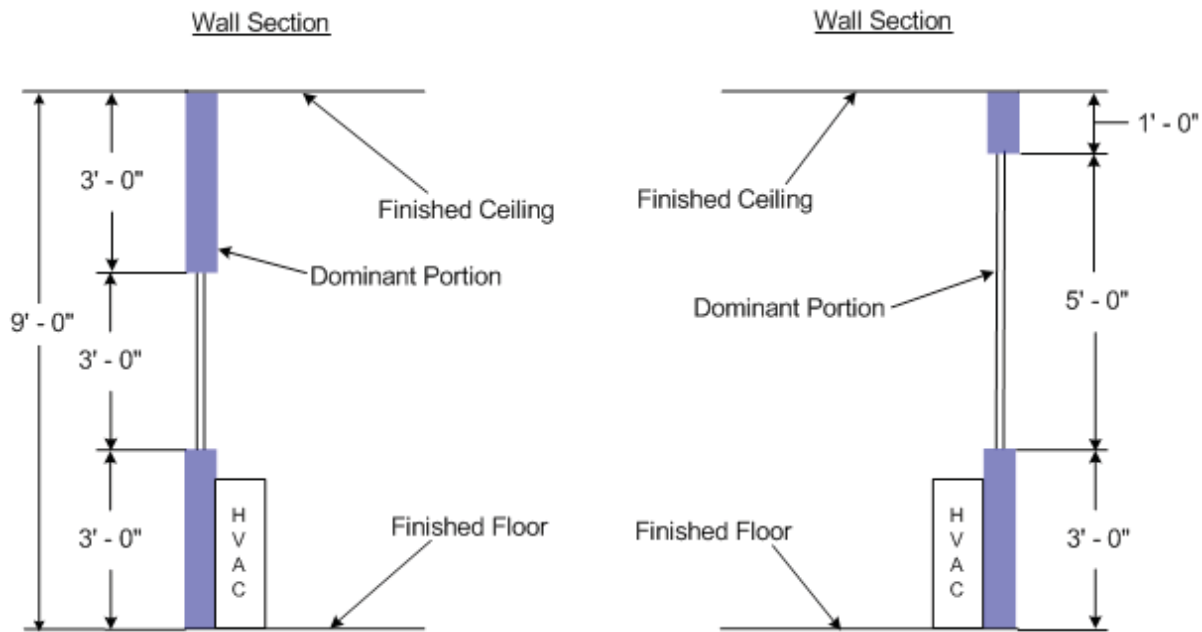
## B. Methodology Used to Measure Space

### Dominant Portion

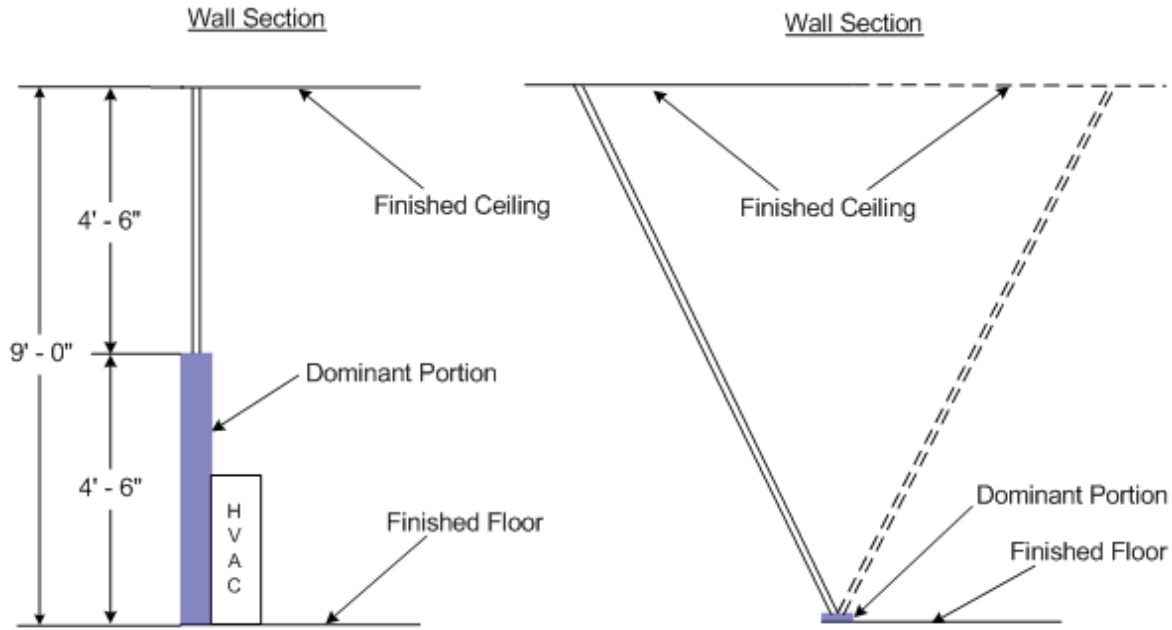
Dominant Portion is defined by ANSI/BOMA as the portion of the inside, finished surface of the permanent, outer, building wall, which is 50% or more of the vertical floor-to-ceiling dimension at the given point being measured horizontally along the wall. PBS uses the ANSI/BOMA definition of Dominant Portion without deviation.

The area inside the Dominant Portion is defined as the Gross Measured Area.

To determine the Dominant Portion refer to the following examples:

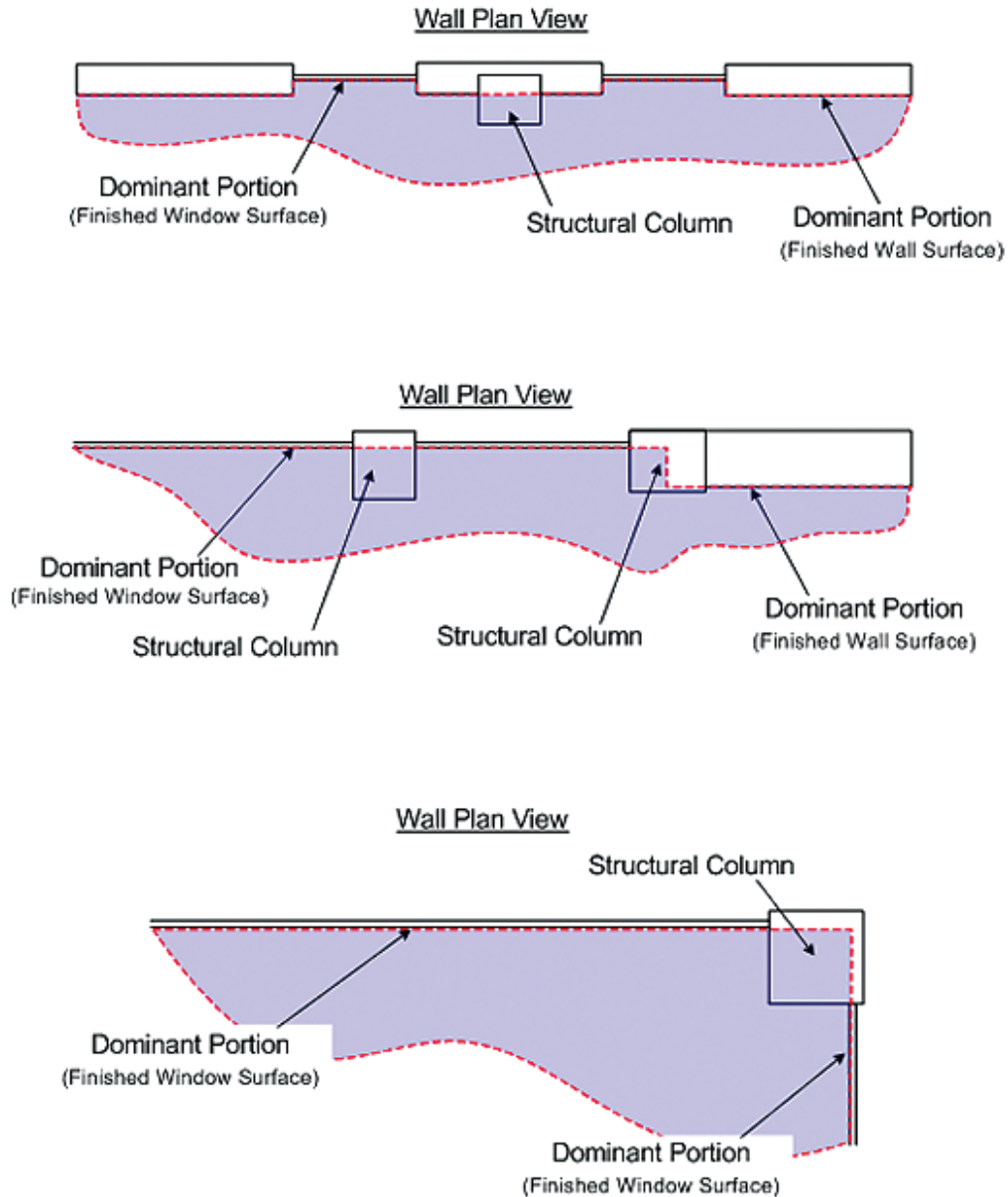


**ILLUSTRATION B-1:** Dominant Portion is the section of the inside, finished surface of the permanent, outer, building wall which makes up 50% or more of the vertical floor- to-ceiling dimension.



**ILLUSTRATION B-2:** If no finished surface of the permanent, outer, building wall is 50% or more of the vertical floor-to-ceiling dimension (as shown in the diagram on left), or if the permanent, outer, building wall is not vertical, the Dominant Portion is the inside, finished surface of the wall where the wall intersects the finished floor (as shown in the diagram on right).





**ILLUSTRATION B-3:** In the three examples above, if an alternating window system results in the Dominant Portion moving from the finished surface of the wall to the face of the glass, the space boundary moves in and out as often as conditions dictate and ignores the structural columns.

## Space Boundaries

Space Boundaries determine a space's area in square footage and are annotated in a CAD file using area lines. Space Boundaries can be used to graphically display exactly the point one space or room begins and another ends. Space Boundaries are the most basic component of any Computer Aided Facilities Management (CAFM) system. Space boundaries are accomplished through the use of area lines.

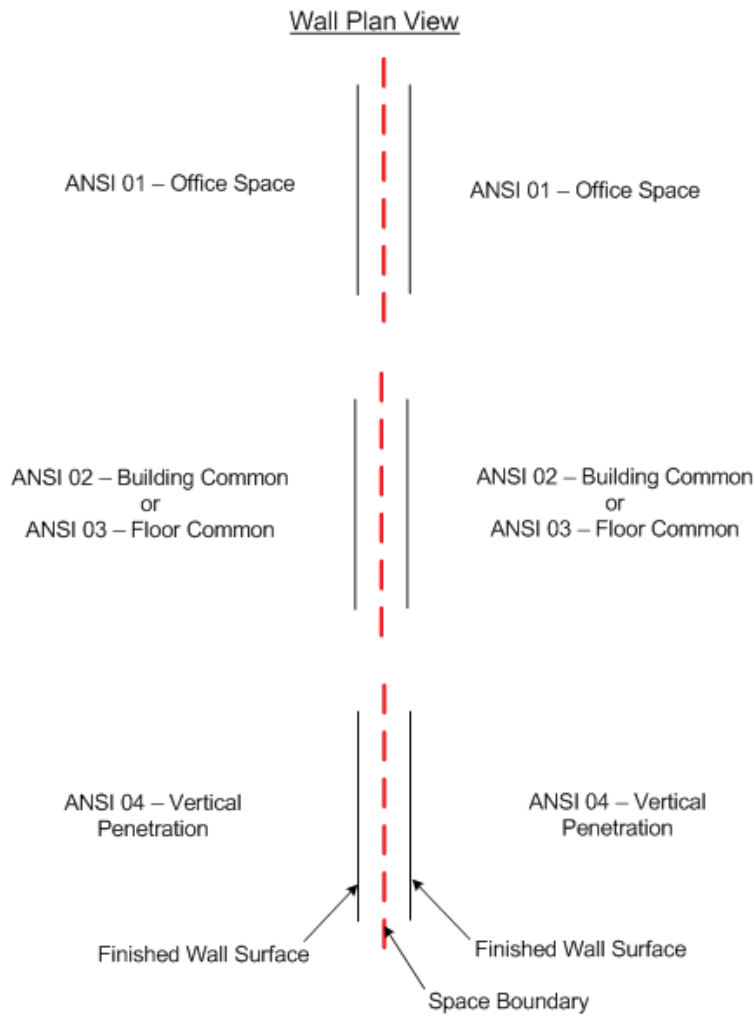
The placement of Space Boundaries is done according to the following hierarchy. This hierarchy is presented as if one were adding area lines to a drawing.

1. The floor boundary is located on the outside building line (the Floor Boundary indicates the Gross Floor Area). The Gross Measured Area line is then located on the Dominant Portion of the exterior wall on the interior side. These two lines form the Construction area of the building shell. The Construction area takes precedence over all other area lines.
2. ANSI 04–Vertical Penetration lines are drawn next. The Vertical Penetration lines include the wall thickness of the enclosing walls except for the outside building wall Construction area.
3. ANSI 02–Building Common and ANSI 03–Floor Common lines are drawn after all lines for Vertical Penetrations have been drawn. The Building and Floor Common lines envelop the wall thickness of all enclosing walls except for the outside building wall Construction area and Vertical Penetrations.  
*SDM NOTE: For the purpose of placing area lines, ANSI Category 02–Building Common areas and ANSI Category 03–Floor Common areas are treated the same.*
4. ANSI 01–Office Space area lines are drawn after all lines for Building and Floor Common have been drawn. Adjoining office spaces split (or share) the wall equally between the spaces.
5. ANSI 05–PBS Specific is assigned in special circumstances.

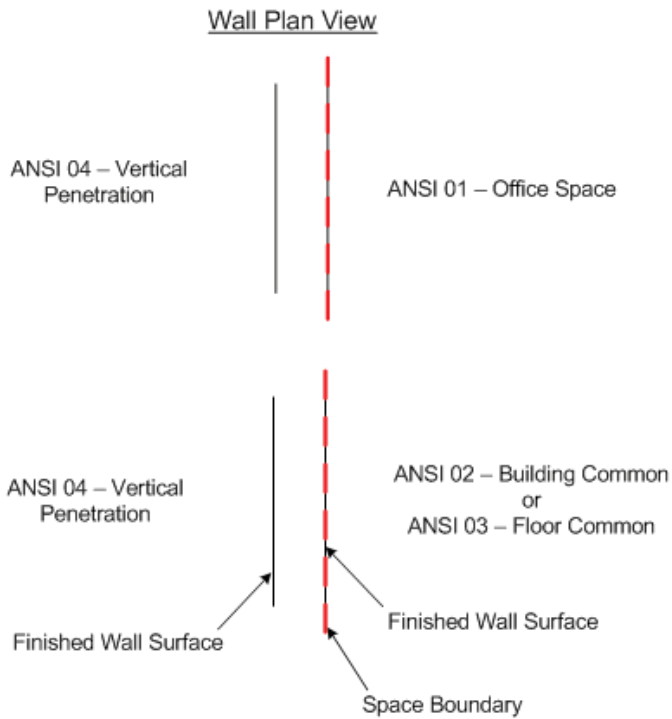
When ANSI 05–PBS Specific is assigned to Unsuitable for Occupancy (UFO) the line is placed where the space was originally constructed. For example, if the space is constructed as Office Space, the area line is drawn as ANSI Category 01–Office Space. Further, if the space was constructed as Building Common space, the area line is drawn as ANSI categories 02–Building Common or 03–Floor Common.

*SDM Note: When ANSI 05–PBS Specific is assigned to Structured Parking (STP) the area line includes the enclosing wall when adjacent to ANSI Categories 01–Office Space, 02–Building Common, and 03–Floor Common. When Structured Parking is adjacent to 04–Vertical Penetration, the wall is split between Structured Parking and the Vertical Penetration.*

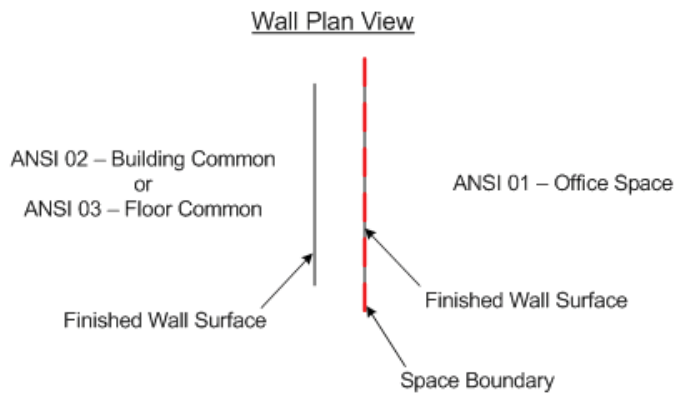
To determine the placement of Space Boundaries refer to the following examples:



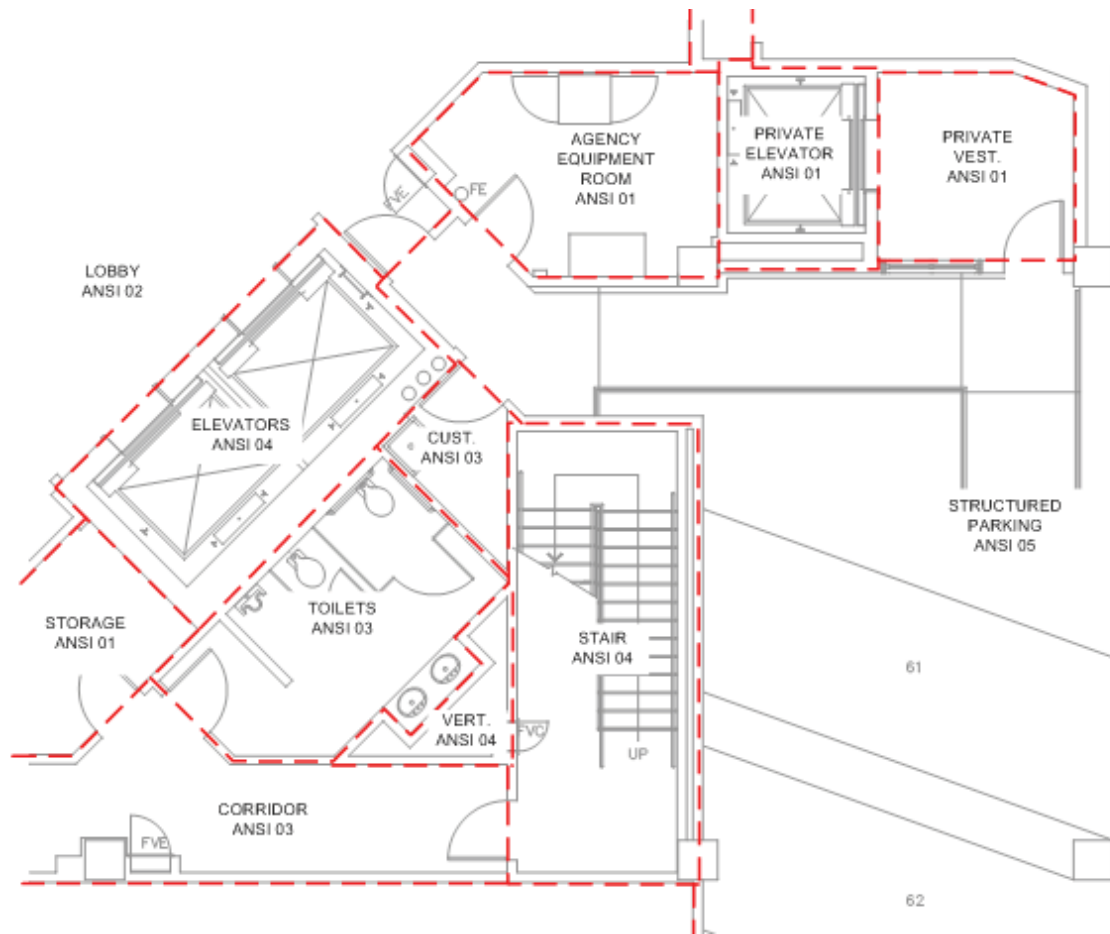
**ILLUSTRATION B-4:** If two adjoining spaces have the same ANSI classification, the wall is shared equally between the spaces.



**ILLUSTRATION B-5:** If one space is ANSI 04 and the adjoining space is ANSI 01, 02, or 03, the ANSI 04 space includes the wall thickness represented as the space between the parallel lines.



**ILLUSTRATION B-6:** If one space is ANSI 02 or ANSI 03 and the adjoining space is ANSI 01, the ANSI 02 or ANSI 03 space includes the wall thickness represented as the space between the parallel lines.



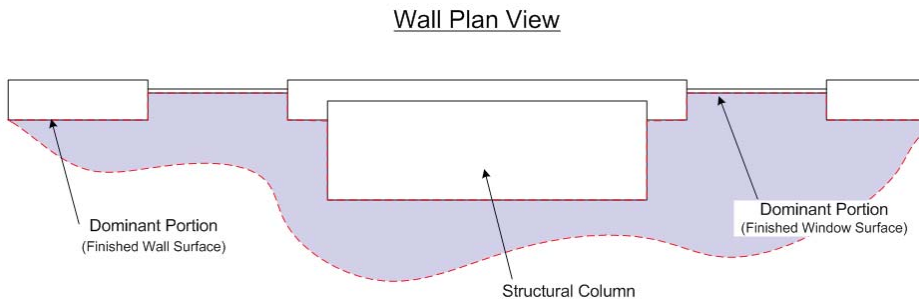
**ILLUSTRATION B-7:** This is an example of common adjacencies in a standard floor plan with regard to area line placement when creating space boundaries.

## Unique Cases

The following unique cases are treated as exceptions to the criteria defined in this section.

### Excessive Column Sizes

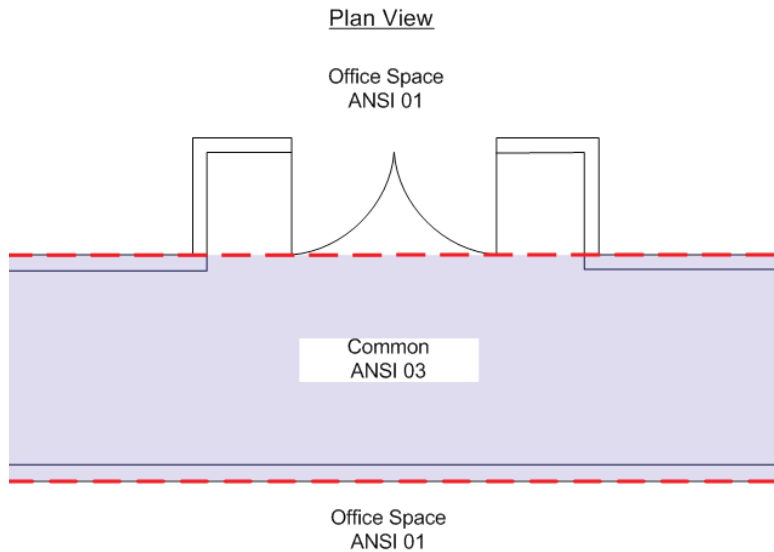
If the perimeter columns are greater than 25 square feet, whether due to the era of construction or seismic upgrades, the Dominant Portion is defined as the finished surface of the column enclosure and area lines are drawn to include the area of the columns with the Construction area. This exception applies only to columns at the outer perimeter of the building.



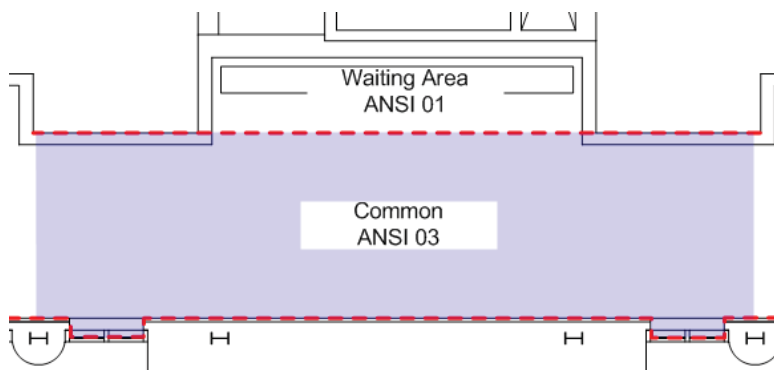
**ILLUSTRATION B-8:** Example of a wall plan view showing placement of area lines to demonstrate Dominant Portion interrupted by a structural column.

## Alcoves and Recesses

If tenant entries are recessed from the corridor creating an alcove or recess, typically to accommodate the swing of the entry door, the area lines are drawn to continue straight across the recess and to include the area of the recess with the assigned tenant space.



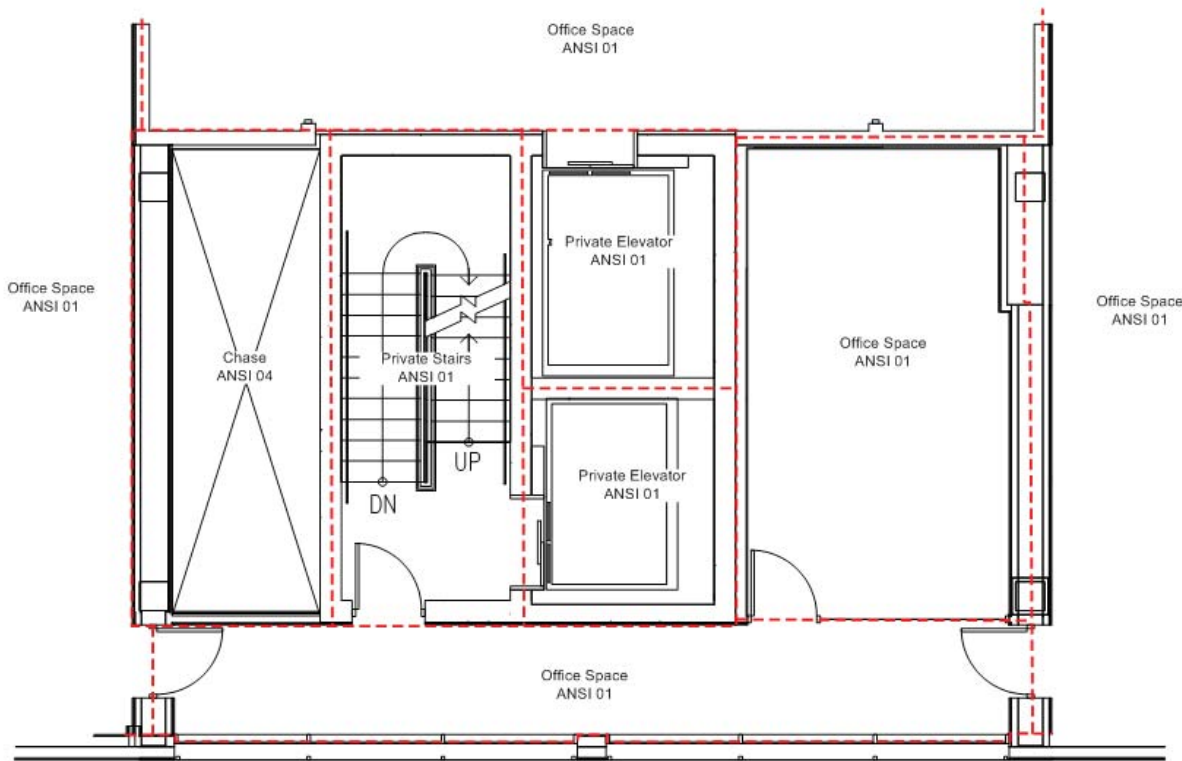
**ILLUSTRATION B-9:** If an alcove or recess exists from the common corridor, the area line is drawn straight across so the area of the recess is included in the tenant space.



**ILLUSTRATION B-10:** If a recess exists from the common corridor, the area line is drawn straight across so the area of the recess is included in the tenant space.

## Private Stairs and Elevators

Private stairs and elevators are classified as ANSI 01–Office Space and treated as ANSI 04–Vertical Penetrations; they typically include the enclosing walls unless the adjacent space is also ANSI 04–Vertical Penetration. The resulting spaces are then assigned to the tenant as Tenant Floor Cut (TFC).



**ILLUSTRATION B-11:** The area lines for private stairs and private elevators are drawn the same as for public stairs and public elevators.



## C. Examples of Special Architectural Situations

### Areaway

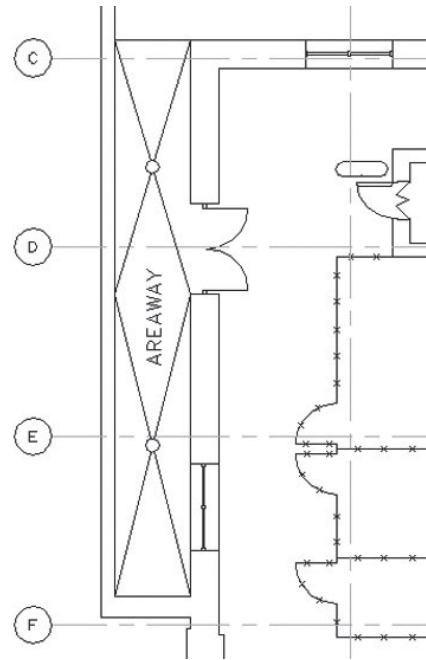
Areaways can be found at many Federal buildings. They are small sunken areas that allow access or light and air to basement doors or windows.



Example of an unenclosed areaway.

If this areaway were covered with steel grating, it would still be considered unenclosed.

If this areaway were covered with steel panels and/or a door or a roof, it would be considered enclosed and it would be included in the Gross.



Example of a floor plan showing an areaway.

Initially it may appear the areaway is part of the total constructed area of this building.

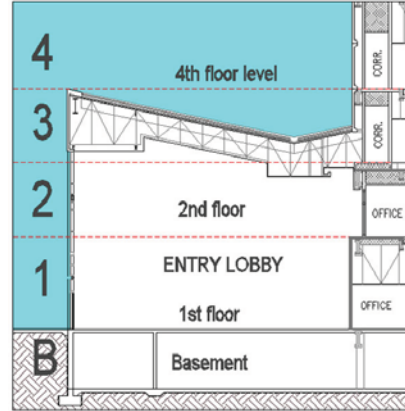
However, since the areaway is not enclosed and is open to the sky, it must not be included in the Gross.

## Atria, Enclosed Courtyards, and Lobbies

The following examples give a pictorial view of what these spaces may look like as well as the treatment of these types of space. Other names for these types of spaces include: central hall with skylight, enclosed courtyard, court, quad, large interior patio, quadrangle, open space, or gallery.



Example of a lobby entrance with an atrium.



Drawing section of the picture above:

- B** = basement
- 1** = ground floor entry lobby (CRH)
- 2** = 2nd floor atrium (CRV)
- 3** = 3rd floor and roof structure (CRV)  
(*B through 3 are all included in the Gross*)
- 4** = exterior of the building and not included in Gross.

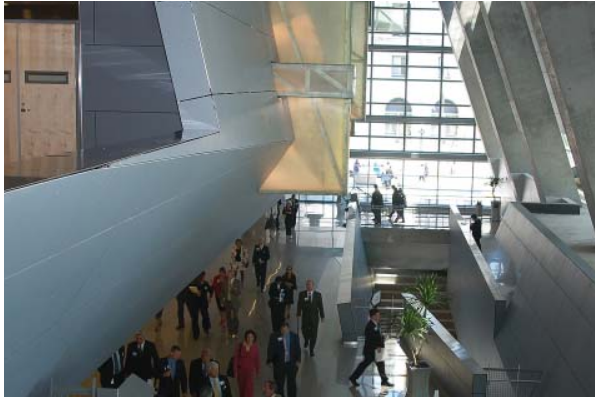


Example of an enclosed courtyard. If used by one tenant, the 1st level is assigned TTO, while the 2nd and 3rd floors would be assigned as TFC. If used by all the tenants, the 1st level is assigned CRH, while the 2nd and 3rd floors are assigned as CRV.



Example of a skylight above an enclosed courtyard.

*Atria, Enclosed Courtyards, and Lobbies (continued)*



Example of an entry lobby with atrium, sloped walls, and structural columns. Floors would be measured on the actual floor levels.



Example view looking up through an atrium to skylight. Balconies in this Common area are included in Gross as CRH because they exist within an enclosed space.

**Attic Space**

Attic space is usually found in historic buildings with hip roofs. Attic space can be Rentable area if it meets the requirements of a typical office floor.

*SDM Note: If attic space is built out as office space (TTO) it must be named OFFICE. If attic space is built out as storage it must be named STORAGE. Use the room name ATTIC SPACE only when the space is Unmarketable UFO space.*



Example of a building that has attic space.



Example of a building that has no attic space. This is a roof with a mechanical penthouse.



Example of attic space.

This attic space has been built out as rentable office space. The tenant space begins where the finished wall meets the sloped wall.



Example of attic space that has been built out as rentable office space. The tenant space begins where the finished wall meets the sloped ceiling.

The doors lead into a space that is actually Unsuitable for Occupancy (UFO). The UFO space goes to the exterior of building to line up with the Dominant Portion of the floor below.



Example of unfinished attic space.

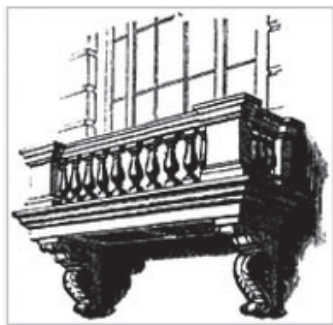
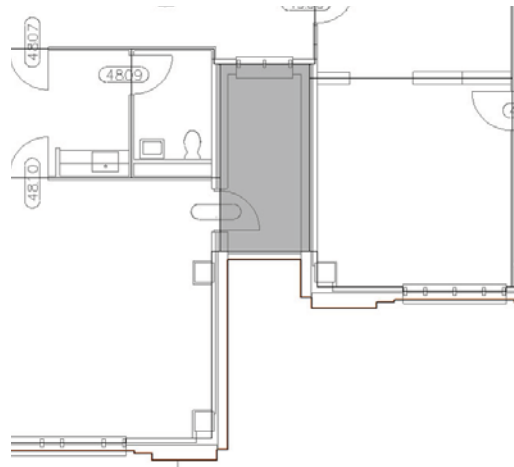
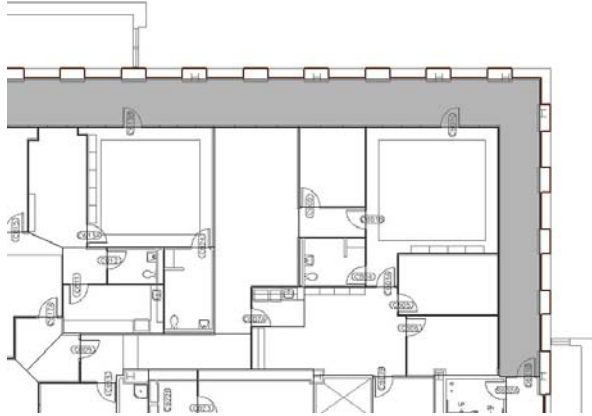
This space is included in the Gross.

## Balconies and Terraces

PBS includes tenant or multiple-tenant covered balconies when calculating the Gross. They must have a slab or roof above and a slab or foundation below and be within the building line. Exceptions or rulings will be reviewed and determined by Central Office RPAM. The contacts for the SDM National Team are listed in Section 7: Contacts.

*Balconies are highlighted in grey on floor plans in left column below.*

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The traditional "Maltese" balcony is a kind of platform projecting out from the wall of a building.

Found at many historic Federal buildings. A balcony comprising of a balustrade supported at either end by plinths. The balcony is supported on console brackets.

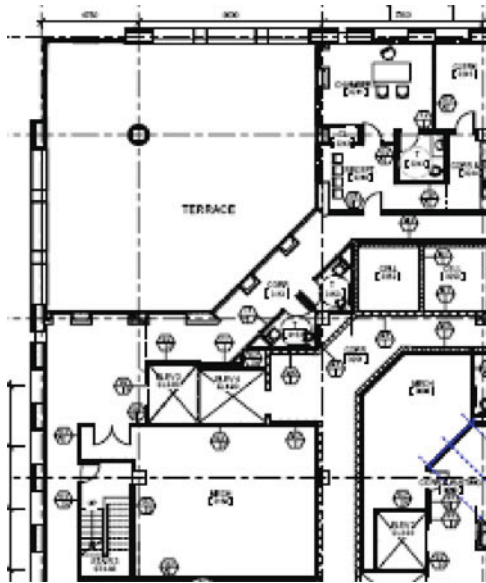
This balcony is not accessible and therefore would not be included in the Gross.

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*Balconies and Terraces (continued)*



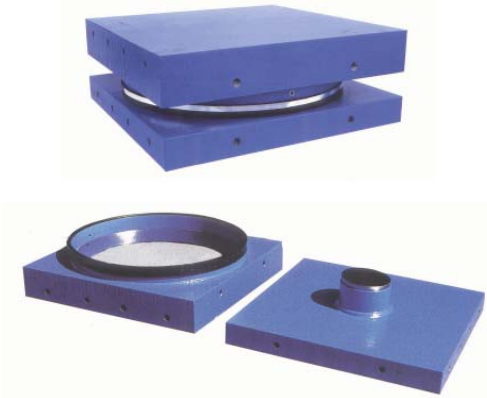
Partially covered upper level terrace used as a seating area for a Joint Use cafeteria. In this example, the terrace would be included in the Gross.



The diagram on the left shows a terrace that is within a tenant's space and was designed and used by one tenant. This terrace would be included in the Gross.

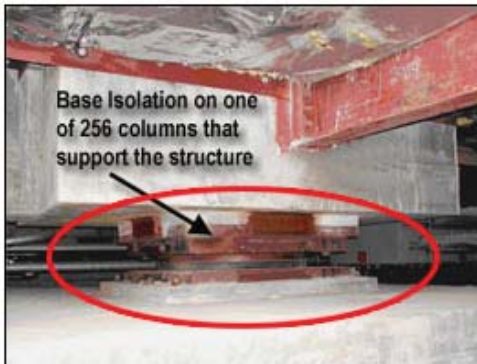
## Base Isolation Systems

Base isolation systems are located in the subbasement or crawl space of a building. Unexcavated crawl space is not included in the Gross, however when an unexcavated crawl space contains a base isolation system it is included in Gross.



Picture of a base isolation system.

Base isolation is a structural system that literally isolates the base of the foundation from the top or the rest of the buildings with a ball- or socket-type connection made of incredibly high-strength steel and Teflon so it can slide.



In 1993, the San Francisco Court of Appeals Building was seismically retrofitted to make the building more earthquake-resistant by using an innovative technique called base isolation.

All 256 columns were sliced through and this connection was inserted. This system allows the building to move as a single unit in an earthquake.



Exterior view of the Pioneer Courthouse being retrofitted with a base isolation system.



Interior view of the base isolation system being installed at the Pioneer Courthouse.

This illustration shows the removal of dirt under the existing building to install the base isolators.

## Crawl Space and Unexcavated Space

Crawl space is typically found in historic buildings, although any type or age of building may contain this type of space. A crawl space can have a concrete or dirt floor; space with a dirt floor is referred to as 'unexcavated'. These types of spaces can be labeled different ways on architectural drawings: crawl space, unexcavated crawl space, crawl, or unexcavated space.

PBS considers crawl space as part of the total constructed area of a building if the crawl space is finished. Finished crawl space is included in the Gross.

PBS does not consider an unfinished crawl space with a dirt floor part of the total constructed area of a building and therefore is not included in the Gross.



Unfinished crawl space. PBS does not consider an unfinished crawl space with dirt floor part of the total constructed area of a building and therefore is not included in the Gross.



Large crawl space with a walkway. Provides access to plumbing, wiring, and ductwork. PBS does not consider an unfinished crawl space with a dirt floor part of the total constructed area of a building and is not included in the Gross.



Ladder leading to the opening of a crawl space that is included in Gross.



Crawl space inside opening of photograph at left. Note wheeled device used to lie on and roll within crawl space.

PBS considers crawl space part of the total constructed area of a building when the crawl space is excavated and/or finished beyond shell. This space is assigned Space Type MCH-Mechanical and is included in Gross.



Unfinished crawl space. This basement room is a crawl space with a high ceiling and gives access to plumbing, wiring, and ductwork. PBS does not consider an unfinished crawl space with dirt floor part of the total constructed area of a building and is not included in the Gross.



## Exterior Structural Bracing and Columns

Exterior structural bracing can be found in many Federal buildings. Sometimes it is part of the building's original design and sometimes it is added later as part of a seismic upgrade.



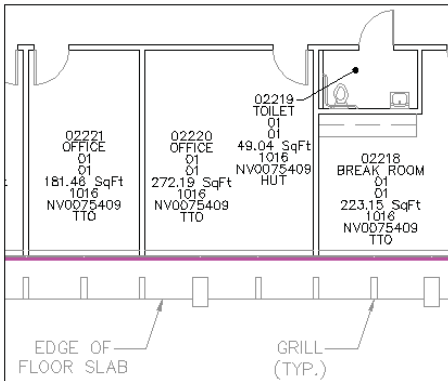
Example of an older building with exterior structural bracing added to improve earthquake resistance.

The square footage covered by this bracing is not included in the Gross.



Example of exterior structural bracing that is part of the building's original design.

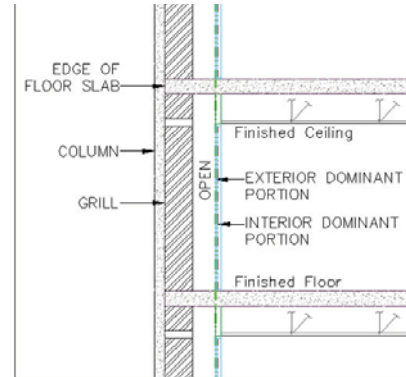
The square footage outside the window wall is not included in the Gross.



Second floor plan of building to the left.

The magenta line shows the floor boundary. The floor boundary for the typical floors is located at the window wall, not at the edge of the floor slab, grill, or exterior columns.

Note the column is not part of the shell wall. It is actually outside the floor boundary line and is not included in the Gross.



Recessed curtain walls. The curtain wall in the drawing on the left is termed "grill". Curtain wall is a type of building façade that has no structural function.

The floor boundary for the first and second floors is located at the window wall, not at the edge of the floor slabs or exterior structural bracing.

Note the column is not part of the shell wall. It is actually outside the floor boundary line and is not included in the Gross.



Exterior structural bracing. Part of the building's original design acts as a design feature as well as a structural component.

The columns are structural and the lattice work or grill between columns is decorative and not structural.

## Facade Elements

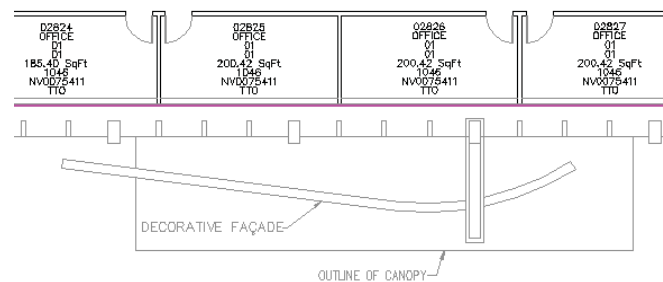
Facade elements can be found in any kind of Federal building. Sometimes they are part of the building's original design and sometimes they are added later as part of a building renovation.

These facade elements are not included in the Gross because they are outside the building line.



Facade element added as part of a building renovation. It is purely a design feature and has no structural importance. This façade element is not included in the Gross.

Below is the second floor plan of the building on the left. The magenta line shows the floor boundary.



South side of the new San Francisco Federal Building sheathed with an undulating, perforated metal screen

Items such as these: sunscreens, scrims, etc. are not included in the Gross. The floor boundary is defined by the all-glass building wall.



North side of the new San Francisco Federal Building. This façade element is not included in the Gross.

## Skylights and Light Wells

Skylights are an architectural element in many Federal buildings. But in some buildings skylights can be a complicated assignment if they occur in space on different levels, raising the question of whether they are tenant floor cuts.

A light well shaft within a building that is open to the outside at the top to admit daylight and fresh air through windows set into the sides of the shaft is not included in the Gross when it is open to the sky above. However when the light well shaft is enclosed by a skylight it is included in the Gross.

Federal buildings can contain a specialized form of light chamber/skylight architectural arrangement in which there is a room (such as a courtroom) which has a skylight in the ceiling that opens to another room above which is used exclusively to augment or enhance natural sunlight from above or outside. There are also situations in which the skylight is actually on the roof and not in the ceiling. Such spaces are sometimes annotated as a clerestory.



A typical skylight in a courtroom of a historic building. It may appear that this skylight is open to the sky above and is illuminated by natural sunlight.

See photograph to the right for what is actually above this skylight.



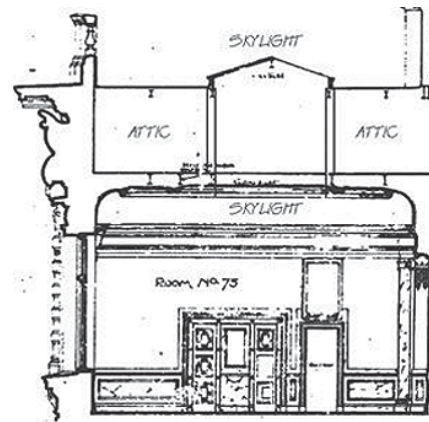
A specialized light chamber/skylight sometimes found above a courtroom or any other type of room. This type of space is known as “Light Well” or “Light Chamber”.

This room is included in the Gross and assigned to the tenant as TFC.



A clerestory. This is labeled with text on the construction drawings as clerestory above a special proceedings courtroom. The floor of this room is an opening leading to a domed skylight.

This room is included in the Gross as CRV.



A specialized light chamber/ skylight found above a conference room. The skylight in the ceiling of Room No. 75 receives light from a skylight mounted on the roof of Unmarketable attic space and does not penetrate any Rentable area.

This enclosed light chamber skylight is included in the Gross.

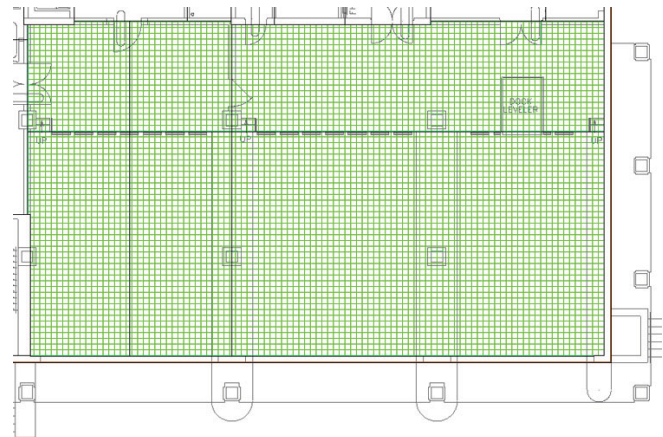
## Loading Docks

Receiving areas, such as loading docks within the building line, should be included in the Gross Area calculation. Any part of a loading dock that is outside the building line is excluded from the Gross.

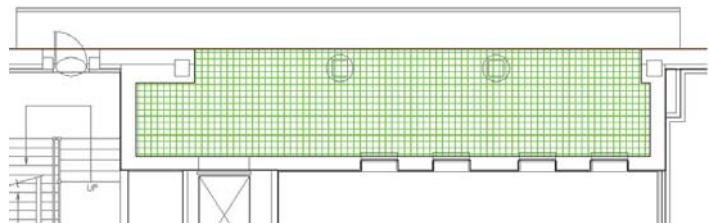
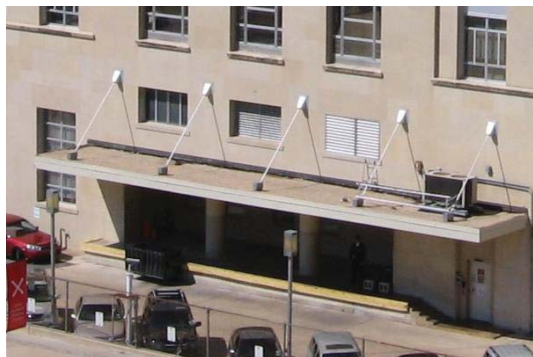


The area in front of an enclosed loading dock platform is known as the truck maneuvering area and is assigned with the loading dock space.

Even if there was no roll-up door this space would be assigned as loading dock because it is within the building line.



The loading dock pictured below is covered. However, not all of the loading dock is included in the Gross of the building. Only the area that falls within the building line is counted as square footage in the building, therefore the portion under the overhang is not included in the Gross of the building.



## Parking Ramps

Enclosed vehicular ramps leading into parking levels are included in the Gross. There may be a roll up door where the ramp enters the building.

A fully enclosed vehicular RAMP leading to or inside Structured Parking that fits the requirements of a vertical penetration is considered a Vertical Penetration and named RAMP.

If an enclosed vehicular RAMP does not go from one level to another level it is part of the Structured Parking (PARKING). Sometimes ramps only go up a few feet to a slightly higher or lower part of a parking level. In these cases it is not a full floor height change. Just like a stair, it needs to go from one level to another level to be CRV, not a few feet.



Example of an exterior parking ramp. On the outside (photo shown) of the roll-up door, the unenclosed ramp is not included in the Gross.

## C.12 - Rooms with Structural Bracing

Sometimes these rooms are less than ideal spaces and sometimes they are very adequate.

The ANSI/BOMA guidance regarding columns is, "No deduction shall be made for columns and projections necessary to the building." PBS considers structural bracing a column or a projection necessary to the building that is included in Gross as rentable.



Space with a structural brace. This room meets the requirements of Assignable Space and is assigned as TTO.



Space with a structural brace. This room is basement storage that is built out and is assigned as GNS.

## D. Glossary and Acronyms

<b>Amenity</b>	A space that provides comfort, convenience, or pleasure.
<b>ANSI</b>	American National Standards Institute
<b>Area Line</b>	A line segment that divides two adjacent spaces.
<b>Areaway</b>	Small sunken areas that allow access or light and air to basement doors or windows.
<b>Attic</b>	A space immediately below the roof of a building.
<b>BOMA</b>	Building Owners and Managers Association International
<b>Building Common Area</b>	Areas that provide services or circulation to all building tenants.
<b>Building Line</b>	The exterior surface of the building that provides (full or partial) enclosure with slab or roof immediately above and slab or foundation immediately below.
<b>CAD</b>	Computer Aided Design
<b>CAFM</b>	Computer Aided Facility Management
<b>Circulation</b>	The areas on a floor necessary for access to egress stairs, elevator lobbies, public toilets, refuse area, building lobbies, and entrances. It is based on actual layout of a floor and may vary over time, or as space configurations change, and from floor to floor depending on the number of tenants on a floor.
<b>Clerestory</b>	A clerestory is an upper portion of a wall containing windows for supplying natural light to a building.
<b>Common Area</b>	Common area is defined as the area(s) of the building that provide services, support, or horizontal circulation to building tenants.
<b>Community</b>	A group of Federal buildings within a specific geographic area.
<b>Community Joint Use</b>	Amenities such as child care centers or cafeterias housed in one building and available to tenant agencies in neighboring buildings.
<b>Construction Area</b>	The thickness of the outside wall, measured from the interior, dominant, vertical portion to the exterior dominant vertical portion of the building.
<b>Crawl Space</b>	Horizontal access space; a low unfinished space under a floor or above a ceiling in a building that gives access to plumbing, wiring, and ductwork.
<b>Dominant Portion</b>	ANSI/BOMA defines it as the portion of the inside, finished surface of the permanent, outer, building wall, which is 50% or more of the vertical floor-to-ceiling dimension at the given point being measured as one moves horizontally along the wall.
<b>Finished Surfaces</b>	A wall, ceiling, floor, or surface, including glass, as prepared for tenant use, excluding the thickness of any special surfacing materials such as paneling, furring strips, and/or carpet.
<b>Floor Common Area</b>	Areas that provide services or circulation to tenants on that floor.
<b>Floor Plan</b>	An electronic or paper drawing of a horizontal section of a building at a given level.
<b>Fully Enclosed</b>	A space with four walls, a ceiling, and floor that is protected from outside elements. Also known as 'Enclosed.'

<b>Gross Building Area</b>	Gross Building area is the total constructed area of a building; it is the sum of all spaces on all floors of a building measured to the exterior enclosing walls. Also known as 'Gross.'
<b>Gross Measured Area</b>	All spaces within the interior dominant portion of the building.
<b>GSA</b>	General Services Administration
<b>Hip Roof</b>	A roof with sloping ends or sides.
<b>Interstitial Space</b>	An intermediate space located between regular-use floors.
<b>Joint Use Space</b>	Shared amenities in a building that are available for use by all tenants of that building or facility.
<b>Judges Chambers Suite</b>	Included in the chambers suite are the judges' private office, conference room, corridors, reception, office, closets, private toilet, judges' libraries, law clerk offices (when part of the judges' chambers), service unit, and secretarial area.
<b>Nonassignable Space</b>	Unmarketable, measured areas within a building that is included in Gross.
<b>PBS</b>	Public Buildings Service
<b>PBS Specific</b>	A category PBS has devised for addressing Unmarketable areas of a building.
<b>PMO</b>	Property Management Office
<b>Rentable Area</b>	The total amount of space a tenant can occupy or use within a building.
<b>RPAM</b>	Real Property Asset Management
<b>SDM</b>	Spatial Data Management
<b>Service Area</b>	Areas of a building that provide services (mechanical and equipment rooms, lobbies, building storage, etc.) that enables an occupant or occupants to work in a building. Without service areas, it is impossible to accommodate occupants within a building without violating existing building codes and/or occupancy controls.
<b>Service Unit</b>	A service unit has upper and lower cabinets, a refrigerator without water or an ice maker, sink with disposal, and a microwave.
<b>Shell</b>	See the Pricing Desk Guide for definition of shell using the following link: <a href="http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeld=8195&amp;oid=17555&amp;programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&amp;programId=9240&amp;channelId=-16604">http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeld=8195&amp;oid=17555&amp;programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&amp;programId=9240&amp;channelId=-16604</a>
<b>Space Boundary</b>	A closed polygon that links the area line segments into a single element to define a space.
<b>Skylight</b>	An overhead window, usually on a roof, that admits daylight.
<b>Unexcavated Space</b>	Space that has not been constructed or built-out for tenant use.
<b>Unmarketable Space</b>	Space that cannot be marketed to building occupants.
<b>Unsuitable for Occupancy</b>	Space in a building that cannot be used for or easily converted to Usable Space.
<b>Usable Area</b>	Spaces of a building that can be assigned to a specific tenant.
<b>Vertical Penetrations</b>	Openings that penetrate the slabs between floors for the use of supporting stairs, elevators, flues, pipes, and ducts, and must be 9 square feet or greater.





# 6 | References

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*Reader Note: If a URL changes, and the link becomes unusable; Use a text string search on <http://www.gsa.gov> or on another capable search engine. Some links may or may not be available thru <http://www.gsa.gov>.*

## **PBS Spatial Data Management Website:**

<http://www.gsa.gov/Portal/gsa/ep/programView.do?programId=8428&programPage=%2Fep%2Fprogram%2FgsaOverview.jsp&P=PV&pageTypeId=8195&oid=8313&channelId=-12934>

## **Building Owners and Managers Association (BOMA):**

Standard Method for Measuring Floor Area in Office Buildings—<http://www.boma.org>

*Reader Note: ANSI/BOMA Z65.1 (Standard Method for Measuring Floor Area in Office Buildings) Most current version. This document is not available electronically. It must be purchased from BOMA.*

## **PBS Computer Integrated Facilities Management (CIFM) Website:**

<http://www.gsa.gov/CIFM>

## **PBS Pricing Desk Guide:**

<http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeId=8195&oid=17555&programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&programId=9240&channelId=-16604>

## **U.S. Courts Design Guide:**

[http://www.gsa.gov/gsa/cm\\_attachments/GSA\\_DOCUMENT/Courts\\_Design\\_Guide\\_07\\_R2SI7\\_0Z5RDZ-i34K-pR.pdf](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/Courts_Design_Guide_07_R2SI7_0Z5RDZ-i34K-pR.pdf)

## **P-100 Facilities Standard:**

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8195&channelId=-14201>

# 7 | Contacts

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May 2009