

## AMS CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 16-52  
**Date Received:** June 24 2016  
**Title:** AMS Real Property Template Updates

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**Guidance and Policy must be submitted with separate CR coversheets.**

Policy

**Or**

Procurement Guidance

Real Estate Guidance

Other Guidance

**Summary of Change:** There are updates to be made to AMS Real Property Templates:

Supplemental Lease Agreement (SLA) Form

Changes to language and format to make it clearer for RECOs to understand.

Space Lease File Review Checklist

The existing excel template will be REPLACED by the revised word document template that contains a table describing the documentation needed for a Space Lease File.

Standard Space Lease

Changes made to Environmental and Occupational Safety and Health (EOSH) clauses that were updated in FY16Q1. Additional updates were also made to clauses related to Energy Utilities.

Standard Space Lease Instructions

Updated to match the changes made to clauses contained in the Standard Space Lease

Small Space Lease

Changes made to bring EOSH clauses up to the same state as in the Standard Space Lease. Additional updates also made to clauses related to Energy Utilities.

Small Space Lease Instructions

Updated to match the changes made to clauses contained in the Small Space Lease and Space Lease Reference Clauses

Small Space Lease Reference Clauses

Changes made to bring EOSH clauses up to the same state as in the Standard Space Lease. Additional updates also made to clauses related to Energy Utilities.

**Reason for Change:** Supplemental Lease Agreement (SLA) Form:

- Increase clarity for RECOs who need to fill out the form.

Space File Review Checklist:

- The revised word document template simplifies the filing of important documentation for Space Lease files for RECOs

Standard Space Lease:

- Changes made to simplify and remove FAA mandates that were not necessary compared to Federal directives. Introduced Energy Utilities changes to clarify and provide additional information to RECOs

Standard Space Lease Instructions:

- Updated to match the changes made to clauses contained in the Standard Space Lease

Small Space Lease:

- Changes made to match EOSH and Energy Utilities clause updates made to the Standard Space Lease.

Small Space Lease Instructions:

- Updated to match the changes made to clauses contained in the Small Space Lease

Small Space Lease Reference Clauses:

- Changes made to match EOSH and Energy Utilities clause updates made to the Standard Space Lease.

**Development, Review, and Concurrence:** ALO-200, WLSA, ELSA & CLSA

**Target Audience:** Real Estate Contracting Officers

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** 2.6.13; 2.6.20; 2.6.8; 2.6.8.1; 2.6.9; 2.6.9.1 and 2.6.9.2

**The redline version must be a comparison with the current published FAST version.**

- I confirm I used the latest published version to create this change / redline

**or**

- This is new content

**Links:** [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

**Attachments:** Redline and Final documents

**Other Files:** None.

**Redline(s):**