

FPS Instruction Manual 15.2.6.1-01

Real Property Management



Department of Homeland Security
Federal Protective Service
Office of the Deputy Director for Technology and Innovation

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Deputy Director, Technology and Innovation

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FORWARD

The Real Property Management Manual is to be primarily used by Federal Protective Service (FPS) personnel as a facility planning and management tool. Other possible users of information in the Real Property Management Manual are General Services Administration (GSA) transaction managers, realty specialists, construction project managers, current and prospective private lessors, architects, and contractors. The Real Property Management Manual provides a benchmark for planning and design of new lease acquisitions, and for the evaluation and renovation of existing space. Nothing contained within this manual shall supersede DHS instruction 119-02-003; DHS Workplace Standards, September 30, 2014; OR DHS instruction 119-02-001 Revision 1, Real Property Manual, July 2, 2010. If there is any ambiguity or discrepancies the DHS manual and instruction shall be deemed overriding. Criteria can always be more stringent but cannot be less stringent.

This manual will be used by the Facilities Branch (Facilities) in accordance with DHS Directive 119-02, "Real Property Management Program," December 10, 2012, for project and program management support. The procedures outlined support division policy defined by the Administrative Services Division (ASD) Management team. FPS Design Standards ("*Standards*") contain criteria and concepts for the planning and design of FPS operated locations. The standards contain FPS organizational, operational, and functional requirements specific to the FPS component. The standards captured here ensure FPS personnel can effectively achieve mission critical core functions and objectives, while also adhering to security, safety, and building code regulations. Any deviations from the FPS Real Property Management Manual and associated standards must be approved by ASD.

In accordance with OMB Memorandum M-12-12, Section 3 "Reduce the Footprint", March 2015, spaces have been "adjusted or rightsized". The Real Property Management Manual includes room data sheets that provide written criteria and plans for personnel workspaces, office support spaces, conference/training rooms, communication spaces, fitness rooms, laboratories, secured and detention spaces and support areas. The space types consist of two components: 1) Mission Space (which does not count against our Square Footage Utilization Rate), and 2) Administrative Space (cubicles, offices, and all non-mission space). All spaces are identified using these criteria.

OVERVIEW

Application of the Real Property Management Manual criteria may be influenced by the physical characteristics of the available space such as building and room dimensions, window locations, column spacing, structural floor loading capacity, building access, vertical transportation, and site restrictions. These factors affect the room layout, furniture arrangement, space adjacencies, and compliance with federal and local building requirements for life safety and accessibility. In addition, further design requirements, such as separation between workstations and sanitary considerations shall be considered for minimization of exposure to hazards; must follow CDC and DHS guidelines for these considerations.

The Real Property Management Manual is flexible enough to adapt to building requirements and environmental conditions, but changes from the Real Property Management Manual criteria requires approval by the Director, ADFO, or ASD. The request for variance must include the following information: Mission Requirements, Cost, Square Footage, Utilization and Schedule Impact. Note: ASD must be notified of deviation by Director or ADFO and reason for the deviation.

Finally, The Real Property Management Manual outlines FPS requirements under the National Environmental Policy Act (NEPA) and other applicable environmental, historic, cultural, sustainability, energy laws and Executive Orders (EOs).

CHAPTER 1. PROJECT REQUIREMENTS

A project is defined as any request for the modification, addition, or deletion of space to include planning for these actions. The Project Requirements (PR) provide specific FPS/DHS requirements and Agency Specific Requirements ASR, which may vary, be more specific, or more stringent than those of the Request for Lease Proposal (RLP) minimum requirements and are intended to give the Offerors additional information to be fully compliant with the RLP. The PR is not intended to reduce the minimum requirements contained within the base RLP.

This document should be used in conjunction with the task order scope of work and the RLP requirements. If any ambiguity exists, the more stringent requirement shall prevail; however, if there are any conflicts between documents, they shall be brought to the attention of the FPS Project Manager (PM) for clarification.

1.1 INTENT

These Project Requirements are intended to convey the intent of the scope of work but are not to be considered exhaustive or all-inclusive. Where these specifications do not address specific criteria, the Lessor shall include systems, materials and equipment in accordance with sound design practices for similar facilities in the marketplace. Recognizing that the PR alone cannot convey all the information required for the successful completion of a project, the Government and FPS expects that the design team, having the knowledge and expertise of these facilities will interpret the intent of the PR correctly, and will supplement these documents with their expertise in order to achieve a complete, high quality and fully functional design.

1.2 INDUSTRY CODES AND STANDARDS

All construction shall, at a minimum, be performed in workmanlike manner and constructed in accordance with the latest building codes as applied or enforced by the local jurisdiction and applicable laws, rules and regulations.

1.3 DESIGN AND CONSTRUCTION GUIDANCE

1.3.1 Approving Authority

FPS shall have the sole approving authority on all matters involving aesthetic design and appearance of base building and tenant improvements, including but not limited to the exterior envelope, main lobby, landscaping and site design, lighting, and toilet rooms to the extent that they relate to the FPS owned or leased portion of the building. FPS shall coordinate and be reliant upon the design team for preparation of design and finish options.

1.3.2 Design Intent Documents

During the development of the Design Intent Documents (DID's) and Construction Documents (CD's), FPS will coordinate with GSA representative (who coordinates with the Lessor, Architect and/or Engineers to identify specific project requirements not specifically identified in the Exhibits and Lease documents).

1.3.3 Design Review

For the purposes of design review and approval prior to release for construction, GSA shall split the CD's into Shell and Core (SC) and Tenant Improvement (TI) packages, if applicable. The intent for this split is to allow GSA to manage the construction schedule through early issuances of the SC package and associated sub packages for construction work to proceed while the TI package is under development. The TI package development schedule shall consider and work in tandem with the Design Intent Drawings (DID) development process. FPS encourages the combining of the SC and TI cost after approval of the DID's if the TI Design is being done by the GSA.

1.3.4 GSA Responsibility

GSA shall prepare and provide DID's to FPS for approval. DID's, for the purposes of this project, are defined as floor plans graphically depicting the requirements set forth within the ASR (Agency Specific Requirements) and the POR (Program of Requirements).

1.3.5 Material Change(s)

Any material changes to the CD's that vary from the DID's shall require specific notice to and approval from the FPS Project Manager (PM) and Contracting Officer (if applicable).

1.3.6 FPS Review

FPS's review of the DID's and CD's does not relieve GSA from being completely responsible for the improvements required by this project. GSA is solely responsible and liable for technical accuracy of the drawing submissions in meeting all requirements of the contract.

1.4 FPS FACILITIES STANDARDS

1.4.1 FPS Specific Requirements

The FPS specific requirements, which amplify or modify the standard requirements outlined in the RLP, are stated by these Project Requirements (PR). The PR contains the Agency specific requirements which apply to the overall project.

In addition to special construction requirements there may be other building specific requirements for lighting, heating, cooling and custodial services that must be considered in the design and construction process (ASD Environmental Sustainability employee will create/handle these requirements). The unique FPS operational requirements will be considered "above standard" by GSA and will be billed as "overtime utilities" accordingly.

1.4.2 FPS Facility Construction Design

This FPS Facility Construction Design Drawings will be registered as Appendix C within this manual.

1.4.3 Utility Requirements

GSA shall equip the facilities with the required HVAC, electrical, and plumbing services as outlined during the design phase. FPS facilities, such as field offices or Mega Center's, with specific operational requirements such as shift work or extended hour beyond established core hours may require a zoned HVAC system that reflects their unique mission requirements for 24/7 activities in various parts of the facility as well as emergency stop equipment for zone shut down by area for emergencies. Note: Backup generators or UPS systems may be required due to operational requirements. This will be initiated at design.

1.4.4 FPS LAN / Radio Rooms

These spaces will contain FPS racks, servers and security and (b)(7)(E) radio equipment that may require 24/7 HVAC cooling. Depending on load requirements these rooms may require separate (b)(7)(E)

(b)(7)(E) (See Appendix C)

1.4.5 Radio/Tech/ITFO Lab

These spaces will contain FPS racks and equipment requiring 24/7 HVAC cooling (if applicable). Depending on load requirements these rooms may require separate, (b)(7)(E) (See Appendix C)

1.4.6 Additional HVAC Requirements

Additional spaces identified during the design phase may also require 24/7 HVAC (If determined by HVAC load calculations).

1.4.7 Cooling Requirements

Exact cooling is to be based on British Thermal Units (BTUs) emitted by equipment. The incorporation of necessary cooling is to be implemented to requirements listed in the design phase.

1.5 SECURITY REQUIREMENTS

1.5.1 Physical Security Criteria

The project shall comply with FSA Directive 15.8.1.1, Revision 2, "Facility Security Assessment," March 9, 2018 and DHS instruction 121-01-017-01 Physical Security Construction and Equipment Specification Instruction Manual, March 21, 2015. FPS has determined all new leased construction shall be based on independent site, location and occupancy variables. The necessary setback distance and mitigation strategies will be determined following a formalized Threat Assessment and Risk Analysis. A Facility Security Assessment is conducted after selection of a site and is not required if moving into an existing federal facility, unless adding FPS as an occupant changes the FSL of the facility.

1.5.2 Site Assessment

FPS shall conduct a Facility Security Assessment to determine the security requirements for this facility. They will conduct a Site/Building Risk Assessment for compliance and/or to determine the requirements for this facility.

1.5.3 Adjacency Requirements

Whenever possible, FPS facilities shall not be located adjacent to, in proximity or and/or within residential areas, drug, explosive, or weapon free zones, educational facilities, religious facilities, other citizen or immigration (such as EIOR and CIS) related facilities, and/or retail facilities. The FPS PM shall provide direction during Advertisement for Space and Market Survey phases (If applicable). DHS may determine or require other agencies to co-locate with each other as part of consolidation efforts.

1.5.4 Clearance Requirements

The Lessor shall agree to insert lease terms that conform substantially to the language of the security clearance requirements, which are conducted by GSA, and apply to all contract workers to include but not limit to, design, construction, and maintenance and cleaning service personnel. These requirements will be provided upon request to the Lessor. If applicable, a Building Access Request Form will be provided to the Lessor for use with directions for submittal of the required documentation. Unless the facility is FSL 3 or 4, these services must be paid to GSA by FPS.

1.5.5 COOP Requirement

The site may be considered a Continuity of Operations (COOP) site (Determined by DHS) in which case it may be necessary to continue FPS's mission during periods of crisis situations. This may require additional systems (e.g., a backup generator, etc.) to support operations.

1.5.6 Mechanical Electrical Plumbing (MEP) Services

The Lessor shall provide the Mechanical Engineer (ME) and Structural Engineer SE with the required HVAC and electrical services as outlined during the design phase. The facilities shall reflect and complement the appearance and construction of the exterior façade of the FPS office building.

1.6 PARKING

GSA shall provide the number of parking spaces required by the RLP, to include, but not be limited to, visitors and FPS Government fleet vehicles. These spaces shall be available on site (preferred location, if not, adjacent would be second preference) maximum distance from parking location to building exit to be 250 feet and shall be secured as required by the Real Property Management Manual described within the RLP. When parking cannot be adjacent, every effort will be made to obtain parking on the same side as the building to ensure officers in an emergency response will not have to cross active streets in urban cities to get to their vehicle to respond. Based on the facility type and size, the vehicles to be accommodated may include cars, vans and buses. This parking should be located adjacent or as close to the building as possible and shall comply with ADA guidelines for number of handicap accessible parking spaces required. For additional parking guidance and information, see 8.3 Parking Agreements

1.7 INTERIOR LAYOUTS

To assist in the design of the spaces, adjacency diagrams and prototypical blocking and stacking schemes may be provided by ASD to demonstrate possible arrangements. While the building shapes will vary in size and design, the adjacencies must be satisfied. A test fit plan with the necessary adjacencies may be required based on the shell and core design of the facility being proposed by GSA. All plans shall be ADA compliant as well as compliant with all applicable local and national building codes. This plan will serve as a schematic design for adjacency purposes only. Adjacency and specific room requirements that affect the shell design are as follows:

- a. The Lobby and FPS Security requirements (See Appendix C): If FPS does not control the main lobby, the security requirements for screening and badging (as required by the FSL designation for the building) may need to be located on an upper floor or on a partial floor. In multi-floor occupancies the security stations, and the required staff, may have to be duplicated. Special attention must be given to the maintenance of egress paths and the conflicts that are typically generated in secured environments.
- b. Operating hours: PSO's often operate during hours where other areas of the building may be closed. It is therefore necessary that the 24/7 personnel have access to the Break Room, Employee Restrooms (Men's and Women's) and Lobby. (May require special access to parking)
- c. Visitor Restrooms: Men's and Women's restrooms and preferably a Break Room must also be open and available for use by outside contract personnel without accessing secured FPS office areas. The required adjacencies should be considered in the zoning of the HVAC system as well as for the establishment of a security hardline in the test fit. Visitor restrooms should be located outside of leased space whenever possible.
- d. A Unisex restroom may be required adjacent and accessed via the FPS lobby for use by FPS public visitors.
- e. The FPS Open Office Area (Administrative Area): Must be adjacent to the staff or team they serve and should be placed on the outside wall (if possible) to allow natural light to penetrate the building to the greatest possible degree.
- f. Efficient use of space must be considered such as column or window spacing. For buildings of 10,000 Net Square Feet or greater column spacing cannot be greater than one column per 1000 square feet. For buildings less than 10,000 net square feet column spacing cannot be greater than one column per 500 square feet. Columns located in weapons or defense tactics rooms will not be allowed. Windows are not allowed in weapons, detention, evidence, or IT spaces.

1.8 SUSTAINABLE DESIGN

FPS is required to meet sustainable building management requirements put into effect through legislation, Executive Orders (EO), and DHS Management Directives. FPS is committed to incorporating principles of sustainable design and energy efficiency into all its building projects and will seek the applicable LEED certification as specified in the RLP. GSA must ensure the facility follows all Federal, State and local environmental protection laws and regulations.

Sustainability requirements are encapsulated in the Guiding Principles for High Performance and Sustainable Buildings.

1.9 ENVIRONMENTAL IMPACT ANALYSIS PROCEDURES

The National Environmental Policy Act (NEPA) of 1969 (42 USC 4321 et. seq.), as amended, establishes policy and requirements governing all Federal Departments with respect to protecting the environment. FPS will follow specific requirements established by NEPA and by the associated implementing regulations promulgated by the Council on Environmental Quality (CEQ) (40 CFR 1500-1508), and requirements contained in current version of DHS Directive 023-01 *Environmental Planning Program* and associated instructions. NEPA requires all Federal Departments to consider all potential environmental consequences of their activities prior to initiation of a Federal action. Specifically, Section 102(2)(c) of NEPA requires all agencies of the Federal Government to include an environmental Impact Statement "in every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the human environment."

1.10 ENVIRONMENTAL REVIEW PROCEDURES

All major Federal actions above the simplified acquisition threshold must have an environmental review performed prior to the non-retrievable or recoverable expenditure. The environmental review must be completed, and documentation approved before the reimbursable work authorization is issued to the service provider.

DHS has three levels of environmental review:

- Un-asterisked Categorical Exclusions,
- Asterisked Categorical Exclusion that require a Record of Environmental Consideration (REC);
- Environmental Assessment (EA)/Finding of No Significant Impact (FONSI); and
- Environmental Impact Statement (EIS)/Record of Decision (ROD).

All environmental reviews must be conducted, and documents prepared, as required, in accordance with applicable laws and regulations, DHS Directive 023-01 *Environmental Planning Program* and associated instructions prior to the expenditure of federal funds.

When submitting project requests, the following information must be included in the package:

1. Completed FPS Environmental Impact Analysis Checklist (aka: NEPA checklist), see Appendix F1 for a copy of the checklist;
 - a. Date of construction of the building is important to the analysis and shall be noted in the checklist, Section II, 11.A.
2. Copies of the GSA NEPA and Historic Preservation documents for the building or space;

Buildings that are 45 years of age or older are of priority concern as they will require additional consultations with GSA Historic Preservation Specialists and potential consultations with State Historic Preservation Offices (SHPOs).

Coordination with the FPS Environmental Compliance Office (ECO) may reduce or eliminate project timeline delays and budget increases. Note: Due to length of time required for this component, early coordination is recommended

1.11 PROJECT SCHEDULE

GSA shall provide an overall project schedule giving the dates (FPS prefers calendar days over working days) on which various phases of design and construction will be completed to coincide with FPS required occupancy date (refer to the "Lease Term Commencement Date" paragraph in the General Information section of the RLP). A preliminary schedule is to be provided within 30 calendar days after award of the lease contract and a finalized schedule no later than 60 calendar days after lease award.

CHAPTER 2. REAL PROPERTY

2.1 OVERVIEW

This section outlines the principles in planning and implementation for new spaces and the management of all space for FPS, whether located in Headquarters or the Field. These principles apply to all FPS offices.

2.2 LEASE ACQUISITION

When it has been determined that leasing a new space is the best option (assumes that FPS looks internally at their available spaces first). FPS will first attempt to acquire offices and types of special space through GSA and leverage the real estate resources that GSA makes available to their constituent agencies through the Federal Real Property Profile (FRPP). GSA is the federal government's primary federal real property and asset management agency, with 11 regional offices nationwide that oversee acquisition of real property for the federal customer. By law, GSA acts as a procurement agent for federal agencies, seeking economies of scale for the government. The GSA space procurement process typically begins with a federal agency approaching GSA with a mission-related need leading to process initiation. According to Federal Management Regulation (FMR), prior to entering a new lease, GSA must first consider existing vacant spaces in federally owned buildings, or existing government leased space in the desired area. The only exceptions to utilizing GSA services for leased facilities are as follows:

- There are unsuitable alternatives in the GSA inventory of available properties.
- The required geographical location is too remote to warrant inclusion in the GSA inventory.
- In accordance with DHS Delegation Number 00500, Revision 01 "Delegation to the Chief Readiness Support Officer", issued June 5, 2012, OCRSO real property, has the appropriate authority to issue real property warrants and can engage in real property acquisitions, as defined in the Federal Acquisition Regulation (FAR).
- GSA delegated authority (verified in writing by GSA according to guidelines in the Federal Management Regulation (FMR)).

2.2.1 Leasing Evaluation Process

GSA leasing is a preferred method of acquiring space. Even when a DHS real property warrant and statutory direct authority are possessed, GSA is to be the sole provider for acquisition.

When engaging GSA for a lease evaluation, a GSA Leasing Specialist will typically ask for a requirements package (ASR, POR, and Real Property Management Manual). This information is critical and provides GSA with the necessary documentation to provide an accurate cost estimate (Independent Government Cost Estimate, IGCE).

Once the leasing evaluation is completed, a space is to be acquired through a new lease transaction. A GSA Realty Specialist will work with the appropriate FPS asset management office to:

Finalize the space requirement package, including physical security requirements specified by the appropriate Physical Security Specialist;

Develop an estimate for tenant improvement costs, including general and customized tenant allowances;

Work with the project's parameters such as location, amenities, and infrastructure, to locate suitable properties. GSA is legally obligated to seek out certain spaces over others. Priorities are given below, in order of greatest to least:

- Federally owned inventory – The Federally owned inventory is GSA's first choice for all new leasing actions.

- Advanced Acquisition Process (AAP)¹ – This GSA program leverages GSA relationships with the private-sector owners to determine upcoming vacancies in their portfolios. The program allows GSA to rapidly identify available space for acquisition on behalf of the DHS Component office.
- Market Survey – When GSA has no available space in the federal inventory, and no suitable inventory can be located in the AAP, GSA initiates a market survey. This process requires both GSA and DHS Component office participation in a Market Survey.

2.2.2 Occupancy Agreement (OA)

An Occupancy Agreement serves as a complete, concise statement of the specific financial terms and conditions by which a federal agency occupies a GSA-controlled space, whether it is government-owned or leased by GSA on the agency's behalf. When a project is initiated, an OA draft/proforma is created. There are several key components that make up an Occupancy Agreement.

Facilities and the ECO (as applicable) must review, and DHS approve, the draft OA/proforma prior to GSA's making any major contractual commitments associated with the space request. Due to changes in negotiations during the leasing process and changes of lease terms (e.g. years leased), there may be several draft OAs/proforma revisions that GSA will ask DHS to sign prior to the final version. There are two critical steps during the development of a Draft OAs that will need to be signed as a condition of the project moving forward (prior to the execution of a design contract or feasibility study for federal buildings or prior to the market study for leased space) and an updated draft OA before award of the lease contract. A Final OA is generated when the new space has been accepted by FPS and GSA, and the data has been entered into the GSA finance system. Billing begins when the Final OA is completed and verified by GSA. The Final OA does not need to be signed for the billing to begin. However, DHS needs to verify the billing information in the Final OA, and sign and return to GSA for a complete record (must be entered into Real Property Data Warehouse (RPDW)).

2.2.3 Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)

A memorandum of agreement (**MOA**) is a type of agreement between two or more parties (typically between another agency or lessor and FPS) and consists of the following key components: Purpose, Scope, Authorities, Definitions, Responsibilities, Policy and Procedures and Signatures. MOA's do not require exchange of funds. If a MOA requires funding, it must be accompanied by an Inter-Agency Agreement (IAA) See 2.2.4 for funding. MOA's shall be reviewed by the ECO for compliance prior to acceptance.

A memorandum of understanding (**MOU**) is a type of agreement between two or more parties (typically between GSA and FPS) that indicate an intended common line of action. Funding may or may not be required for this agreement. This Agreement encompasses all aspects of the relationship between the two Parties and supersedes previous Memorandum of Agreements on this subject, establishing a current policy to:

- Control the provision of and payment of operating expenses, support services, material and other related costs at *[FPS Facility Physical Address]*.
- Identify documents that describe the services and support provided, coordination and points of contact, and security policy and procedures

Note: MOU's shall be reviewed by the ECO for compliance prior to approval

¹ This is for National Capital Region (NCR) only.

2.2.4 Inner Agency Agreement (IAA) Funding

The obligations in the IAA are subject to the availability of funds. Nothing in the IAA authorizes reimbursements for services or supplies until the IAA is incorporated into an interagency agreement that complies with 31 U.S.C. §§ 1501 and the Economy Act. No provision of the MOA will be interpreted to require obligation or payment of funds in violation of 31 U.S.C. § 1341 (the Anti -Deficiency Act).

While the Parties do not intend for the IAA be a binding commitment to transfer funds or to represent a financial obligation between the Parties, the Parties do contemplate that the IAA (or its essential terms) will be incorporated into an interagency reimbursable agreement for provision of services.

The Servicing Party will bill the Requesting Party quarterly for actual costs, which will be paid for or applied against advance payments (if any). The Requesting Party will reimburse all recurring costs of the office space on the date the interagency agreement is executed and the funding obligated. These costs are not to exceed the actual office space costs, plus the incidental costs associated with Servicing Parties responsibilities described in this MOA. The costs will be revised each fiscal year (FY) to reflect the actual space changes.

Note: If funds are being obligated, ECO shall review prior to acceptance

2.3 ACCEPTANCE

Space Acceptance is the commitment from an agency to occupy specified GSA-controlled space. After the complete buildout, there is a final inspection from the agency representatives and GSA. A punch list is generated, and a substantial completion date is developed after punch list items are corrected. GSA obtains a Certificate of Occupancy with the agreement on space measurement. Once FPS accepts the space as substantially complete, operationally functional, and acquires the keys, the rent will commence immediately.

2.4 POST OCCUPANCY

Within 60 days of occupancy, GSA shall furnish to Facilities as-built drawings of the occupied space as well as any manuals, warranties or manuals required. Any changes to the original OA terms shall be disclosed in addition to contact information regarding building management, property management, and the GSA lease administrator.

2.5 TERMINATION

Space utilization (including hiring projections and attrition), lease expirations, and other extenuating circumstances (damage or maintenance issues, rent increases) are all taken into consideration as FPS/DHS continuously monitors its property portfolio. If properties fall under the historic preservation or other environmental compliance, they shall be reviewed by the ECO. If the resulting analysis depicts spaces that need to be terminated, the following actions must occur:

2.5.1 Tenant Responsibilities

The following items are required for termination of a space (Also see Figure 1 "Process to Return/Dispose of Space" and Figure 2 "Additional Procedures to Return/Dispose of Space" below):

- a. There is a minimum requirement of 1 year and 6 months before space can be terminated. A 120-day notice to terminate is required. Altogether, the occupancy requirement and required termination notice period totals 1 year and 10 months.
- b. A 120-day notice must be provided to GSA to clearly address the effective date of the space release and the duration, and what specific blocks of space and/or Occupancy Agreements (OAs) will be terminated. This function is currently handled by the DHS real property (Example: FPS would like to provide official

notice of 120-day cancellations rights for OA agreement ACOXXXXX effective January 1, 2020).

Notification shall be sent to GSA regional representative.

- c. There may be associated cost with the termination of space (typically through the RWA process). The requesting party shall be responsible for paying for these costs (unless it is a forcing function in which case the forcing agency will be responsible for these costs)
- d. GSA will respond with an acceptance of termination or return questions if the space is deemed not marketable. All space returned must be marketable to GSA and must have an egress not within a secured corridor that FPS has sole access to.
- e. If FPS is moving to another location, the termination notice including the list of OA's to be terminated should be provided using language that addresses the completion of move-in of the new location; this is so that GSA understands that the date could fluctuate and is contingent upon the completion of another project.
- f. FPS notifies DHS management of space(s) to be terminated in addition notifies the Physical Security Division, Property Branch, Fleet Branch and IT Division with an estimated termination date.
- g. Occupancy Agreements should be reviewed for other real property items that are part of the OA agreement, such as parking and antenna space (rooftop and node). Although the FPS office space may terminate, the IT or Tactical Communications Division (ITD/TacCom) may still have a need for the antenna. This cost, if any shall be paid for by the Region responsible for the antenna and should be through a new OA.
- h. If any conduits are going into the FPS space identified for termination, they will need to be relocated prior to the space release.
- i. A comprehensive review conducted by Facilities will ensure the space was removed from Rent On The Web (ROW) 30-60 days after the date of termination. Note: GSA bills in arrears.
- j. A Regional Representative shall conduct a walk through with the GSA Building Manager to review all aspects of the space.
 - 1) The representative should review the most recent Facility Inspection and current OA, as well.
 - 2) The Regional Representative and GSA Building Manager will review and define space that will or will not be needed after space reduction (such as parking, antenna, storage, Canine Explosive Storage Magazine)
 - 3) Above Standard Service Systems [HVAC], Overtime Utilities, or shared space [fitness center, Mat room, etc.]). Upon completion of the review, the Region Representative will annotate the Space Request Form accordingly.
- k. The Regional office creates a draft SF 120 (Report of Excess Personal Property) and recommends a projected completion date in which the Region will declare, transfer or dispose of excess personal property. This completion date will provide reasonable assurance to the Region and ASD that the Region will have vacated all required space by the completion date. This completion date will be referred to as the "last billing date," which coincides with the proposed vacate date.

A transitioning out process is outlined by the following:

- In government owned property, tenants must coordinate with GSA to ensure removal of all personnel, furniture, files, equipment and trash required by lease. The FPS Region/Facilities representatives conduct a walkthrough of space to ensure everything has been removed.
- The Regional representative must either confirm the acceptance of the space or provides a list of corrective actions to successfully vacate including assistance from Facilities with the use of the form SF-120 for disposal of excess equipment. A secondary walkthrough should then be scheduled, and if deemed successful; keys and or alarm access must be returned to GSA.

Note: If any of the above items are still left in the space, the Region may be held liable to pay for rent the following month or until all items are cleared (does not relieve HQ from rent obligation).

2.5.2 Additional Requirements for IT and Specialized Equipment

In order to ensure space is released back to GSA in a timely manner and removed from inventory, the following items must be considered:

- a. It is the responsibility of the ITFO and ITD to coordinate all IT items to be removed. Notice needs to be provided to GSA ahead of time if the IT rack is being abandoned in place. This is considered agency-special equipment and it is the responsibility of the agency to remove it out of the space.
- b. Cables are permitted to be left in the space; when removing cables, the cables should be removed from the panel as well. This is normally included as part of GSA's shell cost offered to the incoming tenant. The same principle applies for lease space.
- c. All switches, UPS, and access control systems, monitoring devices must be removed and or disabled so GSA has access. Separate HVAC units are part of Real Property and shall be abandoned in the space.
- d. ECO shall review list of equipment being decommissioned for inventory/reutilization purposes

Note: There may be fees associated with these actions that shall be paid for by the Region. If it is determined that these items can stay per the lease and it is not cost effective to remove them, they shall remain in place.

Process to Return/Dispose or Space

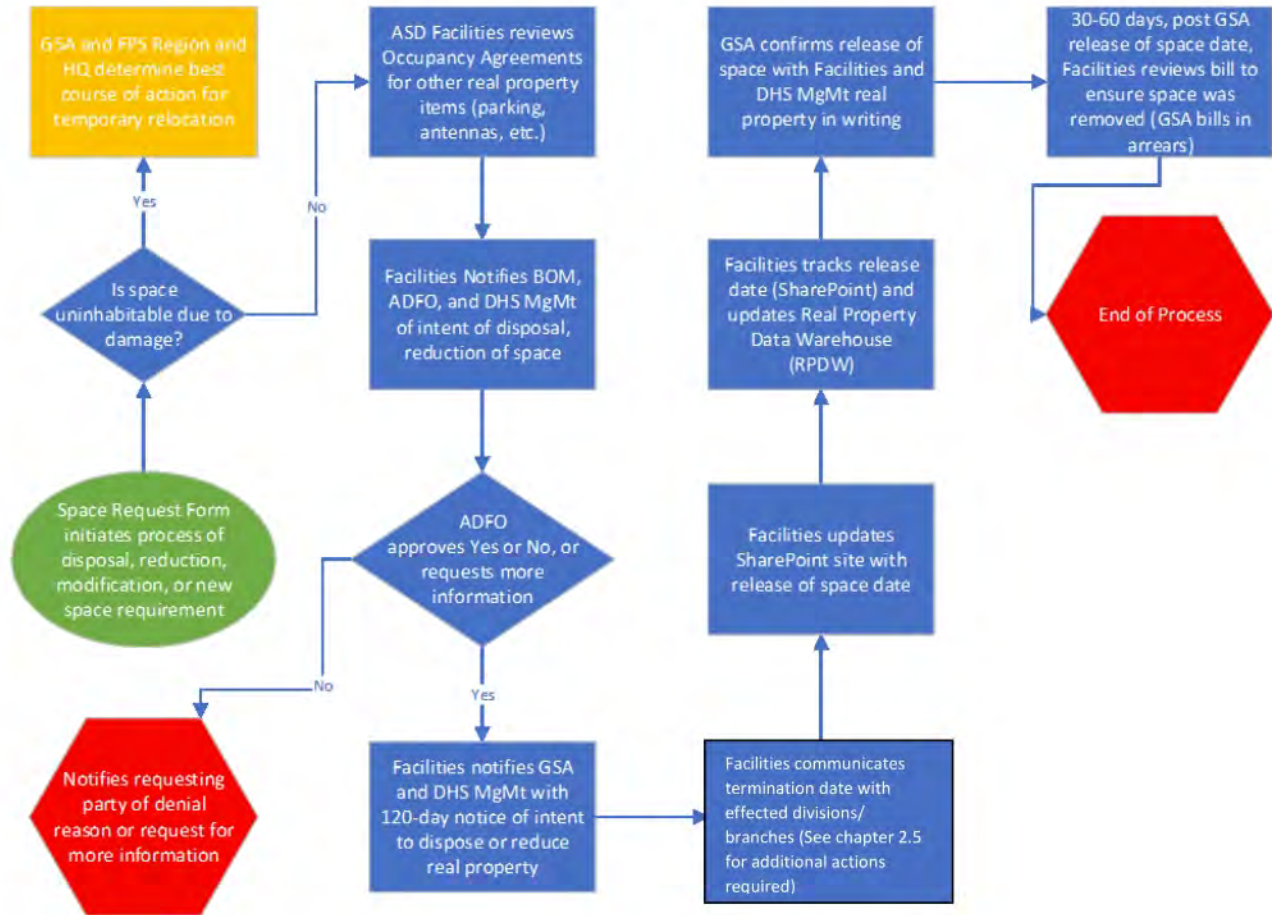
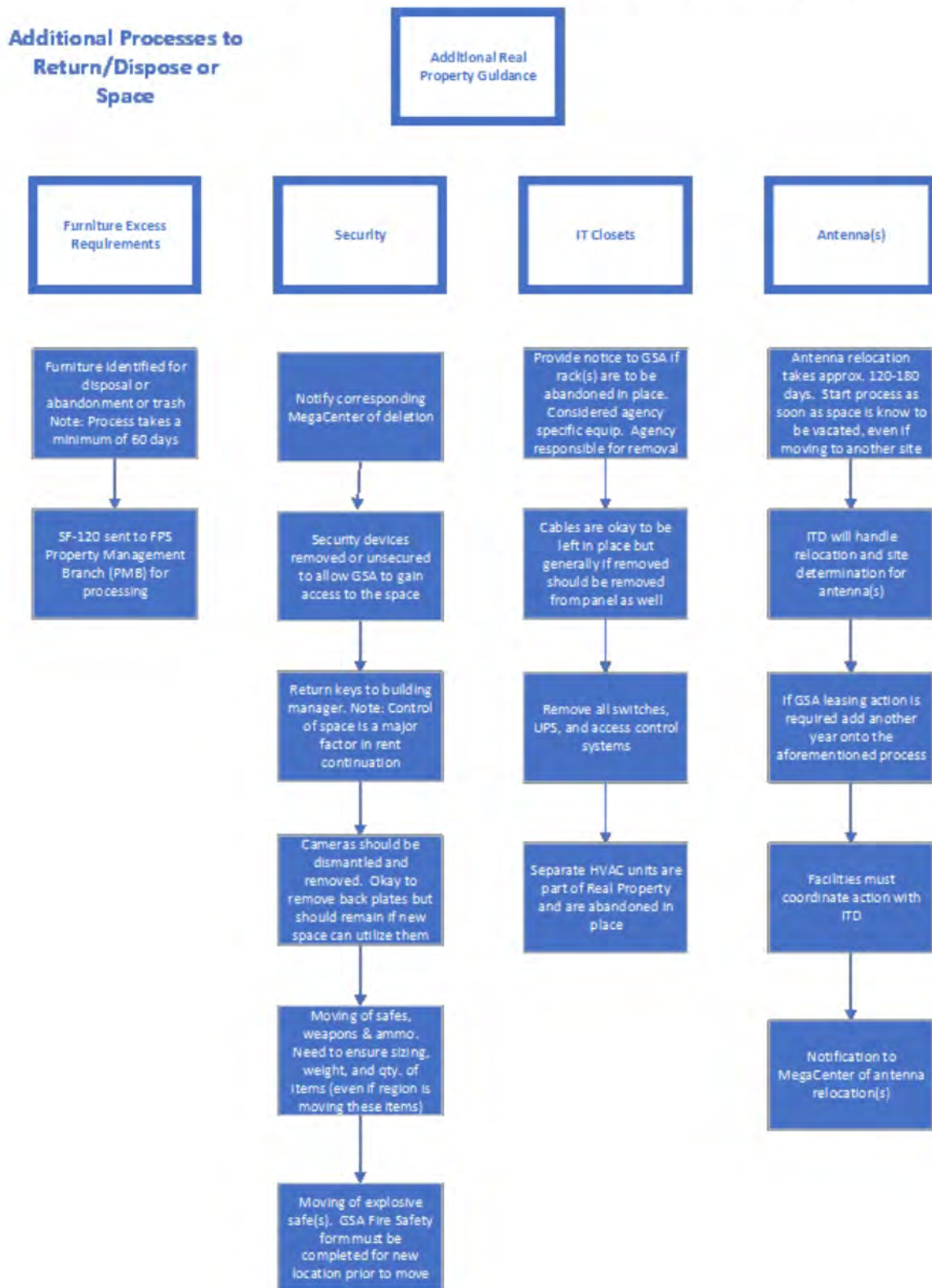


FIGURE 1: Process to Return/Dispose of Space

FIGURE 2: Additional Procedures to Return/Dispose of Space



CHAPTER 3. FURNITURE

3.1 OVERVIEW

This section outlines the procedures of acquiring furniture and appliances within Facilities. As part of the workplace standards initiative, the following policy will apply to all FPS Regions and HQ Divisions looking to procure furniture or appliances with a purchase value equal or more than \$1000.00 (per individual item). For requests less than \$1000.00 (per individual item) the request will be sent to the BOM for review. ASD will review requests over \$1000 (per individual item) to determine the impact on the location's physical infrastructure (electrical, data/telecom) prior to authorizing the purchase request. Amounts greater than \$1000 (per individual item) will require ASD approval. Centralizing the acquisition process is intended to facilitate standardization and approval.

Note: Purchase of items through the DHS Strategic Sourcing Initiative existing BPA for Office Supplies by purchase card holders is outside the scope of this manual.

3.2 FURNITURE AND APPLIANCES

The acquisition and procurement of furniture greater than \$1000 for all FPS offices shall be facilitated and approved by Director, Assistant Director for Field Operations (ADFO), or ASD and shall be reviewed by ECO for NEPA compliance (unless BPA is used). This is inclusive of all furniture requests regardless of the procurement method, which includes: FPS Headquarters sponsored projects, the FPS Consolidated Contracting Group (CCG), and Procurement card (p-card) transactions. For the purposes of this policy, furniture & appliances will include, but not be limited to the following:

Furniture			
Desks	Systems-Furniture (Cubicles)	Conference Tables	Lateral File Cabinets
Credenzas	Seating	Conference Chairs	Free Standing Storage Units
Seating	Free-standing Desks	Multi-use Cabinets	Lockers
Guest Chairs	File Cabinets	Conference Storage Units	Weapons/Ammo Safes
Conference Tables	Pedestal Files	Audio/Visual Storage	Multi-use Storage Racks
Bookshelves	Overhead/Hanging Files	Side/Guest Chairs	Print/Copy Furniture
Lounge Furniture (Sofa)	Lighting	Break-Area Tables & Chairs	
Appliances			
Refrigerators	Dishwashers	Commercial Ice Makers	Supplemental Heating & Cooling Units
Microwaves	Range Units	Commercial Freezers	Water Heaters
Commercial Coffee Machines	Stove/Oven Units	Washing & Drying Machines	Disposal Units

TABLE 1: Furniture and Appliance List

Sustainable furniture products can be found on the Environmental Protection Agency's (EPA) website for Greener Products and Services here: <https://www.epa.gov/greenerproducts/recommendations-specifications-standards-and-ecolabels-federal-purchasing#officereg>

Sustainable appliances can be found here: <https://www.energystar.gov/productfinder/>

3.3 VENDORS

Vendors shall be vetted through the contracting office and made available to FPS for use through Blanket Purchase Agreement (BPA)'s and other funding vehicles, such as PCTW's or RWA's.

3.4 REPLACEMENT FURNITURE

In order to maintain a suitable work environment, FPS office furniture will be reviewed for automatic replacement once the age of the furniture reaches ten (10) years (See Figure 3, below). If it is determined that furniture needs replacing, it shall be placed on the funding list for consideration. FPS offices may request furniture replacement every seven (7) years. Furniture requests received prior to the ten (10) year period will be reviewed by ASD for approval. Prior to purchasing new furniture an audit/effort should be conducted to assess if furniture reuse is an option. Results of this effort shall be attached to the new furniture request.

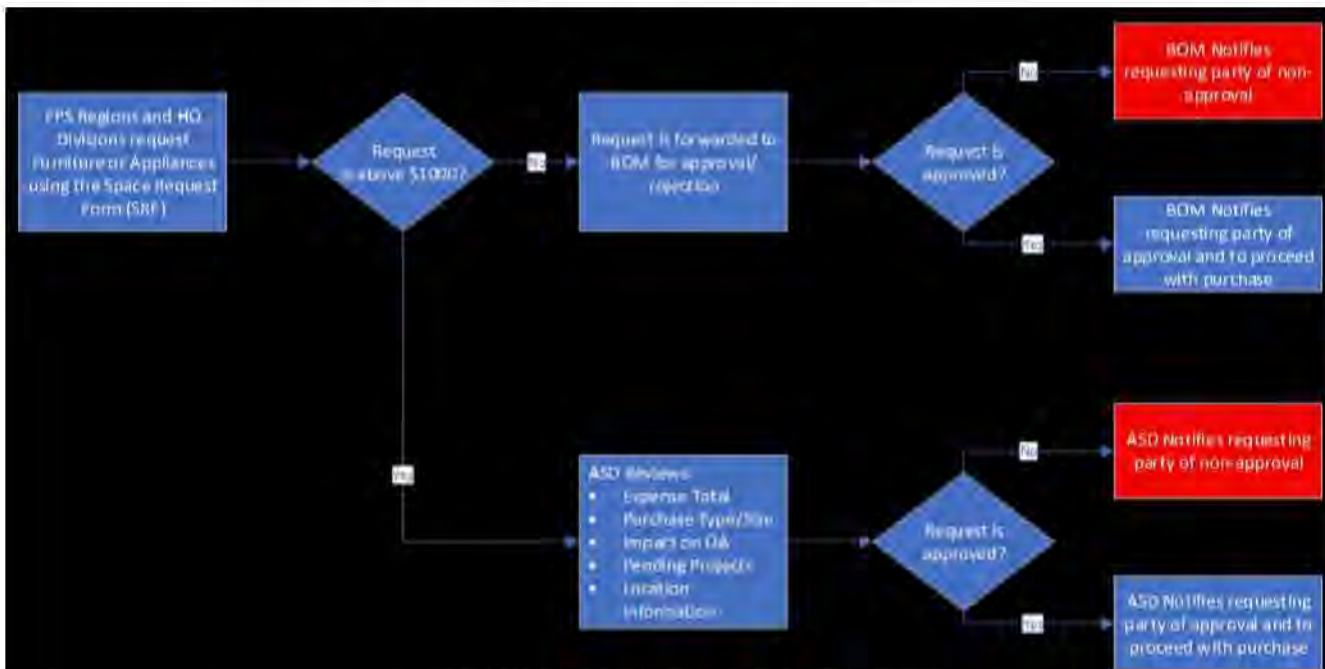


FIGURE 3: Furniture Replacement Process

3.5 TELEVISIONS

Televisions reinforcement (blocking) and conduit will be provided for new construction in all offices rated the status of Branch Chief or above. Purchase of televisions shall be the sole responsibility of the Regions except for conference rooms, break rooms, and training rooms for new construction only (ASD will purchase these). Televisions shall be wall mounted with pivot brackets typically in the middle of the wall across from the furniture (on the same side as the door location). Blocking shall be installed at the TV mount location during construction. The power outlet and cable shall be mounted at 60" above the finished door. See Appendix C for more specific details. Existing offices may be retrofitted to accommodate TVs and may require special mounting brackets in lieu of wall bracing, this may require cutting and repairing drywall to install cabling after the fact.

Energy Star and Electronic Product Environmental Assessment Tool (EPEAT) rated televisions will be purchased.

3.6 EXCESS FURNITURE

Furniture Excess disposal or abandonment is the sole responsibility of the region to initiate and coordinate. The Furniture disposal process (If FPS cannot reuse the furniture, GSA may be willing to accept the furniture allow it to remain in place) is a minimum of 60 days and should be started no later than 45 days after the notice of termination is issued to ensure all items are removed by the termination date. Please Note: Furniture being left in the space is considered hold over by tenant and will result in GSA continuing to bill rent for the space.

In accordance with FPS excess reporting procedures, all excess furniture must be reported on the SF120 and sent to fpspropertymanagement@fps.dhs.gov for processing. Refer to the Property Management Manual for guidance on the furniture disposal process.

CHAPTER 4 - ANTENNAS

4.1 OVERVIEW

Antennas play a critical role and functionality in FPS facility missions and processes (See Figure 2, Chapter 2), allowing the facility to expand communications across great distances. All efforts are made to research and account for the acquisition and installation of antennas in new construction schemes, but because of new construction (obscuring the pathway of travel), and increased requirements, installation may be required after the initial set-up.

4.2 ANTENNA ACQUISITION

At the current time, the Joint Wireless Program Management Division of DHS is working on a new initiative referred to as Tactical Wireless Communications (TacCom) to determine how many antennae are needed and how to obtain appropriate funding.

Most of the current antennae within the FPS footprint are located on federal property or alternatively on private property. Requests for antenna capabilities should be initiated through the ASD space request form (SRF) located on the SharePoint site. The request must be submitted along with a brief description of why an antenna is needed and what its intended operational impact will be.

Antenna relocation (if deemed necessary by FPS TacCom or GSA for property disposals takes approximately 120 to 180 days. This process should start as soon as it is established that the space is being vacated if moving to another site. ITD/TacCom will handle relocation and site determination for the antenna(s). If GSA leasing action is required this may take additional time, ASD must coordinate this action with ITD/TacCom. Most antennas are located on or within historical properties, ITD/TacCom will determine if there is a requirement to engage the National Historical Society.

Note: ECO needs to review requirements for antenna program due to environmental restrictions such as migratory birds, endangered etc.

CHAPTER 5 - EXPLOSIVE SAFES

5.1 OVERVIEW

For explosive safes and training aids FPS follows FPS Directive 15.5.12.1 Firearms Policy, December 15, 2010 and GSA Explosive Canine Training Aids (ECTA) Policy for storage of Explosive Materials in GSA Owned Buildings and/or on GSA-Owned Property, 2015. The GSA Guidance is based on the National Fire Protection Act (NFPA) 49: Explosive Materials Code. This code identifies reasonable levels of safety for the manufacture, transportation, storage, sale, and use of explosive materials, including (b)(7)(E)

(b)(7)(E)

5.2 REQUIREMENTS FOR EXPLOSIVE SAFES

The following requisites are imperative regarding the storage of an explosive safe. These requisites ensure that storage of an explosive safe meet necessary safety precautions and remain in compliance with GSA's security standards. Note: The most recent inspection tag (with date) must be attached to the device

(b)(7)(E)

- The explosive safe secure room must always contain a readily accessible fire extinguisher (certified and maintained by GSA).
- Safety Data Sheet (SDS, formally MSDS) and appropriate spill or leak plan shall be posted on or near the safe or on file and accessible to employees upon request.
- The GSA approved space must only provide storage for a single indoor explosive safe or an outdoor explosive safe converted and approved by the FPS Chief of Canine Operations Branch.
- The approved space must have lighting capabilities inside to facilitate inspection of the Explosive Safe and interior of the secure room.

(b)(7)(E)

5.3 ASD FACILITIES RESPONSIBILITIES

The FPS Canine Operations Branch (COB) must review and stay current on all explosive safe locations, as well as implement the GSA Policy for the Storage of Explosive Material in GSA-owned and/or GSA-leased property. The Canine Operations Branch must notify ASD of new locations or changes in locations. The region responsible for the new explosive safe or relocation of explosive safe must likewise complete and obtain the GSA Transmittal Request form for Storage of Explosive Material, as well as the GSA 12002 Fire, Safety, and Health (FSH) Program— Potentially High-Risk Use Permit.

Once GSA has approved request, Facilities must coordinate (with region), plan, design, execute, monitor, and close-out all Explosive Safe Projects.

5.4 FPS CANINE OPERATIONS BRANCH RESPONSIBILITIES

The FPS Canine (K-9) Operations Branch must oversee the entire life-cycle management of Explosive Safes. This includes reviewing and confirming the "Data Plate" information provided by Region (serial number, date, manufactured, and manufacturer), as well as the verification that the outdoor safe is manufactured for proper (indoor/outdoor) use, and ensuring that any and all magazines are Type 2.

Additionally, the FPS Canine Operations Branch chief must approve any conversions of outdoor explosive safes for indoor use, publish, and make available to ASD, the annual or bi-annual K-9 Officer/team graduation schedules, request and monitor funding of Explosive Safe Secure Rooms projects, verify the weight of explosives for all Explosive Safe location along with the verification of all Explosive Safe locations. This published list must be kept current, updated quarterly, and notify ASD of any changes.

5.5 REGIONAL RESPONSIBILITIES

Each region must review, determine which branch/section internally is responsible, and implement the GSA Policy for the Storage of Explosive Material in GSA-owned and GSA-leased Property. Each region shall work with ASD-Facilities to design and install explosive safes and ensure completion of the **GSA Transmittal Form Request of Explosive Material**, and assist with the completion of GSA 12002 Fire, Safety, and Health (FSH) Program – Potentially High-Risk Use Permit.

The Region must likewise ensure the event-driven update of emergency contact information as noted on the Explosive Safe, provide and monitor funding and management of re-charge, re-certification, or procurement of hand-held Fire Extinguishers within the Region, and notify the ASD-Facilities Branch and FPS Canine Branch Chief of any planned or unplanned movement of an explosive safe. Regional employees must complete a Space Request Form for any transfer, modification, or closure of an Explosive Safe Secure room or an Explosive Safe.

In addition, the Region must design, approve, install (with internal assets if desired), and fund all Explosive Safe projects, including the coordination of requests for Funding of Explosive Safes and provide funding modifications to or for the procurement of Explosive Safes.

The Region is to submit all Explosive Safe projects in total accordance with Facilities annual "FY Facilities Project Listing" or request and should plan to complete funding in the year requested and estimate the completion date for projects to occur 28 months after submitting requests. An example would be a submission for funding in May of 2019, with the knowledge that possible funding could be received as late as 2020, and an estimated completion date occurring sometime in 2021. If this timeline is not suitable, Regions may request an Unfunded Requirement (UFR), which may impact the funding portion only. A UFR will have no impact on the construction timeline and estimated completion date.

The Region is encouraged to co-locate Explosive Safes with other DHS components, or request a location on GSA-owned property. Regions may do so by submitting a Space Request Form through the FPS Share Point.

CHAPTER 6 - SPACE REQUIREMENTS

6.1 OVERVIEW

This section establishes mandatory seating priorities (when space is available) for all FPS personnel at various levels that occupy FPS facilities as a professional mission space. DHS Instruction 119-02-003, *DHS Workspace Standards*, provides guidelines for new space standards for the Department of Homeland Security. These new space standards are to assist in the space design process to develop the most efficient and effective use of space including:

- To the extent allowable by mission, consider shared workstations that minimizes the amount of dedicated and assigned employee workstations (refer to Appendix E2).
- Effective collaborative workspace; and mobile work/telework considerations.
- Net (accounting for mission space, and all contractors and FTE's) square footage must be 150 Square Foot (SqFt) Per Person Utilization Rate (UR). NOTE: The UR can be less than 150 SqFt, but 150 SqFt is the maximum.

The Workspace Standards, outlined by this document, are to be utilized in FPS provided office space for all employees, staff, contractors, visitors, FTE, etc. that require office space accommodations and apply to both alterations of existing space and to new space requirements. Reference Appendix E, "Calculating a Workspace Standard Form Example."

6.2 FACILITIES ROLE

Facilities must conduct a portfolio-wide analysis, at least annually, of FPS's real property portfolio and operations to validate the status quo or make recommendations for greater efficiency or effectiveness in addition to Operations and Maintenance, projections, building "rehab's" and addressing space concerns and requests. Facilities also plays an integral role in:

- Improvements, operational efficiencies, inventory adjustments and/or changes, or consolidations or co-locations of space.
- Assist DHS management in developing asset and portfolio management plans, and in conducting lifecycle cost/benefit analyses of strategic and tactical alternatives.
- Collateral duty such as union, acting, details (will not receive dedicated office space).
- Regulate space utilization and space effectiveness goals and metrics.
- Advocate for new development in the industry in terms of workplace strategy and real property use patterns; and research data, forecast and surveys.
- Weekly and monthly reporting for Facilities including updates to RPDW.

6.3 IDENTIFYING NEED FOR SPACE

Identifying the need for new space is the first step in the planning process. The need for space may derive out of a lease expiration, mission driven growth, operational efficiency needs or the necessity of time (i.e. – aging furniture, building issues, maintenance or other need). This is a joint effort with the Zonal PM's, regions, and operations. All parties must be in concert with each other and communicate their issues and or needs and address them/plan for them accordingly using the Space Request Form (SRF) located on the Facilities SharePoint site (See Figure 4).

6.4 BUDGET DEVELOPMENT

Once the need for space has been identified, the request is entered the SRF on the SharePoint site. This request goes to Facilities group mailbox (fpsfacilitiesbranch@fps.dhs.gov) for processing. Facilities will facilitate the space request requirements, along with the Real Property Management Manual and develop the Program of Requirements (POR). The POR, a qualified/verified space requirement, will be sent along with the Agency Specific Requirements (ASR's) to assist them in providing an Independent Government Cost Estimate (IGCE). This IGCE will be used to determine the amount of funding required. Prior to the IGCE, Facilities may choose to use historic data and past project comparisons to assist their zone with furniture issues and or equipment issues that are non-HQ responsibility such as standalone HVAC units in conference rooms (if deemed necessary by GSA during design).



FIGURE 4: Typical Space Request / Modification

6.5 SEATING

Seating request forms (for HQ personnel) or link are located on the ASD SharePoint site under Space Management. All forms must be filled out to include the employee(s) name, office/cubicle location, effective move date, and contact information. Requests for seating must be submitted directly to Facilities mailbox (fpsfacilitiesbranch@fps.dhs.gov) using the HQ Seating Assignment Request Form (Appendix D) to capture the employee correctly and determine appropriate seating space. The request must be approved by requesting Supervisor, Manager or Designee for each request.

6.5.1 Seating Priorities for FPS Personnel

Offices are provided (as space allows) to GS1-4 supervisors and senior management GS-15 and above (refer to section 6.9 Space Allocation). Offices vary in sizes depending on the differentiating levels of management and well as building design. Once building is at capacity seating will be re-prioritized by grade and seniority.

Cubicles are assigned to all non-supervisory personnel including FTEs, contractors, detailed employees, and interns. Cubicles are standardized 36 SqFt that measures 6' x 6'. These measurements include office space for LEs and administrative personnel. Vacant cubicles and offices shall not be used for permanent storage space or used as break areas. This includes microwaves, toasters and any other small kitchen appliance.

For Headquarters seating, no workstation or office shall be assigned without written authorization from the Administrative Services Division, and Facilities. Keys to Headquarters offices are distributed through the Countermeasure Operations Division (CMOD) and keys to Headquarters workstations are distributed through the Administrative Services Branch. The seating request form is located on the Facilities SharePoint site under Space Management/Space Request Form.

Furniture shall not be removed from office or workstations. All offices and cubicles must remain complete upon exiting the agency or relocation to another workstation or office; this includes all chairs, credenzas, file cabinets and wardrobes. Keys must be placed in one of the cabinets or overhead in the offices and workstations upon exit. The Divisional Office is responsible for maintaining upkeep between employee exchanges. If personnel relocate from one cubicle to another, the rolling file cabinet and wardrobe cabinet must remain with the workstation to avoid mixed matched or lost and locked cabinets. Each individual workstation has a unique locking key set number.

6.6 DEVELOPING WORKPLACE STANDARDS

DHS Instruction, 119-02-003, DHS Workspace Standards, provides guidelines for new space standards for the Department of Homeland Security, under authority of the DHS Real Property Portfolio Management Directive (DHS Directive 119-02). FPS Facility spacing allocations are based on these standards and are to be adhered to accordingly to ensure that all FPS space is being utilized efficiently. Please see Appendix E for more detail on the calculation of workplace standards.

6.6.1 Circulation – Defining and Planning

Standards and allowances for assigning and allotting space for employee workstations and support space are identified in Section 6.9. These space standards are based on administrative type and use of the facility and will be adjusted to fit mission specific uses. The space standards are intended for use when estimating the amount of space required under a new space acquisition, or the amount of expansion space that will be needed to complete a project or mission. When configuring building space, every effort should be made to adhere to these standards as closely as possible. Reasonable exceptions to the application of these standards include:

- Currently occupied space, where no growth or change in staffing is occurring;

- Occupancy of a building of historic significance, in which interior alterations to comply with these standards would either be extremely costly or greatly alter the historic character of the building and would therefore be prohibited;
- Space that is intended for short-term occupancy (one year or less); or
- Special use space such as SCIF or MegaCenters.

For further guidelines and specifications regarding the proper execution of space, please refer to section 3 of this manual and Appendix C.

6.7 SPACE ALLOCATION

The following (Table 2.0) is the allocation of space based upon grade and or mission requirements (Offices are based upon availability of space, not everyone that rates an office may get one):

#	Grade/Responsibility	Space Allocation (in SqFt)	Typical Dimensions	Space Type	Notes
Administrative (non-mission) Spaces					
1.0	Senior Executive Service (SES) Level	180	See C9	Office	
1.1	GS-15	150	See C8	Office	
1.2	GS-14	120	See C7	Office	Must be rated as supervisor
1.3	Union Office	100	See C6	Office	If requested
1.4	Guest Office	100	See C6	Office	For regional executive suites
1.5	Cubicles - All other employees (FTE or Contractor) Note: K9 cubicle & Adjudications are mission space	36	See C5	Cubicle	There are three options: Layout, File storage, K-9
1.6	ITFO/Radio/Elec Tech Lab	150	See C26	Office	Employee resides in cubicle
1.7	Break Area Small Note: Is mission space if located adjacent to mission requirements	72	See C20	Open Area / Office	More than 10 employees
1.8	Large Break Room Note: Is mission space if located adjacent to mission requirements	120	See C21	Office	Between 18 and 30 employees: scalable

~~FOR OFFICIAL USE ONLY~~

1.9	Conference Room – Small	120		Office	Up to 10 employees (less than 10 employees = huddle space)
1.10	Conference Room - Medium	200		Office	Up to 14 employees
1.11	Conference Room - Large / Executive	300		Office	Up to 18 employees
1.12	Conference Room - Jumbo	600		Office	HQ only – holds up to 30 employees
1.13	IT Lan / Radio Rack	50		Open Area	Based upon equipment requirements to support location
1.14	IT Lan / Radio Room - Small	72		Office	Based upon equipment requirements to support location
1.15	IT Lan / Radio Room - Large	120		Office	Based upon equipment requirements to support location
1.16	Office Support Area	72		Office	10 or more employees (72 SqFt per every 20 employees)
1.17	Huddle Room (can be open or closed)	72		Office/Open Area	5 SqFt per employee, in increments of 72 SqFt
1.18	Layout / Storage / Collaborative Area Note: Is mission when adjacent to mission requirement	100		Open Area	5 SqFt per cubicle (increments of 100)
1.19	Unsecure Reception Area	36-80		Enclosure	Based upon mission requirements
1.20	LE/CI/K9 One Employee Office	150		Office	One x 36 SqFt Cubicle, Printer support, open shelving storage
1.21	LE/CI/K9 Two Employee Office	300		Office	Two x 36 SqFt Cubicles, Printer support, open shelving, bulk storage
1.22	LE/CI/K9 Three Employee Office	450		Office	Three x 36 SqFt Cubicles, Printer support, open shelving, bulk storage, Secure Storage
1.23	LE/CI/K9 Four Employee Office	600		Office	Four x 36 SqFt Cubicles, Printer support, open shelving, bulk

					storage, Secure Storage, Small Conf Rm, SM break area
1.24	Gymnasium (Gym)	600		Office	See drawing for notes
Mission Space					
2.0	Regional Combined Training/Conf Room	1200		Office	Region offices only. Must have tactical component to be considered mission space
2.1	Mat Room (When not available within reasonable driving distance)	500		Office	Includes 80-100 SqFt for storage
2.3	Lockers/Showers Note: Mission when supporting mission essential personnel	300			See drawing for notes
2.4	Restroom	300		Enclosure	Required where Gym is required or public bathrooms unavailable
2.4	Hotel Station Note: Is mission only when adjacent to mission requirement	36		Cubicle	Shared (consider sit/stand)
2.5	Interview/Observation Room	200		Office	Usually in District Offices Only, based on mission requirements
2.6	Detainee Holding	72+		Varies	Can be open area depending on design. Scalable based on mission requirements
2.7	Explosive Safe	100		Office	Explosive safe can be combined with K-9 storage when available. There are three sizes, determined by OPS
2.8	Bulk Storage Note: Is mission when adjacent to mission requirement or contains mission essential supplies	Varies		Varies	1 to 9 employees receive open storage 10 employees and greater = 10 SqFt per person

2.9	Evidence/Secure File	Varies		Varies	1 to 7 LE's = safe, 8-14 = 120 office, above 15 = 10 SqFt per LE
2.10	Tactical Storage	Varies		Varies	1 to 9 LE's receive open shelving, 10 or more LE's = 10 SqFt per LE
2.11	Ammo / Weapons	Varies		Varies	1 to 7 LE's = safe, 8-14 = 120 office, above 15 = 10 SqFt per LE
2.12	Bike Storage	120		Office	<10 bikes do not require separate storage, >10 bikes = 120 SqFt space
2.13	SCIF	800		Office	Designated requirement by OPS/Mgmt
2.14	Mission Briefing Room	120		Office	Mission briefing room must be adjacent to mission requirement

Table 2.0 Space Allocation

CHAPTER 7 - CONSTRUCTION DESIGN GUIDELINES

7.1 OVERVIEW

This chapter establishes the construction and design standards that all FPS facilities must be built. Adhering properly to the GSA-mandated building codes ensures necessary security, privacy, layout and structural integrity that is essential to carrying out administrative, storage, Sensitive Compartmented Information Facility (SCIF), and mission space purposes and projects. Listed below are the areas of appendices specifically outlining construction design codes and guidelines for obligatory FPS spaces.

7.2 ADMINISTRATIVE SPACES

Reference Appendix C pages 4 through 25 for the construction guidelines for Administrative Spaces.

7.3 MISSION SPACES

Reference Appendix C pages 26 through 28 for the construction guidelines for Mission Spaces.

7.4 STORAGE SPACES

Reference Appendix C pages 29 through 35 for the construction guidelines for Storage Spaces.

7.5 SCIFS

Reference Appendix C page 37 for the construction guidelines for SCIFS.

CHAPTER 8 – PARKING POLICY

8.1 OVERVIEW

This section establishes parking requirements, agreements, and technical processes enacted when acquiring an FPS parking space. As part of the Occupancy Agreement and Space Management program, ASD is chartered with controlling parking at all FPS locations nationwide. The need for parking is dependent on the office type, individual employee position, LE categorization, fleet allocation, and the geographic location of the facility. For parking allowances see Section 8.3.1, Table 3, Occupancy Agreements. This policy is directed to FPS LE personnel only. Non-LE personnel and parking needs will be reviewed and allocated based on OA/Lease terms, parking space market rates, and need. See the DHS Parking Program Directive 123-01 for additional information on parking.

8.2 SHARED PARKING SPACES AND PARKING NOTATIONS

Shared parking spaces are allocated using a 2:1 ratio for LE (non-supervisory and Police Officers) personnel. This is determined by the function, job duties, and percentage of time everyone spends within the office.

Select regional offices may be approved for Dedicated/Unreserved parking spaces specific for FPS usage if spaces are used for spare vehicles or inclement weather presents a risk to FPS personnel. Written justification for additional parking spaces must be submitted by the Region's DRD or RD to ASD for consideration and approval.

8.3 PARKING AGREEMENTS

8.3.1 Occupancy Agreements (OA)

Parking is included in the occupancy agreement for LE personnel and Government vehicles only (this does not include HQ parking required by LE personnel). Personal vehicles are not permitted government funding on an OA. The LE vehicle ratio for an FPS office is 2 to 1 or two LE sharing one parking space. GSA shall provide handicap parking in accordance with ADA guidelines (based on total number of spots required). GSA controls structure and surface parking on a first-come, first-served basis. However, if any additional parking is needed, the "Facilities Request and Submission Form (FRSF)" must be submitted through the ASD SharePoint site. The following table outlines the current parking protocol for Law Enforcement and Senior Level management.

FPS Position	Parking Space Type	Spaces	Notes
Assistand Director of Field Operations (ADFO)	Dedicated Reserved	1	
Deputy Assistand Director of Field Operations	Dedicated Reserved	1	
Regional Director	Dedicated Reserved	1	
Deputy Regional Director	Dedicated Reserved	1	
LE - District Commander	Dedicated Unreserved	1	
LE - Area Commander	Dedicated Unreserved	1	
LE - (K9) Officer	Dedicated Unreserved	1	
LE - Criminal Investigator	Shared Unreserved	0.5	
Police Officer	Shared Unreserved	0.5	
Criminal Investigator	Shared Unreserved	0.5	
Visitor Parking Space	Dedicated Unreserved	1	Regional & District offices only , one each
Administrative Vehicle	Dedicated Unreserved	1	Regional offices only
Spare Vehicle	Dedicated Unreserved	1	RD & DC = 1 spare per 15 LE assigned, AC only if >10 LE assigned

TABLE 3: Protocol for OA Parking

CHAPTER 9 - CONSTRUCTION REQUIREMENTS

9.1 OVERVIEW

The following section establishes a comprehensive set of requirements when it comes to the construction of FPS facilities. Compliance with General Services Administration (GSA) specifications and/or lease, Underwriters Laboratory (UL), National Institute of Standards and Technology (NIST), Federal Information Processing Standards, Interagency Security Committee (ISC) Security Standards for Leased Space, DHS Office of Security "Physical Security Construction and Equipment Specifications Handbook" and Homeland Security Presidential Directive 12 is required for all FPS construction projects. GSA is additionally responsible for ensuring that all local codes and ordinances are adhered to as well.

9.2 PHYSICAL/SECURITY REQUIREMENTS

9.2.1 Contractor Security Requirements

FPS Countermeasure Operations Division (CMOD) / Personal Security Division (PSD) may require that the Contractor have the following qualifications: FBI Fingerprint checks and NCIC checks as needed for contracted personnel completed prior to allowing access as per GSA Lease.

9.2.2 Perimeter, Demising and Secure Wall Requirements

Reference Appendix C pages 1 through 3 for wall requirements. (Note: Ceiling height shall be minimum of 6'-8")

9.2.3 Perimeter Wall

Typically, a perimeter wall is a building exterior wall or an interior wall that abuts non-public core space. It is a wall located on the outermost perimeter of FPS occupied space that is now also a demising wall separating FPS from adjacent tenants or public common building space. Perimeter walls should meet the lease standards. The Lessor shall provide a level of security that prevents unauthorized entry to the space during non-duty hours and deters loitering or disruptive acts in and around the space leased.

9.2.4 Demising Wall

A full height, slab to slab wall with acoustical batting (3"), that separates FPS occupied spaces from adjacent tenants or public common building spaces. Demising walls within federal buildings will adhere to the GSA PBS P-100 (Facility Standards for the Public Buildings Service) criteria for Tier 1 High Performance Metal Stud Partitions. CMOD will evaluate the overall security of the facility to ascertain if secure walls are required for demising walls, new or existing. Those recommendations will be forwarded to the ASD.

9.2.5 General Construction of New Demising Walls

In the absence of a contractual or code requirement, the following stipulations must be adhered to at a minimum.

Slab to slab, sixteen (16) gauge metal runner, at the top and bottom, anchored with Power-actuated fasteners (PAF) spaced at six inches (6") O.C., three quarter inch (3/4") deep; Sealant placed top and bottom, both sides; Sixteen (16) gauge metal studs spaced at sixteen inches (16") On Center (O.C.); One layer of type "X" five eighths inch (5/8") gypsum wall board on both sides; taped and finished with joint compound and painted slab to slab. Three inch (3") acoustical batting, the entire height and width of wall.

Sheet metal ducting into the space will have man bars on a steel angle frame, framed at the wall at duct opening. If security mesh is required, add one layer of (9 or 10) gauge metal security mesh inside the wall board, on the threat side, welded or screwed to the metal framing at six inches (6") O.C. vertically at each stud and horizontally along the

true floor and true ceiling plates. If screwed, use diamond shaped fender washer designed for that purpose. Joints will overlap at the studs to provide strength.

9.2.6 Secure Wall (New or Existing)

A full height, slab to slab wall with acoustical batting (3") (if applicable) and security mesh, that separates FPS secured spaces from adjacent FPS space, adjacent tenant space or public common building space. CMOD will evaluate the building condition to ascertain if secure walls are required to be slabbed to slab or due to site-specific circumstances, terminated at a suitable height and then integrated into a hard ceiling over the secure space. Those recommendations will be forwarded to the OAFM Project Manager.

9.2.7 General Construction of Secure Walls

Secure wall must be slab to slab, sixteen (16) gauge metal runner, at the top and bottom, anchored with PAF spaced at six inches (6") O.C., three quarter inch (3/4") deep; Sealant placed top and bottom, both sides; Sixteen (16) gauge metal studs spaced at sixteen inches (16") O.C.; One layer of type "X" five eighths inch (5/8") gypsum wall board on both sides; taped and finished with joint compound and painted slab to slab. Three inch (3") acoustical batting the entire height and width of wall as required. Sheet metal ducting into the space will have man bars on a steel angle frame, framed at the wall at duct opening. Also, add one layer of (9 or 10) gauge metal security mesh inside the wall board, on the threat side, welded or screwed to the metal framing at six inches (6") O.C. vertically at each stud and horizontally along the true floor and true ceiling plates. If screwed, use diamond shaped fender washer designed for that purpose. Joints will overlap at the studs to provide strength.

9.3 PERIMETER, DEMISING AND SECURE AREA DOOR REQUIREMENTS

These requirements will apply for those areas of the project that are not covered in specific space requirements. For security reasons, the number of perimeter suite and facility doors will be minimized.

9.3.1 Construction Requirements for High Security Doors



(b)(7)(E), (b)(7)(F)

9.3.3 Duct Work Openings

All vents, ducts, and similar openings in excess of ninety-six (96) square inches that enter or pass through a suite perimeter wall identified by CMOD must be protected with either man bars or grills on a steel angle frame, framed at the wall at duct opening. CMOD must verify and inspect the materials used and the construction of the vents to verify barrier installation. An access port to allow visual inspection of the protection in the vent or duct must be installed inside the secure perimeter of the space. If the inspection port must be installed outside the secure perimeter, it must be able to be locked.

If one dimension of the duct measures less than six inches (6"), or the duct is less than ninety-six (96) square inches, bars are not required. If bars are used, they must be one half inch ($\frac{1}{2}$ ") diameter steel welded vertically and horizontally six inches (6") O.C.; if grills are used, they must be of thirteen (13) gauge expanded steel; if commercial sound baffles are used, the baffles or wave forms must be metal permanently installed and no farther apart than six inches (6") in one dimension. A deviation of one-half inch ($\frac{1}{2}$ ") in vertical and/or horizontal spacing is permissible.

9.3.4 Exterior Windows

All Exterior windows must meet the GSA Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings 3b rating of protection.

9.4 OFFICE AND CUBICLE IDENTITY SIGNAGE

All signage such as cubicle identity plate identifying cubicle or office number must remain visible on that office or cubicle at all times. Employees shall not remove or modify this identification. However, updating the name insert is permitted. The font protocol shall comply with Policy, Communications & Engagement (PCE).

Signs must have the names of the individuals that will occupy the space.

9.5 INFORMATION TECHNOLOGY BUILD-OUT STANDARDS

The following policy is to establish a standard for items related to Information Technology, including: Network Connectivity & Communications, Video Tele-Conference (VTC), and Audio/Video (A/V). For ASD space projects, all requesters are to submit an Information Technology Business Requirements (ITBR) form to the IT branch representative. The attached RACI (*Responsible, Accountable, Consult, and Inform*) developed between HQ ASD and ITD establishes roles & responsibilities for the completion and processing of the ITBR.

9.6 Network Connectivity and Communications:

Office buildouts will use a standard network connection plate consisting of two (2) RJ-45 ports and one (1) RJ-11 analog phone line. Optional VOIP system may be used.

FPS Office Size (Headcount Total)	Connection Type
Total < 6 People	High-Speed DSL*
Total > 6 People	T1 Connection
* Connectivity is contingent on service availability. If service is not available or efficient, the use of Wireless Air-cards and Tokens may be issued for network access.	

TABLE 4: Connection Type

9.7 VIDEO TELECONFERENCE (VTC)

FPS Video Teleconference systems (inclusive of business Skype, Adobe Connect, Microsoft teams or other approved IT meeting software) are intended to provide remote meeting and communication capabilities between FPS offices and other federal agencies at a national level. Standard placement for VTC systems is approved for the following offices: HQ, ADFO offices, Regional offices. Approved FPS offices will be equipped with one (1) VTC system. All equipment selected shall be identified on the FPS ITD approved and non-classified technology list. All equipment selected shall be ENERGY Star and EPEAT rated. EPEAT level rating shall be stated in request forms.

Requirements for service, installation, training, and non-standard hardware will be coordinated through and approved by FPS HQ – ITD. FPS VTC hardware costs are capped at \$18,000.00. Estimates and/or requests that exceed this approved price cap must be submitted to the ITD for approval. In accordance with the FPS Personal Property Instruction Manual 15.2.4.4-01, Section 1.4.1 – FPS Accountable Property Officers (APO), VTC equipment is considered personal property and is loaded and tracked through Sunflower.

CHAPTER 10 - OPERATIONS AND MAINTENANCE

10.1 OVERVIEW

This chapter deals with processes and procedures for managing the operations of building space after the space is occupied by FPS.

Operations and Maintenance (O&M) covers a wide array of services that together deliver a properly and efficiently functioning facility. These services range from janitorial services to the daily operation of the building systems to scheduled maintenance programs. Operations and maintenance are inextricably linked, as proper operation is dependent upon proper maintenance.

A comprehensive Operations and Maintenance (O&M) Program promotes effective and efficient use of resources by preserving physical assets in a safe, operable and dependable condition. Facilities with successful O&M Programs are more efficient, reliable and have lower operational costs. Properly implemented O&M programs will also extend the useful life of most facility equipment. Where standards are outlined for owned facilities, components in leased facilities can use the standards to ensure that service level requirements are met by GSA and/or applicable service providers.

10.2 OPERATIONS AND MAINTENANCE WORK (O&M)

Facility operations and maintenance work is classified as minor maintenance and repair on a building, utility system, real property installed equipment, mobile emergency generator (if required), roads, pavements or natural habitat costing less than \$25,000 per work order. It does not include construction or alteration. O&M work must be routed through GSA for approval unless it facilitates the construction and alterations in which case an RWA will be required. It is funded from the regional program funds. Coordination with the ECO is required outside of minor repairs. Any repairs for buildings older than 45 years requires ECO coordination.

10.3 BUILDING SERVICES

Buildings within the NCR are managed by Facilities. Facilities is responsible for the ongoing O&M of these buildings. Outside of the NCR, the Region is responsible for the ongoing O&M of their buildings.

FPS and its Environmental Compliance Analyst (ECA) must provide occupancy services that substantially conform to nationally recognized standards.

As needed, the ECA may adopt other standards for buildings and services in federally controlled facilities to conform to statutory requirements and to implement cost reduction efforts.

Building services, such as custodial, solid waste management (including recycling), heating and cooling, tenant alterations, minor repairs, building maintenance, integrated pest management, signage, parking, and snow removal, are to be provided at appropriate levels to support Federal agency missions.

Operations, maintenance, and repair functions at FPS facilities shall be supported with a combination of funding, space, equipment, and staffing that is sufficient to operate, maintain, and repair the facilities in accordance with applicable Federal standards and recognized industry standards relevant to the use of buildings or other facilities of similar types, age, and physical condition.

Life cycle costs for all non-standard HVAC systems, appliances, copiers, any equipment (non-IT) that is purchased by FPS and not covered under a lease or maintenance contract

10.4 GSA MANAGEMENT SERVICES

GSA Management Services provides for the standard operation and maintenance of all government occupied space assigned to federal agencies. GSA's Building Manager is responsible for ensuring that all equipment is properly maintained in operating condition and all building space is fully maintained as detailed in the lease. Such items include but are not limited to:

- Carpet repairs and installation;
- Janitorial services;
- Government-owned HVAC equipment;
- Government-owned generator;
- Door hardware and keys (restrooms, private offices, and suite entry) - does not include PAC systems;
- Installation and removal of government owned artwork, whiteboards, and tack boards;
- Removal to include repairs to walls, ceiling and flooring; and
- Post-occupancy building alterations: walls, lighting, HVAC, electrical, telephone and data access points, and related building finishes.

10.5 REIMBURSABLE WORK AUTHORIZATION (RWA'S) FOR MAINTENANCE

FPS will provide funds to GSA through RWAs to maintain equipment installed to meet specific FPS/DHS requirements, such as supplemental HVAC equipment. On an annual basis, Facilities will issue RWAs for maintenance and repairs of equipment installed for FPS in each occupied space. Facilities will also issue RWAs for preventative maintenance (PM) contracts for regularly scheduled maintenance and repairs for the following:

- Government-owned HVAC;
- Overtime utilities (where applicable);
- Government-owned generator;
- Re-fueling for the generator;
- Regions are required to provide the funds for these RWAs; and
- FOB monitors all vendor work in support of equipment maintenance and repairs.

Facility Equipment Malfunctions: Breakdowns of facility equipment should be reported to the respective building manager. ASD works with GSA and the Lessor's Property Manager or contractor to execute repairs on a 24/7 basis.

Coordination with the FPS Environmental Office is required outside of minor repairs, especially if in buildings that are 45 years of age or older. Note: May require review by historic preservation specialist to determine threshold

10.6 FUNDING AND FINANCIAL

Facilities is authorized to maintain oversight control of all funding and financial matters concerned with the building spaces and other real property occupied and owned by the Directorate. Accordingly, the FPS regions will provide the appropriate information to Facilities as required.

10.7 PREVENTIVE MAINTENANCE PROGRAM GUIDELINES

These are preventive maintenance standards, developed, for equipment and systems commonly found at FPS facilities. They are to be used as the basis of the facility maintenance plan if O&M manuals do not exist or are not available.

Coordination with the FPS Environmental Office will be required for actions on buildings 45 years of age or older.

10.7.1 Preventive Maintenance

Preventative maintenance is regarded as an activity based on set time or interval established for the purpose of maintaining facilities, systems or components at a specified level of performance. Preventive Maintenance is an essential part of the upkeep regarding FPS facility equipment and space and should be budgeted for and scheduled accordingly. See section 10.9 for more information on maintenance budgeting as a facility process.

10.7.2 Breakdown Maintenance

Breakdown Maintenance is regarded as an activity involving the restoration of failed or failing equipment or system to a defined level of performance. Breakdown maintenance should be budgeted into facility processes regarding equipment or system upkeep. Section 10.11 establishes how to properly facilitate breakdown maintenance regarding the system's Expected Useful Life (EUL).

10.8 RENT

FPS pays GSA a fee for occupying GSA-assigned space (excludes GSA owned space such as control room(s) and electrical closets. Control rooms would be paid for on a pro rata basis shared by the agencies requiring the guards. Rent payments go into the Federal Buildings Fund, a revolving fund from which GSA allocates its facility purchases, facility maintenance, repair, alteration, construction projects, and leases. Each Rent charge is calculated by adding a small surcharge to the appraised fair-market rental of the space, and it is updated every three years.

10.9 OPERATIONS AND MAINTENANCE BUDGETING

Each region typically is assigned to develop the annual O&M budget. This entity is also responsible for controlling costs within the allocated budget for each building under its control as well as ensuring the correct performance of tasks by the building/facility owner. A typical O&M budget would include, but is not limited to, items such as:

- Energy and Other Utilities;
- Janitorial Services;
- Security;
- Preventive/recurring maintenance; and
- Antennas.

10.9.1 Maintenance Budgeting

Maintenance is the upkeep of property to offset serious deterioration, including the preservation of certain types of equipment and special characteristics of historic property. The primary means of preservation are; inspection, adjustment, lubrication, cleaning and the making of minor repairs. Ordinary maintenance is routine recurring work that is incidental to everyday operations; preventive maintenance is work programmed at scheduled intervals. A properly established preventive maintenance program will reduce energy consumption, increase equipment life, and reduce operational costs. Component maintenance divisions provide standards and requirements for FPS facilities.

Typical maintenance activities that should be planned, budgeted for, and managed include, but are not limited to, the following:

- Preventive Maintenance;
- Predictive Testing & Inspection (PT&I);
- Programmed Maintenance (PGM);
- Repair;
- Trouble Calls;
- Replace of Obsolete Items; and
- Service Requests.

10.9.2 Monitoring Maintenance for Leases

Maintenance, as well as certain operations activities, included in the lease, need to be monitored. Monitoring ensures that contract terms under a lease are fulfilled by the landlord. The lease document will have a list of the items that need to be enforced, such as cleaning, landscaping, parking lot upkeep (cleaning and snow removal). For GSA leases, Facilities is the POC for discussions between GSA and the lessor, to ensure lease compliance. Note: ECO shall also review and perform audits for compliance and or recommendations.

10.10 EXPECTED USEFUL LIFE (EUL) MATRIX

ASD shall be responsible to determine when the annualized cost to maintain a building system or component exceeds its annualized replacement cost, it has then exceeded its expected useful life (EUL). In these circumstances a suitable repair need should be identified, which could be replacement of the system or component. The following organizations have published standard guides for use in calculating EUL data for various building systems and components:

- Building Owners & Managers Association (BOMA);
- RS Means or applicable cost tracking mechanism; and
- Building Cost Information Service (BCIS).

Assessors shall use these guides when identifying EUL information. Assessors shall adjust the standard EUL data to reflect individual conditions such as location, exposure, levels of maintenance, etc. Assessors should also identify systems and components that are likely to reach the end of their expected useful life during the assessment forecast period or before the next planned assessment. The unexpired life should be recorded as the RUL, and a repair need should be identified and triggered at the end of the RUL. Repair needs may not simply reflect physical deficiencies but may be required due to age and maintenance costs.

10.11 MAINTENANCE MANUALS

Operations and Maintenance Manuals are essential to the activation and long-term care of FPS facilities. Provisions in the construction or design-build contract should require the development of a consolidated operations and maintenance manual for the entire facility in both hard copy and electronic soft copy. A copy of the manual should be kept and maintained by the OPC's facilities management office and the OPC's operation and maintenance field office. The manual shall include:

- A copy of all warranties;
- As built / Record drawings of project;
- A list of all training requirements and a roster of trainees (kept at Region except for HQ NCR);
- All information necessary to optimize operations and maintenance of facility equipment and systems;
- Specific operational protocols for special and highly sophisticated equipment (such as Magnetometers);
- Standard operating procedures and parameters; and
- Commissioning results as a baseline for validation and facility performance expectations.

CHAPTER 11 - MOVES AND TERMINATION (HQ)

11.1 OVERVIEW

This section asserts the required processes regarding an FPS Space and Facility move request, relocation, forced move, box move, and the requirements that ensue for each type of relocation. Following these established processes will enable an efficient facility transition of missions, operations, and property during the event of a lease termination.

11.2 OFFICE MOVE REQUESTS

Office move requests must be submitted on the Facilities SharePoint website through the Move Request Form under Facilities/Space Management/Move Request form (Appendix D-1) no later than 14 days prior to the expected move date. Security items are handled at a regional level. When moving, it is the sole responsibility of the Region to appropriate funds for the transfer or relocation or disposal of security systems. Security devices such as cypher locks and access control systems should be removed or unsecured so that GSA can freely gain access to the facility space. Control and access of space is a major factor to stop GSA rent expense.

Additionally, keys to the space must be returned to the building manager. Cameras should be dismantled and removed. It is permissible to remove the back plates; however, they should remain intact if the new space already has a need for them. Verification of weight and quantity of weapons, safes, and ammo must be established at the Regional level. Prior to moving an explosive bunker, a GSA fire safety form must be completed for transition to a new location prior to the move.

11.3 RELOCATION

If the agency or GSA determines relocation is necessary at the expiration of an OA for either Federally owned or leased space, FPS is responsible for all costs associated with relocation at that time.

11.4 FORCED MOVE

If a GSA customer agency, or GSA, forces the relocation of FPS prior to the expiration of the customer's OA, the "forcing" agency is responsible:

- For all reasonable costs associated with FPS's, including architectural-engineering design, move coordination and physical relocation, telecommunications, antenna's and any other un-amortized TI cost; and
- To FPS for undepreciated amount of any lump sum payment already made for alterations.

11.5 MOVE REQUIREMENTS

When moving, delegating an individual and alternate individual to inform the group of expectations during an anticipated move will help the process to run more smoothly. A DHS move form must filled out and submitted to ASD. Similarly, it is a good principle to share this move form and seating chart with all staff and require some form of acknowledgement, this avoids staff members making or requesting last-minute, unauthorized changes which in turn add confusion for the move team and IT staff. The appointed delegate should inform personnel of the date of the physical move, the date self-packing material will arrive and be accessible to staff, and the date self-packed items are scheduled to be recovered by the moving vendor.

Additionally, the individual delegating the move should ensure that all staff is aware of maintaining location of any FPS issued laptops, Mi-Fis, tablets and cell phones (movers are instructed not to pack or touch these items) as well as making sure everything is properly labeled (items in plain site are often the ones most frequently overlooked and misplaced during a move).

Prior to moving, the FPS staff should ensure that all perishable items are removed from facility fridges, all trash cans are emptied, and that the facility area is clean after the movers have removed all the items (it is suggested to schedule staff to clean the building area at the conclusion of the move). A final walk through of the space after all moving processes have taken place is mandatory to making sure that the move can properly conclude.

At the time of the move, ITD will disconnect and reconnect all the equipment. ITD may elect to verify all hand receipts at the conclusion of the move. The movers will pack, label, and transport all monitors, desktop printers and HSPD-12 equipment as well as phones (if required) and peripherals. The copier vendor moves copier machines. No furniture is to be moved, relocated, or disposed of without the expressed permission (SF-120) of ASD Property Branch.

When transporting sensitive material, documents and files containing SBU and PII must be packed, wrapped and labeled in accordance with DHS Privacy Office's *Handbook for Safeguarding Sensitive PII*. Documents and files containing SBU and PII must remain under watch when not under locked transport i.e. Employee Name 482K 1 of 4, 2 of 4, 3 of 4, 4 of 4. HPSD 12 room 487 (items/files/equipment - Employee Name 1 of 2).

Note: When moving, ensure SAMS is updated based on the new physical location of accountable equipment – Contact assigned APO.

APPENDIX A: DEFINITIONS

1. **Adjacencies**: A list of applicable spaces that are complimentary and/or required to be adjacent to the described space type.
2. **Agency Code**: Code GSA assigns to identify an agency in its lease portfolio.
3. **Annual Rent**: is determined by multiplying the rate by rentable square feet.
4. **Broker**: An individual or entity that acts on behalf of another person as an agent to negotiate for the lease, purchase, or sale of office space, buildings, land, or any other real estate. Sellers and Lessors are often represented by a broker, and the Government sometimes retains a broker to represent it in lease procurements. A Broker may not bind the United States or perform any other inherently governmental functions. The acronym "LCO/LS" is used throughout this guide to represent all leasing staff (Lease Contracting Officer, Leasing Specialist, and sometimes Broker).
5. **Building ID**: Identification number of a specific building in GSA's lease portfolio.
6. **Clauses**: Special conditions of the agreement.
7. **Communications**: The description of telecommunications requirements that include Phone/Data outlet and other special communications items.
8. **Construction**: The descriptions of the facilities, mission spaces, rooms, and all built assets residing in FPS facilities that must remain in compliance to GSA-mandated structural codes. Some of these descriptions include but are not limited to type, material, size, rating, door frame type, and hardware set.
9. **Contracting Officer (CO)**: A warranted non-real estate CO for services and construction with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
10. **Contracting Officer's Representative (COR)**: A qualified individual appointed by a CO to assist in the technical monitoring or administration of a contract or lease. A COR must be a Government employee and possess the necessary qualifications (training) and experience commensurate with the responsibilities delegated to him or her. A COR can be a GSA employee, or someone selected and nominated by the client agency and then formally appointed to the contract by the Contracting Officer. Designation of COR must be in writing and enumerate the specific authorities being delegated by the CO to the COR.
11. **Direct Lease Agreement**: The official agreement made between the Agency and the General Services Administration (GSA). This agreement details the terms, rent, use and care of premises, utilities, alterations, cyclical paint and carpet. FPS does not have the delegated authority to directly lease space with lessors or sub-lease to other agencies. This process must be done through GSA.
12. **Electrical**: Electrical lighting, power, and receptacles requirements are listed and shown on plans.
13. **Financial Terms**: Costs the agency pays to GSA over the length of a term of an OA. Rent costs are determined by several factors, the rate, rentable square feet, monthly and annual.
14. **Fixed Furnishings and Equipment**: Fixed furnishings include custom millwork and other casework requirements that are commercially manufactured cabinets or furniture. Specialties and equipment sizes are based on the best available information and need to be verified for each facility.

15. **Furniture:** The proper inclusion of furniture within an FPS office space in accordance to FPS room standards; these room standards establish how space and furniture are to be utilized efficiently per the administrative level of the employee.
16. **Handshake Agreement:** An agreement made directly between the agency with GSA and or Lessor without HQ approval, written documentation and financial agreement. Not permitted by FPS personnel.
17. **Interior Finishes:** A list of materials and finishes for each space type. The list includes floor, base molding, walls, ceiling materials, and finished ceiling height.
18. **Janitorial Services:** Building services provided to the tenant agency for the operating expense portion of the rent that is made part of the lease contract related to internal and external daily and routine building cleaning. Additional or upgraded services beyond those identified in the lease shall be provided to GSA on a reimbursable basis using a Reimbursable Work Authorization (RWA).
19. **Lactation Room:** Private room provide to nursing mothers to express milk; it must be made available upon request. This space can be an office or huddle room.
20. **Last Date Modified:** Date GSA modifies document.
21. **Lease Administration Manager (LAM):** An individual who possesses a COR's Delegation of Authority from the LCO and is responsible for day- to-day lease management and verifying Lessor's compliance with lease terms and conditions. This role may include employees who have responsibilities in both federally owned and leased buildings.
22. **Lease Contracting Officer (LCO):** An individual holding a valid Government-issued warrant providing authority to enter and administer leases on the Government's behalf. The LCO job classification is GS-1170, Realty Specialist. The LCO has exclusive authority to enter, amend, and administer leases on the Government's behalf to the extent provided in his or her certificate of appointment as LCO. The acronym "LCO/LS" is used throughout this guide to represent all leasing staff (Lease Contracting Officer, Leasing Specialist, and sometimes Broker) during the transition process.
23. **Leasing Specialist (LS):** Individual who assists LCOs and may perform all duties that do not legally obligate the Government. The LS's job classification is GS-1170, Realty Specialist. The acronym "LCO/LS" is used throughout this guide to represent all leasing staff (Lease Contracting Officer, Leasing Specialist, and sometimes Broker) during the transition process.
24. **Location:** Agency address for which the agreement is assigned.
25. **Mechanical:** The description of all HVAC system, Air Pressure (including exhaust) and Plumbing requirements.
26. **Memorandum of Agreement (MOA):** is a document that describes very broad concepts of mutual understanding, goals and plans shared by parties. Funding may be required under this agreement depending on the agreeing parties.
27. **Monthly Rent:** is determined by dividing the annual rent by 12 months.
28. **Mutual Agreement:** This mutual agreement is a five-year policy document that does not obligate funding, require reimbursable work to be performed, and/or directly authorize fund transfers between the parties.

29. **Occupancy Agreement (OA) Number:** GSA assigned number to an operating agreement.
30. **Overtime Utilities:** Costs for utilities and associated services that exceed those provided during the standard building operating hours of 10 hours per day. The overtime utilities estimating process normally begins in May-June of each year with communications between GSA and the tenant agency. Confirmation of OTU needs and the necessary approvals are completed by July. The estimates are validated and signed with the agency in August, and subsequent RWAs from the customer begin in October.
31. **Photo:** Photos are only to represent an example of the space, furniture layout or function. It is not to be used as the final design or selection of finishes.
32. **Rent Rate:** Rate above and beyond the agencies usable square footage to compensate for elevator cores and other common areas. The rent rate is usually around 1.1 but may be higher due to design.
33. **Real Property:** Buildings and structures permanently affixed to land that are not equipment. Real property includes offices, warehouses, labs, housing, museums, schools, data centers, prisons, hospitals, post offices and any building as defined in the Federal Real Property Council Guidance for Real Property Reporting.
34. **Reimbursable Work Authorization (RWA):** RWA is an agreement between GSA and a client agency, whereby GSA agrees to provide goods and services and the client agency agrees to reimburse GSA for the cost of these goods and services, indirect costs, and fees. It is a written statement from another Federal agency or non-Federal source (when authorized by statute) requesting GSA to procure commodities and services on its behalf.
35. **Remarks:** Includes supplemental information related to the criteria or use of the space, including appropriate specifications.
36. **Rentable Square Feet:** The gross area of the full floor less the area of all vertical penetrations (elevator shafts stairwells, mechanical shafts etc.)
37. **Space Description:** A generic description of the space function.
38. **Squatting:** Office space used as a workplace without authorization and rent agreement from GSA or the Agency. Not permitted by FPS personnel.
39. **Term Period:** Length of term may vary from 6 months to 10 years or more.
40. **Usable Square Feet (USF):** The square footage used exclusively by the tenant, including the main workstation and collaboration areas, special space and circulation within the tenant space. It does not include building common areas.
41. **Version Number:** Number of versions of document as GSA makes modifications.
42. **Wall Construction:** The type of enclosing and internal wall construction the space requires.
43. **Windows:** The descriptions of the interior windows (if applicable) include frame material, frame size and glazing and exterior windows treatments (if applicable).

APPENDIX B: REFERENCES

OMB Management Procedures Memorandum No. 2015-01, Implementation of OMB Memorandum M-12-12 Section 3: "Reduce the Footprint (RTF Memo)," March 2015

US Code, Chapter 42, U.S.C. § 4321-4335 (The National Environmental Policy Act of 1969)

Chapter 36 Code of Federal Regulations (CFR) Chapter VIII, Part 800, "Protection of Historic Properties," July 2012

Public Law 111-292, "Telework Enhancement Act," December 2010

Interagency Security Committee, "Risk Management Process for Federal Facilities: An Interagency Security Committee Standard, 2nd Edition," November 2016

GSA Explosive Canine Training Aids (ECTA) - Policy for Storage of Explosive Materials in GSA Owned Buildings and/or on GSA-Owned Property", 2015

DHS Delegation Number 00500 Revision 01, "Delegation to the Chief Readiness Support Officer," issued June 5, 2012 and incorporating Change 1 issued May 25, 2018

DHS Directive 119-02, "Real Property Management Program," December 10, 2012

DHS Instruction 119-02-001 Revision 1, "Real Property Manual," July 2, 2010

DHS Instruction 119-02-003, "DHS Workplace Standards," September 30, 2014

DHS Instruction 121-01-017-01, "Physical Security Construction and Equipment Specification Instruction Manual," March 21, 2015

DHS Directive 023-01 Revision 01, "Implementation of the National Environmental Policy Act," October 31, 2014

DHS Instruction 256-05-001, "Worksite Lactation Program," May 19, 2016

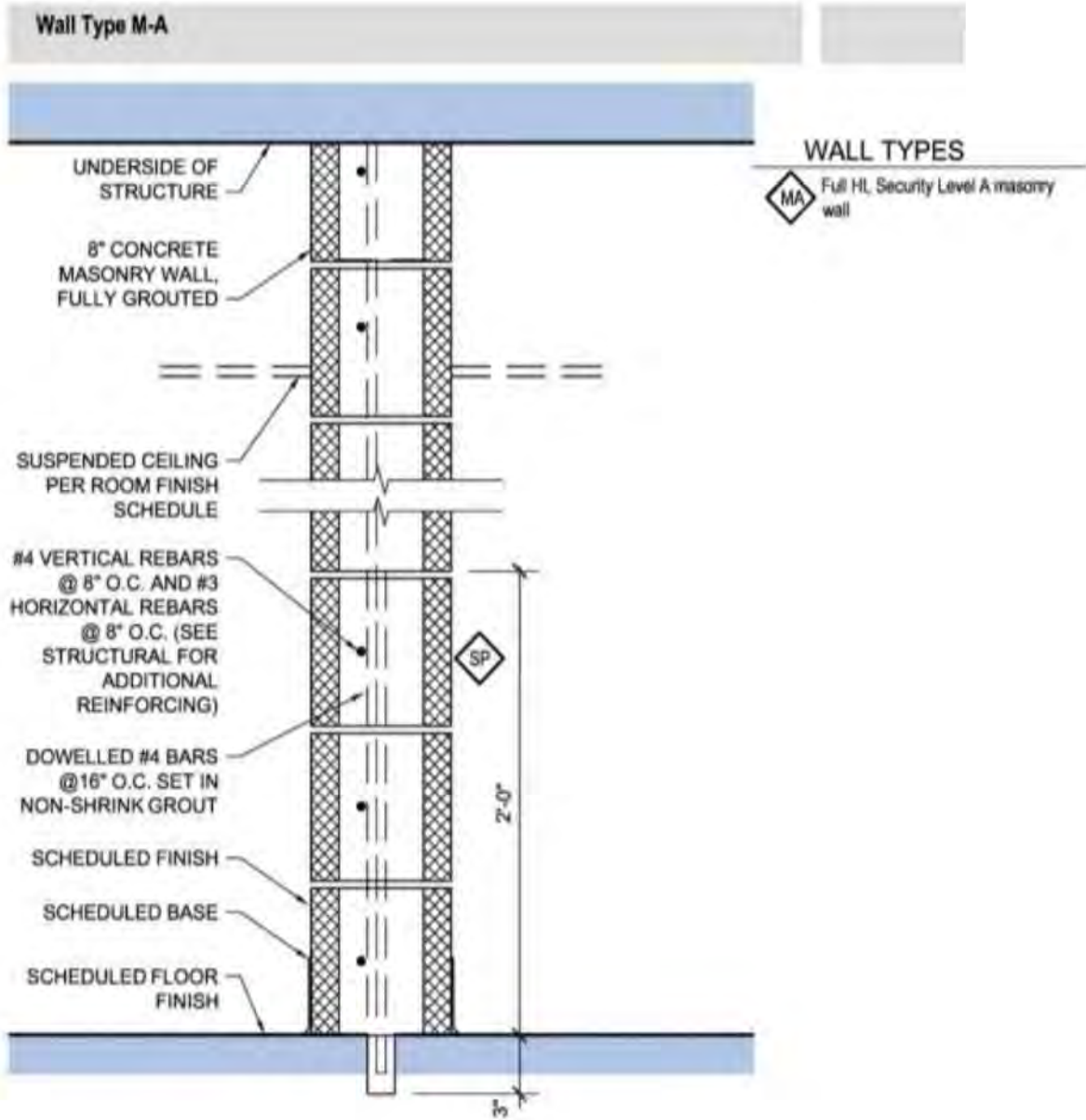
FPS Directive 15.8.1.1, Facility Security Assessment

FPS Directive 15.5.12.1, "Firearms Policy," December 15, 2010

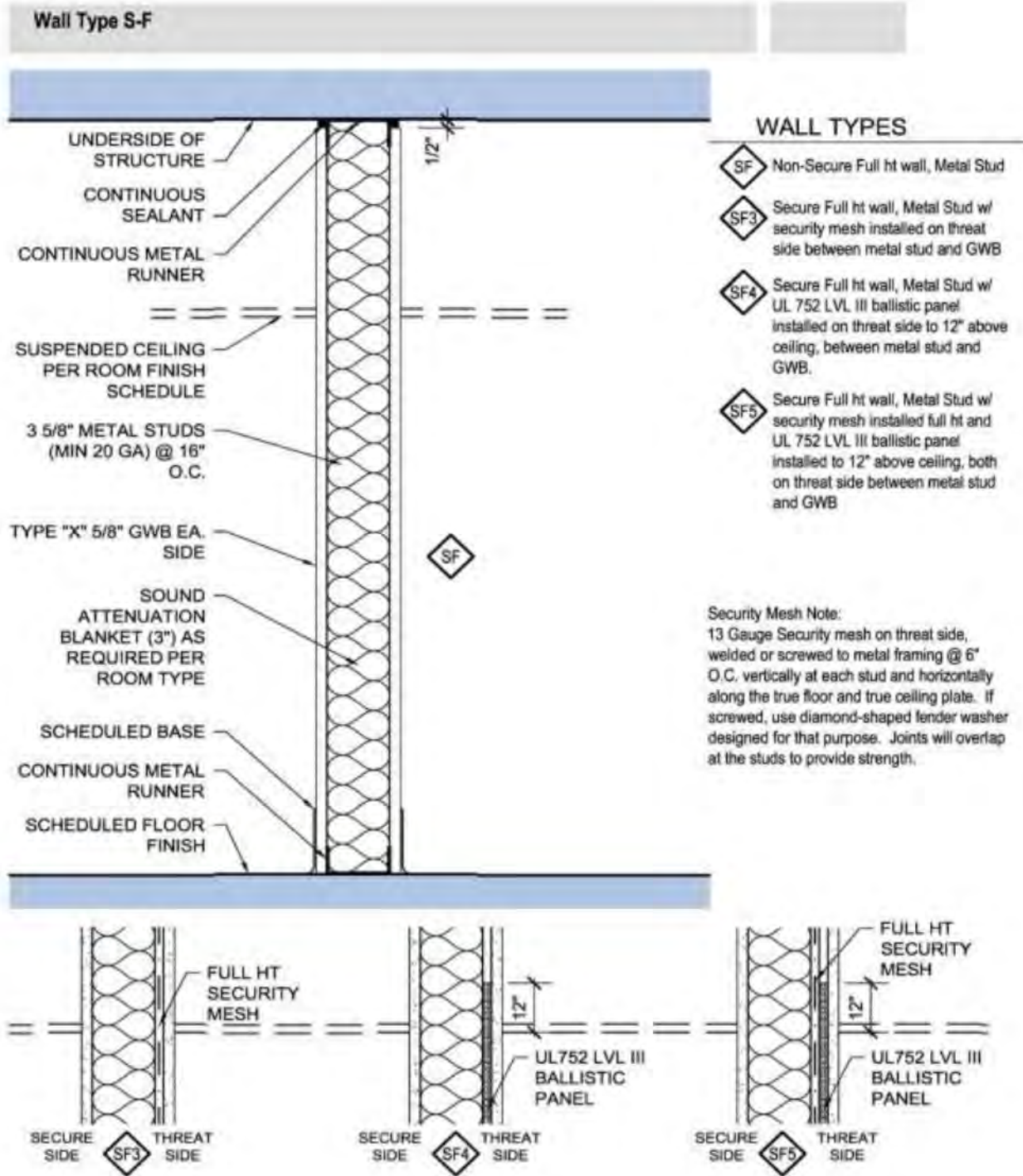
FPS Directive 15.4.7.1, "Worksite Lactation Program," May 10, 2016

APPENDIX C: FACILITY CONSTRUCTION DESIGN GUIDELINES

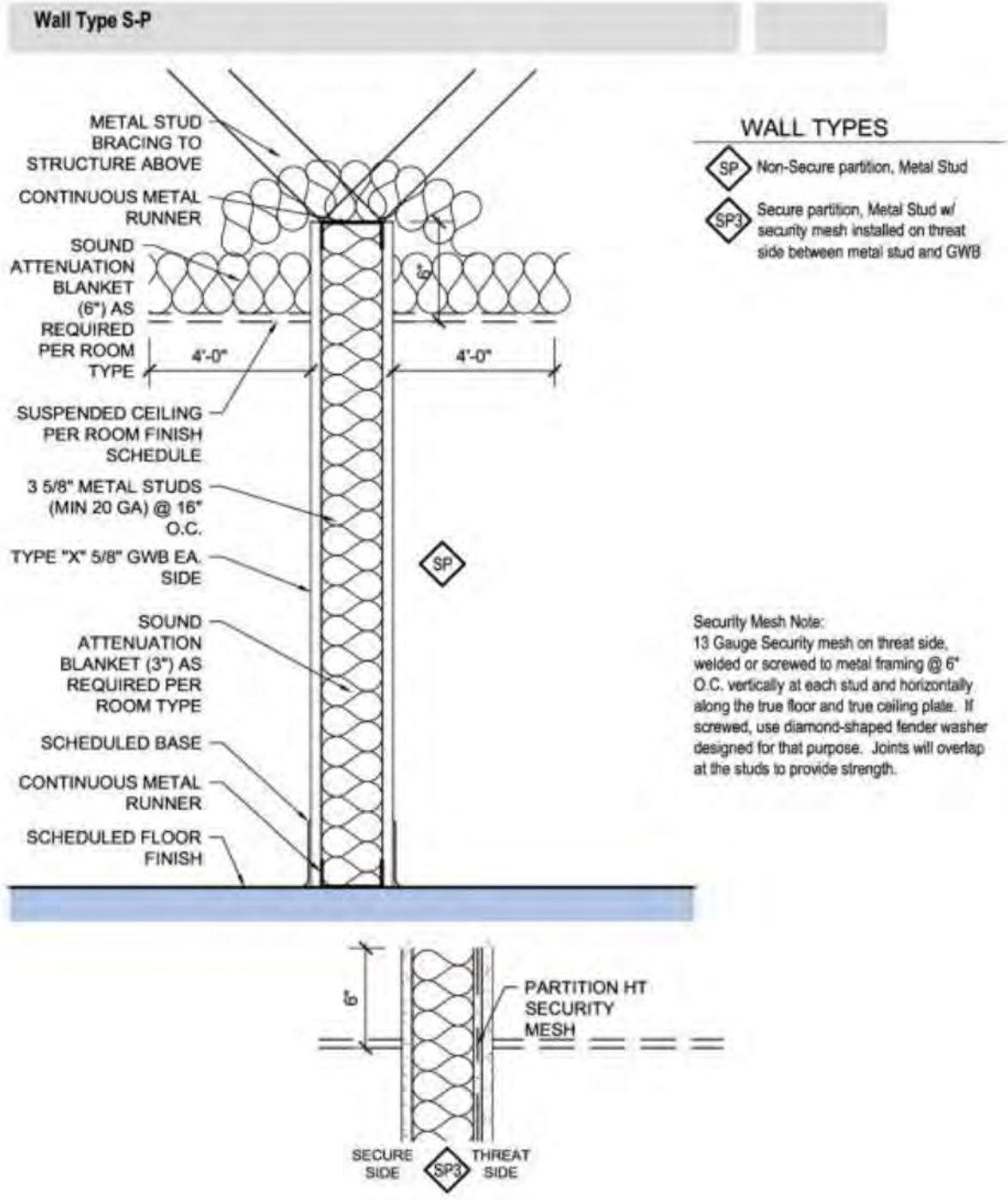
WALL CONSTRUCTION



WALL CONSTRUCTION

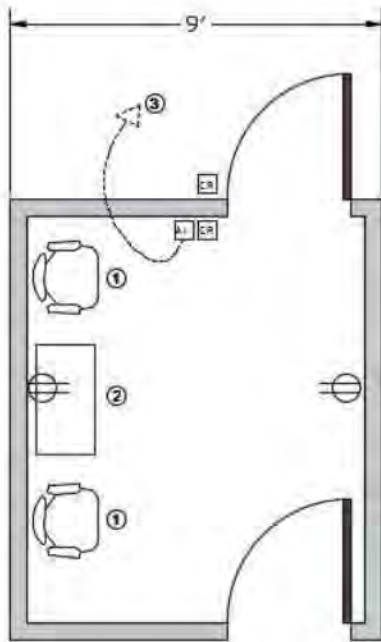


WALL CONSTRUCTION



ADMINISTRATIVE SPACES

1.19 Non-secure Foyer – 36-80 SqFt, based on mission requirements



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

1. TYPICAL GUEST CHAIR
2. 18X24 TABLE
3. AI PHONE CONNECTED TO AGREED TO ACCESS POINT (CAN BE ATTACHED TO DESK, CUBICLE, OR WALL)

LEGEND:

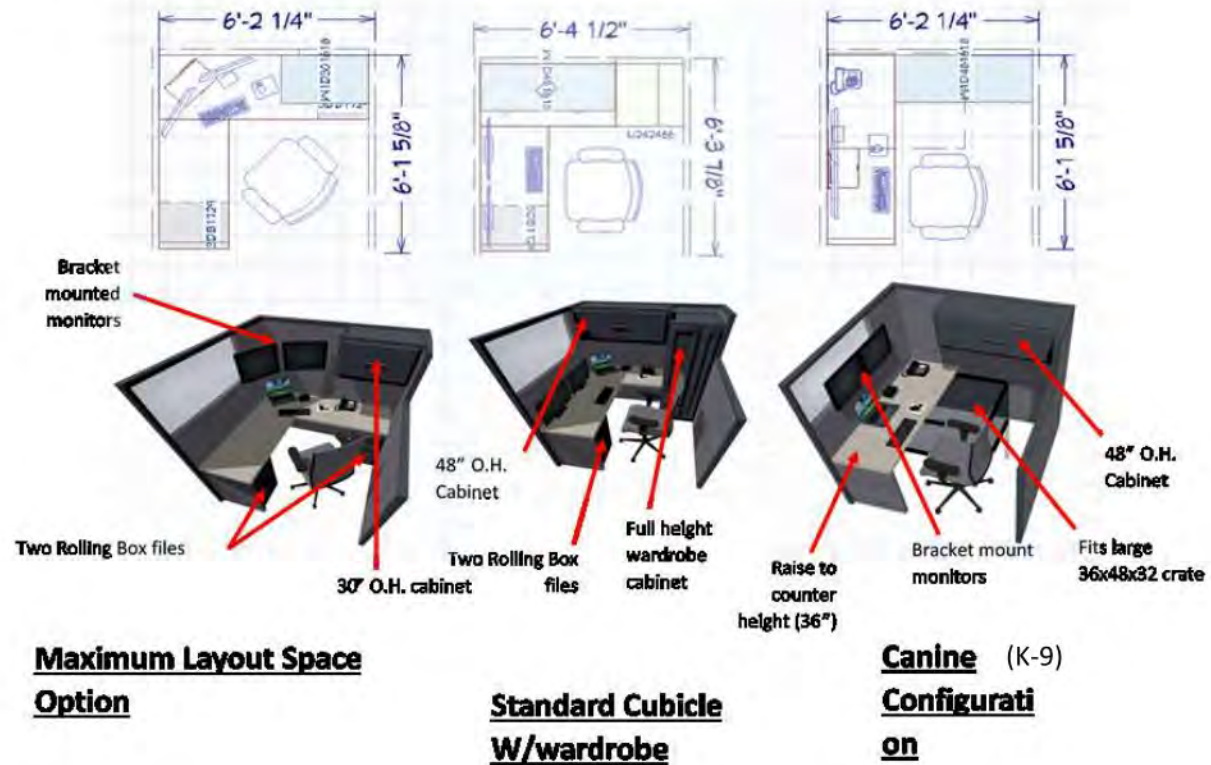
CR	CARD READER	VOICE/DATA
AI	AI PHONE	DUPLEX OUTLET
#	KEYED NOTES	

ADMINISTRATIVE SPACES

1.5 Workstations – 36 SqFt

2.4 Hotel Station – 36 SqFt

1.5 Adjudications – 36 SqFt



Maximum Layout Space Option

Standard Cubicle W/wardrobe

Canine (K-9) Configuration

ROOM SPECIFICATIONS

- WALLS: TYPICAL METAL/FABRIC CUBICLE WALLS (COLORS TO MATCH FPS STANDARDS)
- FLOORS: BUILDING STANDARD
- CEILING: BUILDING STANDARD (W/Acoustic Batts ABOVE)
- DOORS: N/A
- HINGES: PER CABINET MANUFACTURER
- HARDWARE: STANDARD CABINET HINGES
- DOOR LOCKS: STANDARD CABINET LOCK W/ INTERCHANGEABLE CORES (ALL LOCKS TO BE KEYED ALIKE)
- DOOR CLOSER: N/A
- GLAZING: PER MANUFACTURER/DRAWING
- PLUMBING: NONE
- HVAC: TYPICAL BUILDING STANDARD
- LIGHTING: TYPICAL BUILDING STANDARD
- SECURITY: KEYED LOCKS
- COMMUNICATIONS: TWO DATA AND ONE PHONE
- POWER: POWER PREFERRED TO BE FED FROM ADJACENT WALL OR IN UNDER FLOOR CIRCUIT
- FURNITURE: PROCURED AND INSTALLED BY FPS - FURNITURE VENDOR. VENDOR TO PROVIDE WHIPS.
- LESSOR TO PROVIDE POWER TO WORKSTATIONS (POWER POLES TO BE AVOIDED IF POSSIBLE). LESSOR TO PROVIDE VOICE/DATA CABLING AND BOXES (ONE PHONE TWO DATA FOR ALL CUBICLES)

FURNITURE - EQUIPMENT

1. 24" x 48" SIT/STAND DESK
2. 48" RETURN (CAN BE MOUNTED TO SIT STAND. DELETE O.H. IF PART OF SIT STAND)
3. 15" BOX FILE ON WHEELS
4. 48" O.H. CABINET
5. 24" UTILITY CABINET W/FILE DRAWER, WARDROBE HOOKS AND SHELVES
6. OFFICE CHAIR
7. GUEST CHAIR

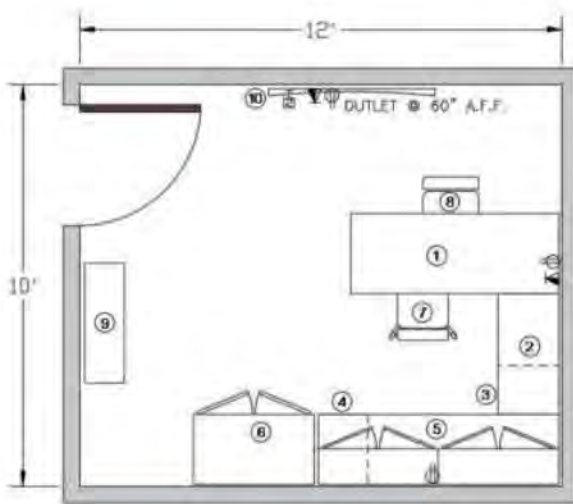
LEGEND:

- VOICE/DATA
- DUPLEX OUTLET
- KEYED NOTES

ADMINISTRATIVE SPACES

1.2 Private Office Medium – 120 SqFt

2.14 Mission Briefing Room – 120 SqFt NOTE:
Mission briefing room must be adjacent to mission support to constitute as mission space



LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR: BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

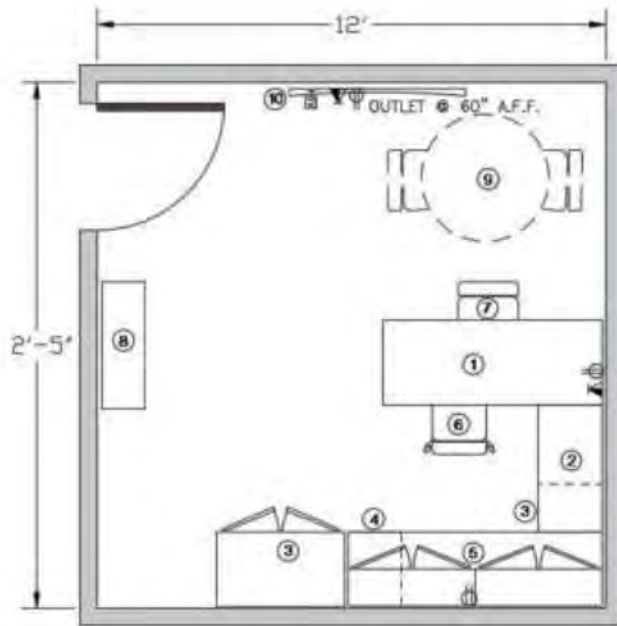
COMMUNICATIONS: TWO DATA AND ONE PHONE

FURNITURE - EQUIPMENT

1. 24" X 60" SIT/STAND DESK
2. 36" RETURN (ATTACHED TO SIT STAND)
3. 15" ROLLING BOX FILE
4. CREDENZA
5. HUTCH W/OH STORAGE
6. WARDROBE CABINET W/DRAWERS AND SHELVES
7. DESK CHAIR
8. SIDE/GUEST CHAIRS
9. BOOKCASE
10. FLAT SCREEN WALL MOUNTED TV W/CABLE

ADMINISTRATIVE SPACES

1.1 Private Office Large – 150 SqFt, GS-15



LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE-I CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR - BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

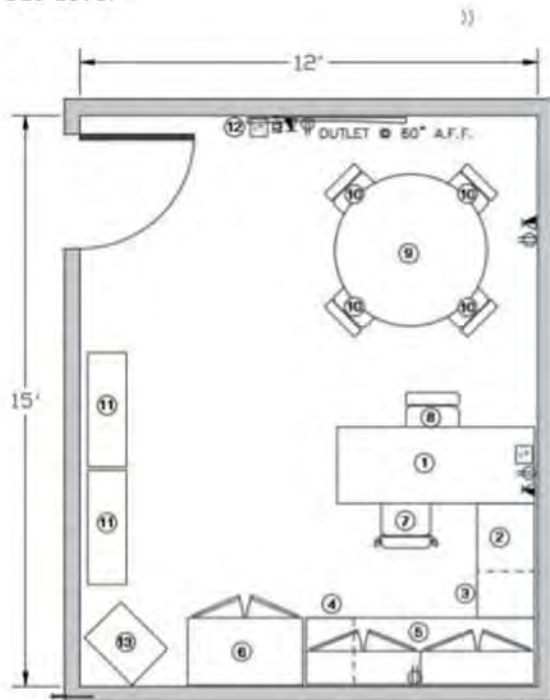
COMMUNICATIONS: TWO DATA AND ONE PHONE

FURNITURE - EQUIPMENT

1. 24" X 60" SIT/STAND DESK
2. 36" RETURN (ATTACHED TO SIT STAND)
3. 15" ROLLING BOX FILE
4. CREDENZA
5. HUTCH W/OH STORAGE
6. DESK CHAIR
7. SIDE/GUEST CHAIRS
8. BOOKCASE
9. OPTIONAL 3' ROUND TABLE AND CHAIRS
10. FLAT SCREEN WALL MOUNTED TV W/CABLE

ADMINISTRATIVE SPACES

1.0 Private Office Large – 180 SqFt, SES Level



LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET
VIDEO TELECONF. OUTLET	

ROOM SPECIFICATIONS

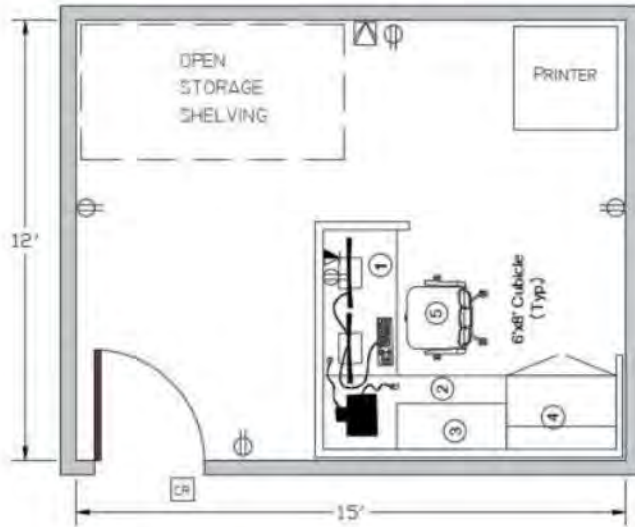
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING
- INTERIOR** - BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 24" X 60" SIT/STAND DESK
2. 36" RETURN (ATTACHED TO SIT STAND)
3. 15" ROLLING BOX FILE
4. CREDENZA
5. HUTCH W/OH STORAGE
6. 36" UTILITY CABINET W/FILE DRAWER, WARDROBE HOOKS AND SHELVES
7. DESK CHAIR
8. SIDE/GUEST CHAIRS
9. 48" ROUND CONFERENCE TABLE
10. CONFERENCE CHAIRS
11. BOOKCASE
12. FLAT SCREEN WALL MOUNTED TV VTC & CABLE
13. STE PHONE/SECURE FAX

ADMINISTRATIVE SPACES

1.20 LE/CI/K9 One Employee Office – 150 SqFt



LEGEND:

- | | | | |
|---|-------------------|----|---------------|
| # | KEYED NOTES | ⊕ | DUPLEX OUTLET |
| ⏏ | IDS MOTION SENSOR | CR | CARD READER |
| ⏏ | VOICE/DATA | | |

ROOM SPECIFICATIONS

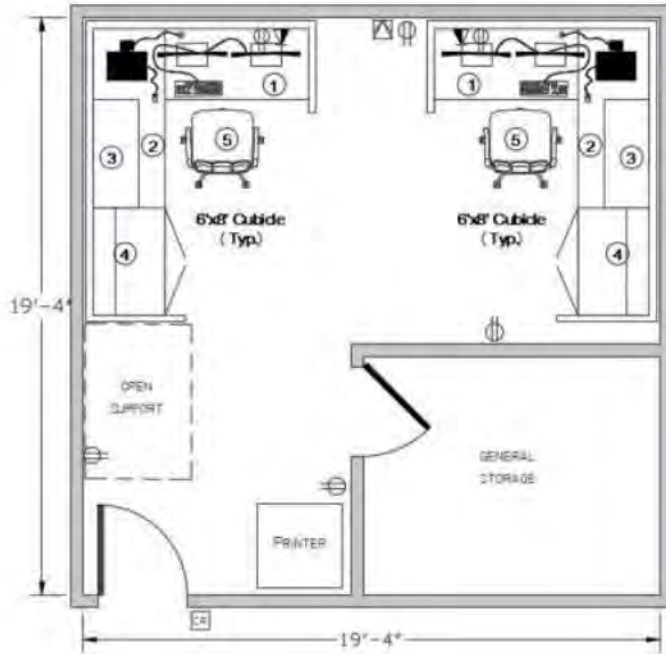
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20 GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE **NOT ACCEPTABLE**
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE 1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER UL 437 AND BHMA/ANSI A156.3, GRADE A CERTIFIED, HIGH SECURITY LOCK W/APPROVED CYLINDER HOUSING
- INTERIOR:** BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. SIT/STAND DESK
2. BRIDGE (ATTACHED TO SIT STAND)
3. 15" BOX FILE W/WHEELS
4. CREDENZA
5. HUTCH W/OH STORAGE
6. DESK CHAIR
7. SIDE/GUEST CHAIRS
8. 48" ROUND CONFERENCE TABLE
9. CONFERENCE CHAIRS
10. BOOKCASE
11. FLAT SCREEN WALL MOUNTED TV (VTC OR EQUIV.)
12. STE PHONE/SECURE FAX

ADMINISTRATIVE SPACES

1.21 LE/CI/K9 Two Employee Office – 300 SqFt



LEGEND:

- | | | | |
|---|-------------------|----|---------------|
| # | KEYED NOTES | ⊕ | DUPLEX OUTLET |
| ⏏ | IDS MOTION SENSOR | CR | CARD READER |
| 📡 | VOICE/DATA | | |

ROOM SPECIFICATIONS

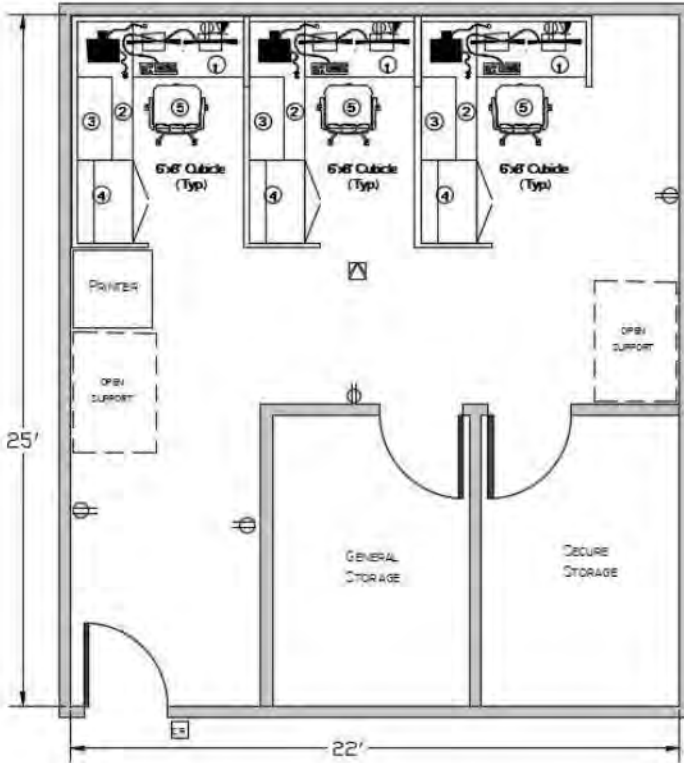
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20 GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR, IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE 1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER UL 437 AND BHMA/ANSI A156.3, GRADE A CERTIFIED, HIGH SECURITY LOCK W/APPROVED CYLINDER HOUSING
- INTERIOR:** BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 24" x 48" SIT/STAND DESK
2. 24" x 60" WORK SURFACE
3. 36" O.H. CABINET
4. 36" UTILITY CABINET W/FILE DRAWER, WARDROBE HOOKS AND SHELVES
5. OFFICE CHAIR
6. K. 9 CRATE

ADMINISTRATIVE SPACES

1.22 LE/CI/K9 Three Employee Office – 450 SqFt



LEGEND:

- | | | | |
|---|-------------------|----|---------------|
| # | KEYED NOTES | ⊕ | DUPLEX OUTLET |
| ▽ | IDS MOTION SENSOR | CR | CARD READER |
| ◀ | VOICE/DATA | | |

ROOM SPECIFICATIONS

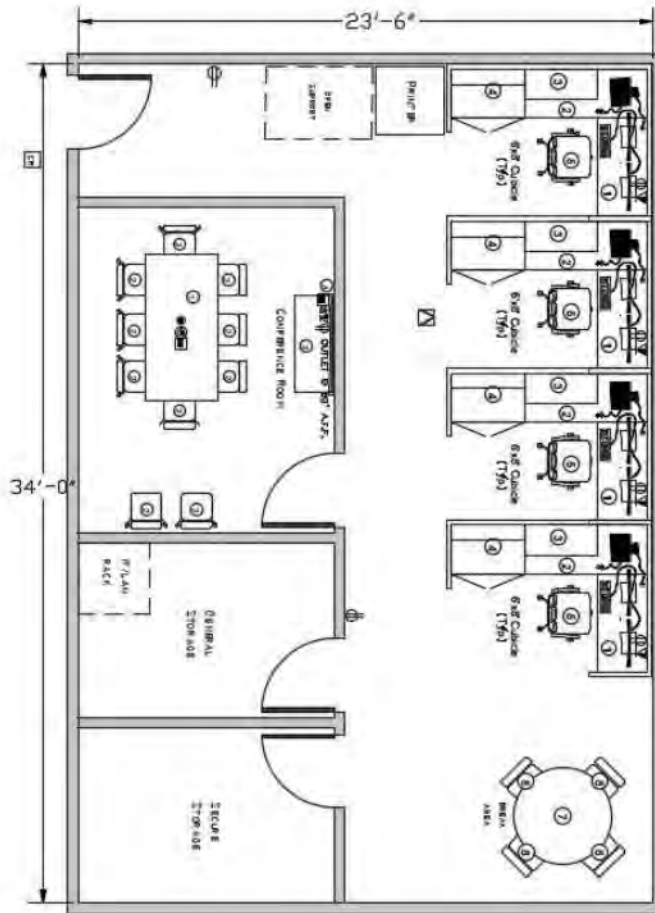
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
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HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
HARDWARE: BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET
DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/ APPROVED CYLINDER HOUSING
INTERIOR - BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
GLAZING: NONE
PLUMBING: NONE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: TWO DATA AND ONE PHONE
GENERAL: INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 24" x 48" SIT/STAND DECK
2. 24" x 60" WORK SURFACE
3. 36" O.H. CABINET
4. 36" UTILITY CABINET W/FILE DRAWER, WARDROBE HOOKS AND SHELVES
5. OFFICE CHAIR
6. K-9 CRATE

ADMINISTRATIVE SPACES

1.23 LE/CI/K9 Four Employee Office – 600 SqFt



LEGEND:

- | | | | |
|---|-------------------|----|---------------|
| # | KEYED NOTES | ⊕ | DUPLEX OUTLET |
| ⚡ | IDS MOTION SENSOR | CR | CARD READER |
| 📡 | VOICE/DATA | | |

ROOM SPECIFICATIONS

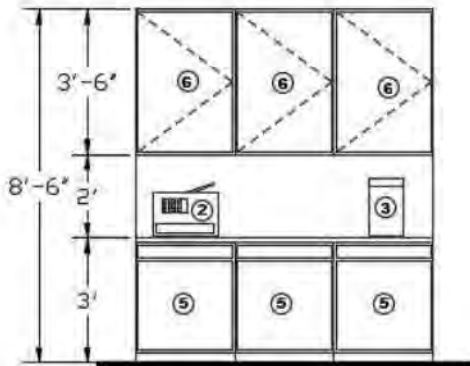
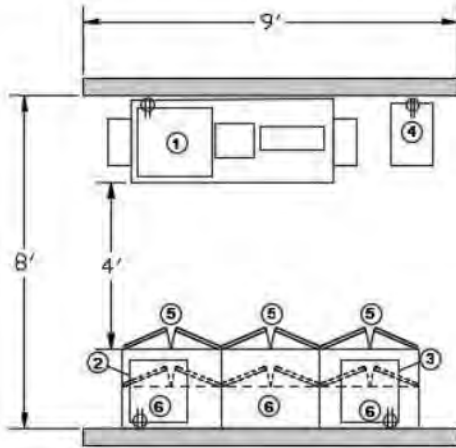
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTICE LEVER SET
- DOOR LOCKS:** PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING
- INTERIOR -** BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER,
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 24" x 48" SIT/STAND DESK
2. 24" x 60" WORK SURFACE
3. 36" O.H. CABINET
4. 36" UTILITY CABINET W/FILE DRAWER, WARDROBE HOOKS AND SHELVES
5. OFFICE CHAIR
6. K-9 CRATE

ADMINISTRATIVE SPACES

1.16 Office Support Area – Scalable (10 or more employees, 72 SqFt per every 20 employees)



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

1. LARGE VOLUME COPIER/PRINTER/SCANNER
2. SECURE FAX
3. SHREDDER
4. PAPER BIN
5. BASE CABINET WITH TOP DRAWER AND SHELVES
6. WALL CABINET WITH SHELVES

LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET
SWITCHED OUTLET	GFI GROUND FAULT INTERRUPT DUPLEX OUTLET

ADMINISTRATIVE SPACES

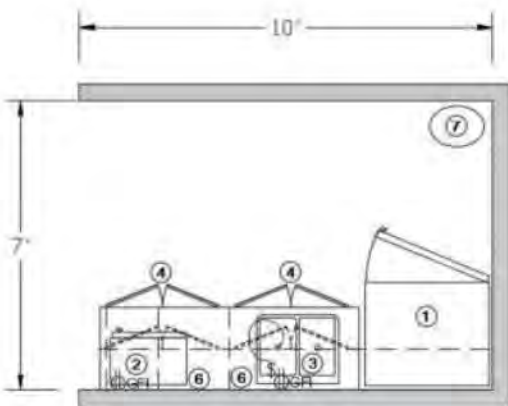
1.7 Break Room SM – 72 SqFt

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE

FURNITURE - EQUIPMENT

1. 36" REFRIGERATOR/FREEZER W/ICE/WATER (WHERE APPLICABLE)
2. 1000 WATT INDUSTRIAL MICROWAVE
3. SINK (HOT/COLD) W/SPRAYER & DISPOSAL
4. SINK BASE CABINET
5. BASE CABINET W/DRAWERS
6. D.H. CABINET
7. TRASH

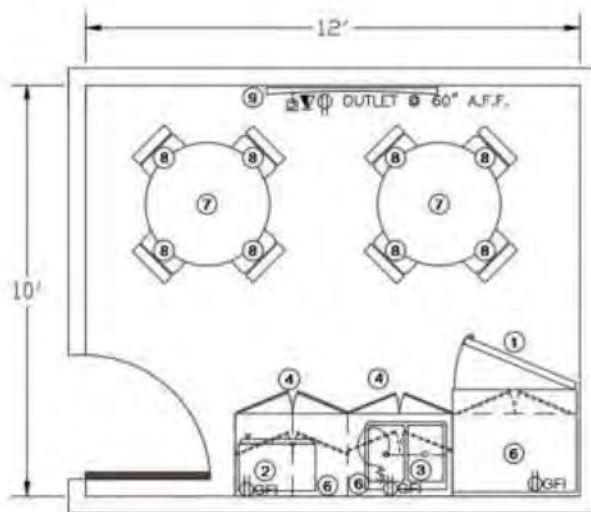


LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET
SWITCHED OUTLET	GFI GROUND FAULT INTERRUPT DUPLEX OUTLET

ADMINISTRATIVE SPACES

1.8 Break Room LG - 120 SqFt



LEGEND:



ROOM SPECIFICATIONS

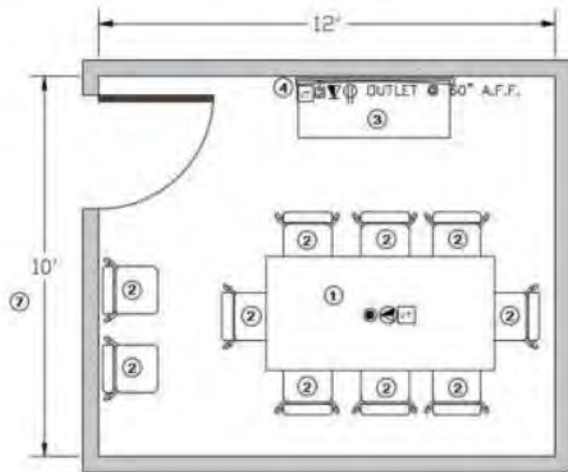
- WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS: VCT
- CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS: BUILDING STANDARD A/SCWD OR C / FLUSH WD W/VISION PANEL
- HINGES: BUILDING STANDARD
- HARDWARE: BHMA/ANSI GRADE | CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS: INTERIOR BUILDING STANDARD OR 05/F05
- DOOR CLOSER: HOLD OPEN STOPPER/LATCH
- GLAZING: NONE
- PLUMBING: NONE
- HVAC: TYPICAL BUILDING STANDARD
- LIGHTING: TYPICAL BUILDING STANDARD
- SECURITY: KEY LOCK ENTRY
- COMMUNICATIONS: TWO DATA AND ONE PHONE
- CASEWORK: PLASTIC LAMINATE CABINET (BASE & UPPER) WITH SOLID SURFACE OR PLASTIC LAMINATE COUNTERTOP

FURNITURE - EQUIPMENT

1. 36" REFRIGERATOR/FREEZER W/ICE/WATER WHERE APPLICABLE (1 REFRIGERATOR PER 15 PERSONNEL)
2. 1000 WATT INDUSTRIAL MICROWAVE
3. SINK (HOT/COLD) W/SPRAYER & DISPOSAL
4. SINK BASE CABINET
5. BASE CABINET W/DRAWERS
6. O.H. CABINET
7. 30X72 TABLE
8. CAFETERIA STYLE CHAIR
9. FLAT SCREEN WALL MOUNTED TV W/CABLE

ADMINISTRATIVE SPACES

1.9 Conference Room SM, 120 SqFt



LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET
FLOOR MOUNTED VOICE/DATA	FLOOR MOUNTED DUPLEX OUTLET
VIDEO TELECONF. OUTLET	

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OF SOLID CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20 GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR, IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE I CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER UL 437 AND BHMA/ANSI A156.3, GRADE A CERTIFIED, HIGH SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR: BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

COMMUNICATIONS: TWO DATA AND ONE PHONE

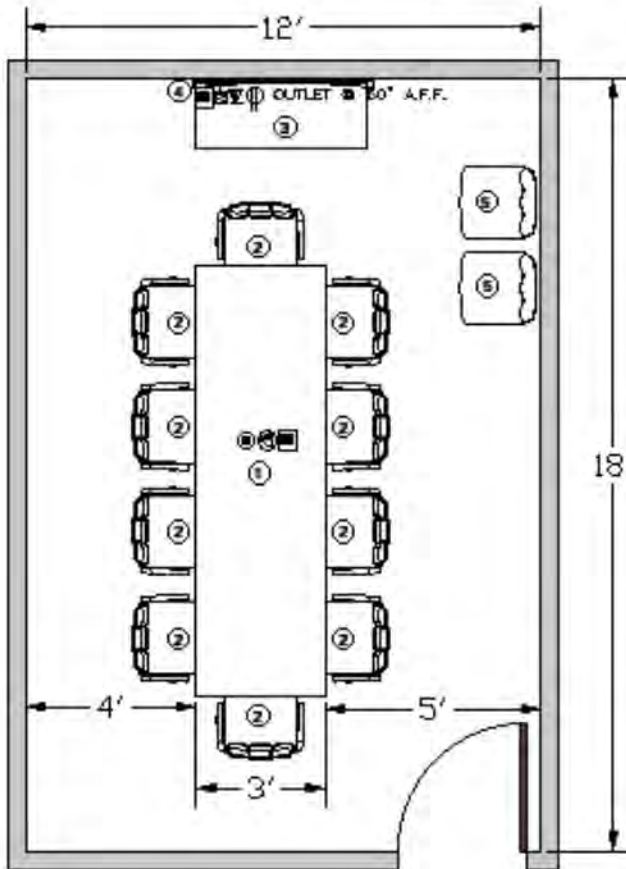
GENERAL: INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 30X60 TABLE
2. OFFICE CHAIR
3. MEDIA CREDENZA
4. WALL MOUNTED FLAT SCREEN TV W/VTC OR EQUIV.

ADMINISTRATIVE SPACES

1.10 Conference Room Med, 200 SqFt



LEGEND:

- | | |
|--------------------------|-----------------------------|
| TV | VOICE/DATA |
| KEYED NOTES | DUPLEX OUTLET |
| FLOOR MOUNTED VOICE/DATA | FLOOR MOUNTED DUPLEX OUTLET |
| VIDEO TELECONF. OUTLET | |

ROOM SPECIFICATIONS

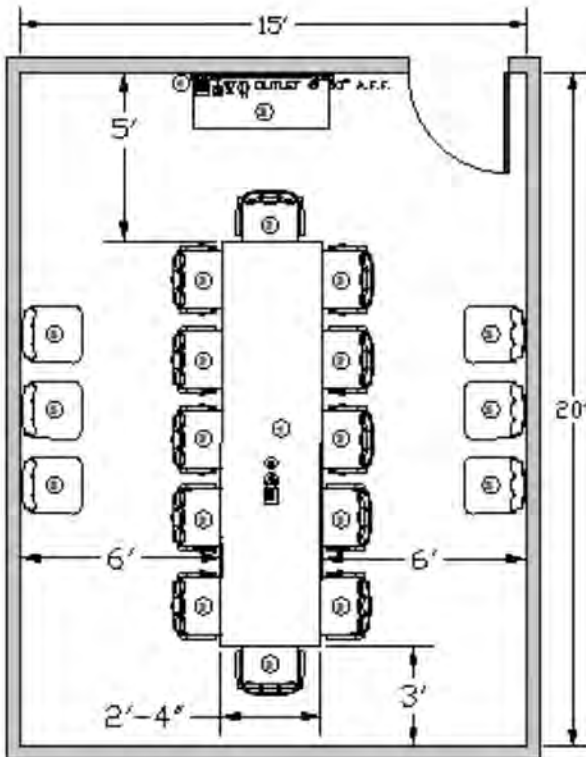
- WALLS:** BUILDING STANDARD (W/ ACOUSTIC BATTS)
- FLOOR:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUCC. KNOCK DOWN (COLLAPSEBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOLDING
- INTERIOR - BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INST ALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 36X120 TABLE
2. OFFICE CHAIR
3. MEDIA CREDENZA
4. WALL MOUNTED FLAT SCREEN TV W/VTC OR EQUIV. (TV SUPPLIED BY LOCAL OFFICE)
5. GUEST CHAIR (NO WHEELS)

ADMINISTRATIVE SPACES

1.11 Conference Room LG/Executive -300 SqFt



LEGEND:

HIV TV	VOICE/DATA
# KEYED NOTES	DUPLEX OUTLET
FLOOR MOUNTED VOICE/DATA	FLOOR MOUNTED DUPLEX OUTLET
VT VIDEO TELECONF. OUTLET	

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUD. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE-I CYLINDRICAL OR MORTICE LEVER SET

DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOLDING

INTERIOR - BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

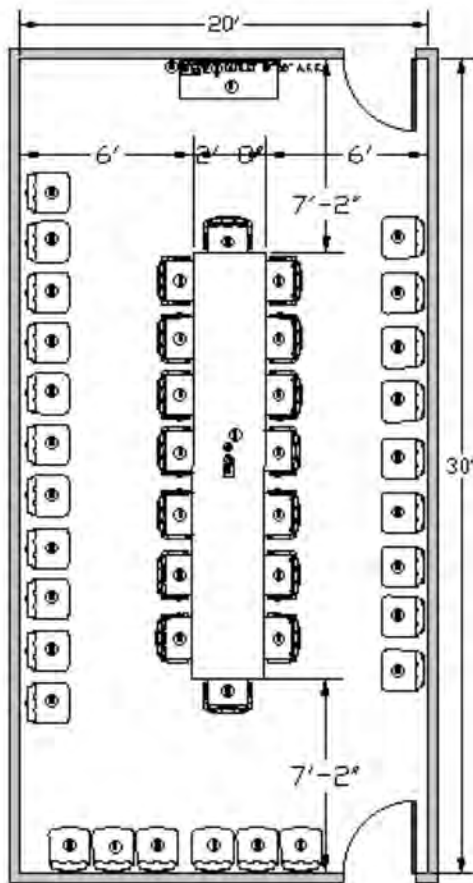
COMMUNICATIONS: TWO DATA AND ONE PHONE

GENERAL: INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 30X60 TABLE
2. OFFICE CHAIR
3. MEDIA CREDENZA
4. WALL MOUNTED FLAT SCREEN TV W/VTC OR EQUIV. (TV SUPPLIED BY LOCAL OFFICE)
5. GUEST CHAIR (NO WHEELS)

1.12 Conference Room Jumbo -600 SqFt



LEGEND:

- | | |
|--------------------------|-----------------------------|
| TV | VOICE/DATA |
| KEYED NOTES | DUPLEX OUTLET |
| FLOOR MOUNTED VOICE/DATA | FLOOR MOUNTED DUPLEX OUTLET |
| VIDEO TELECONF. OUTLET | |

ROOM SPECIFICATIONS

- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE MET AL STUDS. KNOCK DOWN (COLLAPSEBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGED MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED HIGH-SECURITY LOCK W/APPROVED CYLINDER HOLDING
- INTERIOR:** BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE
- GENERAL:** INSTAL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 30X60 TABLE
2. OFFICE CHAIR
3. MEDIA CREDENZA
4. WALL MOUNTED FLAT SCREEN TV W/VTC OR EQUIV. (TV SUPPLIED BY LOCAL OFFICE)

ADMINISTRATIVE SPACES

Lactation Room

Private room for nursing mothers to express milk, must be made available upon request. This space can be an office or huddle room provided it meets the criteria below. This room shall comply with FPS Directive 15.4.7.1 Worksite Lactation Program, November 14, 2013

Components of this space:

- A non-bathroom space to express breast milk, must be free from intrusion of co-workers and the public.
- Must contain a flat surface or table (not the floor), and a place to sit

Optional Amenities:

- A comfortable seat.
- Priority access.
- Lockable from the inside, but still allows access by Emergency Response Personnel.
- Can be temporary.
- Clean with natural/soft lighting and proper ventilation.
- Electricity to operate a pump.
- Lockable refrigerator or a refrigerator with a freezer section.
- Comfortable temperature.
- Microwave for sterilization.
- Table, Clock, Mirror, Sink
- Room Schedule Sign-up sheet (if needed for multiple nursing mothers)

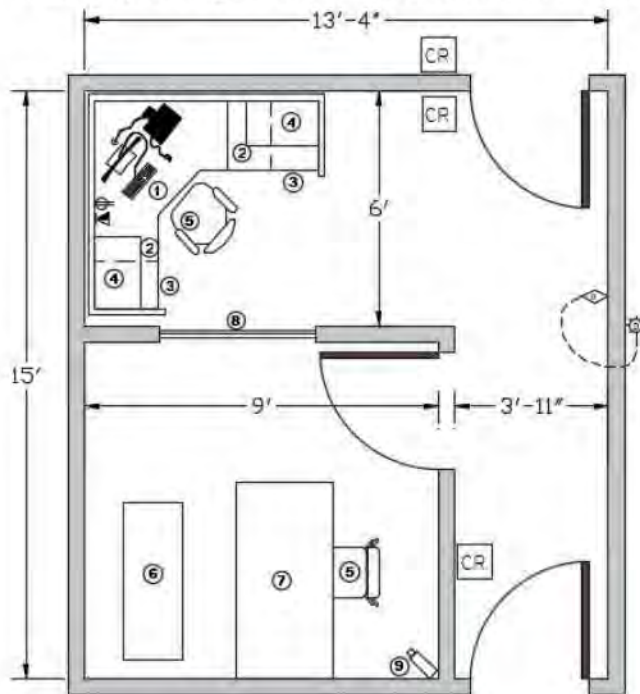
Responsibilities of Facilities

- Provide a Nursing Mother access to Nursing Room / Space for one year after her child's birth.
- Work with Region Resource Management Branch Chief to identify potential spaces such as:
- Vacant office/space in or near Expectant Mother's place of work

MISSION SPACES

2.5 Interview/Observation Room – 200 SqFt

(Size may be larger depending on mission requirements)



LEGEND:

- | | | | |
|---|---------------|----|---------------|
| # | KEYED NOTES | ◀ | VOICE/DATA |
| ⊙ | DURESS LIGHT | ⊕ | DUPLEX OUTLET |
| ⊙ | CEILING/WALL | CR | CARD READER |
| ◇ | DURESS BUTTON | | |

ROOM SPECIFICATIONS

FALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

DOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR: BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

COMMUNICATIONS: TWO DATA AND ONE PHONE

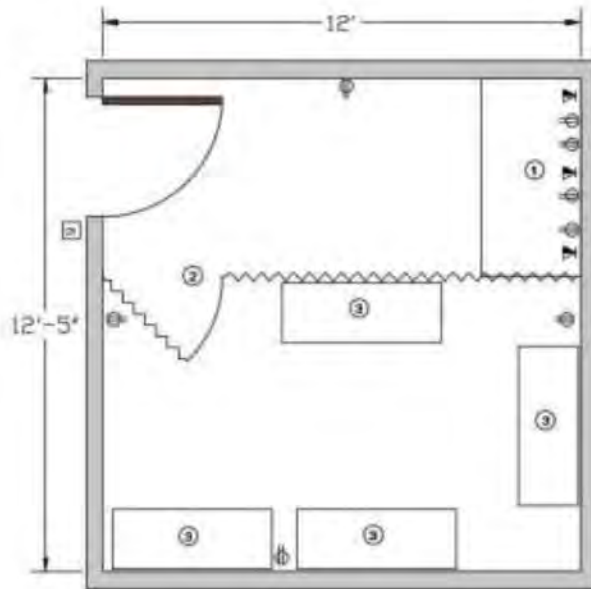
FURNITURE - EQUIPMENT

1. 48" x 48" SIT/STAND DESK W/ OPTIONAL 30" RETURN
2. 30" RETURN (CAN BE MOUNTED TO SIT STAND. DELETE O.H. IF PART OF SIT STAND)
3. 15" BOX FILE ON WHEELS
4. 24" O.H. CABINET (DELETE IF RETURN BELOW IS ATTACHED TO SIT/STAND)
5. OFFICE CHAIR
6. BOLT DOWN HANDCUFF BENCH W/HANDCUFF RINGS
7. INTERVIEW TABLE
8. ONE WAY MIRROR (TYPE 5 SAFETY GLASS) USE BLINDS OR A CURTAIN
9. CCTV CAMERA TO BE TOWARDS INTERVIEWEE AND PROVIDE 100% COVERAGE PER SECURITY SOW

MISSION SPACES

1.6 Radio/Elec/ITFO Lab – 150 SqFt

(Employee has separate cubicle not in this space)



LEGEND:

- | | | | |
|----|-------------|---|---------------|
| # | KEYED NOTES | ▲ | VOICE/DATA |
| CR | CARD READER | ⊕ | DUPLEX OUTLET |

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR: BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

COMMUNICATIONS: TWO DATA AND ONE PHONE

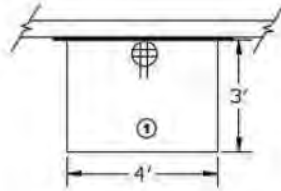
FURNITURE - EQUIPMENT

1. 30x60 POWERED WORKBENCH (DEDICATED CIRCUIT)
2. CHAIN LINK FENCE WITH DOOR AND CIPHER LOCK
3. 18x48 HEAVY DUTY STORAGE RACKS

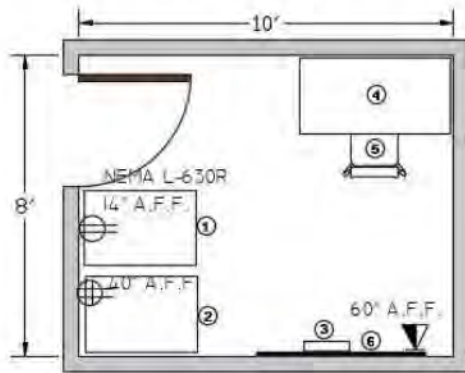
MISSION SPACES

Sizes of IT space are based upon equipment required to support mission

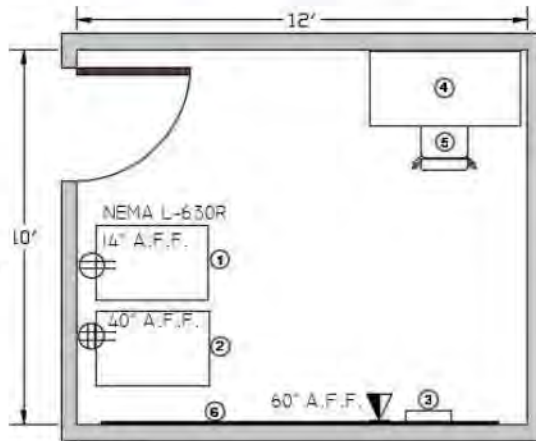
1.13 LAN /
Radio Rack –



1.14 LAN /
Radio Room
– Small – 72
SqFt



1.15 LAN /
Radio Room
– Large - 120
SqFt



LEGEND:

- # KEYED NOTES
- ⊕ DEDICATED DUPLEX OUTLET
- ◀ VOICE/DATA
- ⊖ DUPLEX OUTLET

ROOM SPECIFICATIONS

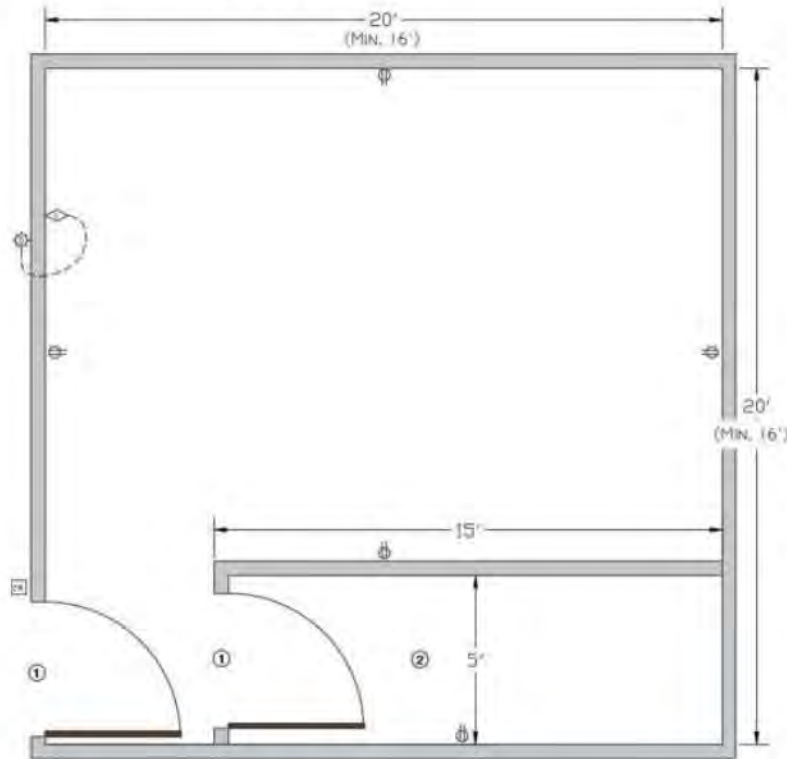
- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** BUILDING STANDARD OR SOLID-CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20-GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE
- HINGES:** PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON-SITE ASSESSMENT BY PHYSICAL SECURITY REP.
- HARDWARE:** BHMA/ANSI GRADE-1 CYLINDRICAL OR MORTISE LEVER SET
- DOOR LOCKS:** PERIMETER - UL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH-SECURITY LOCK W/APPROVED CYLINDER HOUSING
- INTERIOR -** BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.
- DOOR CLOSER:** NON-HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.
- GLAZING:** NONE
- PLUMBING:** NONE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** TWO DATA AND ONE PHONE

FURNITURE - EQUIPMENT

1. IT EQUIPMENT RACK (WALL MOUNTED SINGLE UNIT FOR ALL IT/CCTV/IDS IF LESS THAN 5 PERSONNEL)
2. CCTV EQUIPMENT RACK
3. IDS BOX MOUNTED 60" A.F.F.
4. DESK FOR PACS
5. TYP. GUEST CHAIR
6. 3/4" FRT PLYWOOD ATTACHED TO WALL

MISSION SPACES

2.1 Mat Room – 500 SqFt



LEGEND:

#	KEYED NOTES	◇	DURESS BUTTON
⊙	DURESS LIGHT CEILING/WALL	⊕	DUPLEX OUTLET
CR	CARD READER		

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD W/ACOUSTIC BATTS (ADD 8' 0" X 3/4" PLYWOOD ON WALLS THAT RECEIVE PADS + HARDWARE TO HANG PADS AT APPROX. 6' HIGH)

FLOORS: INTERLOCKING RUBBER TILE MATS OR ROLL RUBBER MATS HOT WELDED

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: BUILDING STANDARD OR SOLID CORE WOOD (WHICHEVER IS STRONGER SHALL BE USED), MIN. 1 3/4" THICK, INSTALLED IN WELDED STEEL FRAME ASSEMBLY MOUNTED TO 20 GAUGE METAL STUDS. KNOCK DOWN (COLLAPSIBLE JAM AND HEADER) OR ALUMINUM FRAMES ARE NOT ACCEPTABLE

HINGES: PREFERRED ON INTERNAL SIDE OF DOOR; IF EXTERNAL, HINGES MAY HAVE TO BE PINNED BASED ON A JOINT ON SITE ASSESSMENT BY PHYSICAL SECURITY REP.

HARDWARE: BHMA/ANSI GRADE I CYLINDRICAL OR MORTISE LEVER SET

DOOR LOCKS: PERIMETER LL 437 AND BHMA/ANSI A156.3, GRADE-A CERTIFIED, HIGH SECURITY LOCK W/APPROVED CYLINDER HOUSING

INTERIOR: BUILDING STANDARD UNLESS DETERMINED OTHERWISE BY A JOINT ASSESSMENT BY THE PHYSICAL SECURITY REP.

DOOR CLOSER: NON HOLD OPEN DOOR CLOSER ON ALL PERIMETER DOORS AND ANY INTERIOR DOOR EQUIPPED WITH CARD READER.

GLAZING: NONE

PLUMBING: NONE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY

DURESS SYSTEM: WALL MOUNT

COMMUNICATIONS: TWO DATA AND ONE PHONE

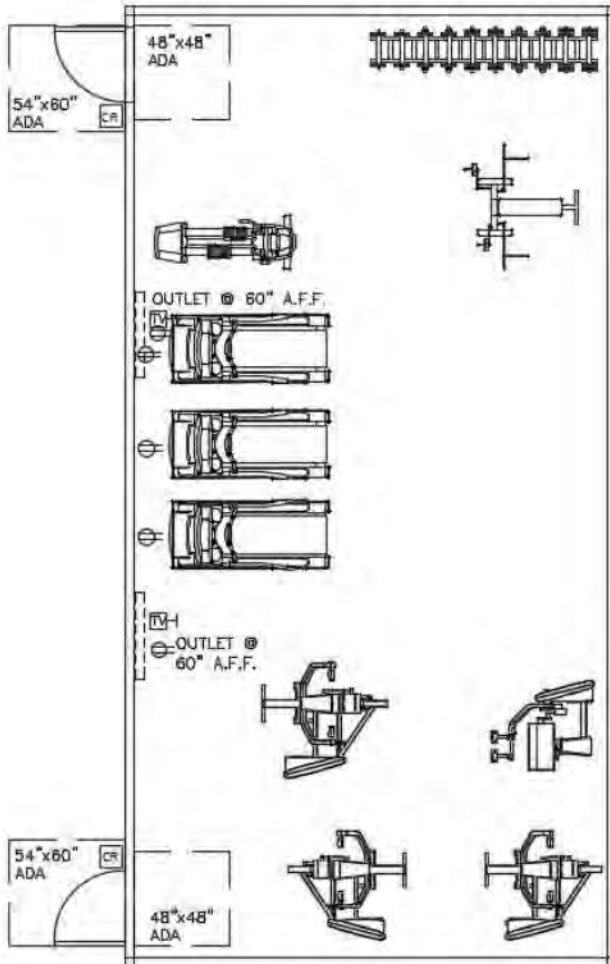
GENERAL: INSTALL 2" CONDUIT W/PULL LINE FROM CENTER OF WALL TO CENTER OF FLOOR W/BOX

FURNITURE - EQUIPMENT

1. 48" A.D.A DOOR
2. MAT STORAGE AREA (IF POSSIBLE)

ADMINISTRATIVE SPACES

1.24 Fitness Center – 600 SqFt



ROOM SPECIFICATIONS

- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** NONE
- HINGES:** NONE
- HARDWARE:** NONE
- DOOR LOCKS:** NONE
- DOOR CLOSER:** NONE
- GLAZING:** NONE
- PLUMBING:** HOT/COLD WATER WHERE APPLICABLE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** NONE
- POWER:** SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

1. LARGE VOLUME COPIER/PRINTER/SCANNER
2. SECURE FAX
3. SHREDDER
4. PAPER BIN
5. BASE CABINET WITH TOP DRAWER AND SHELVES
6. WALL CABINET WITH SHELVES

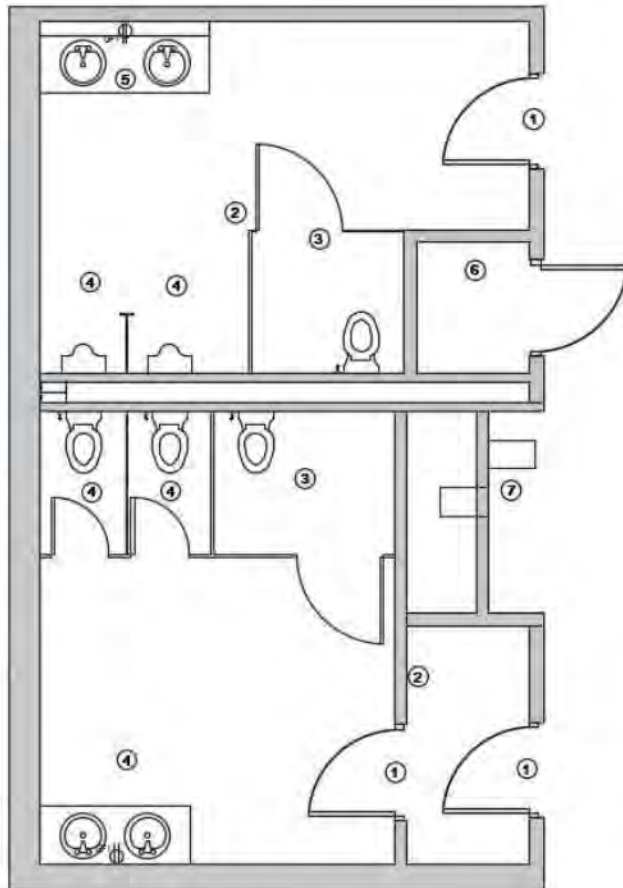
LEGEND:

- TV
- VOICE/DATA
- KEYED NOTES
- DUPLEX OUTLET

MISSION SPACES

2.4 Restrooms Scalable, typ. 300 SqFt, may vary with proportion of men to women (typical design is to have restrooms combined with showers)

3.4I REQUIRED WHERE GYM IS REQUIRED OR PUBLIC BATHROOMS ARE UNAVAILABLE



LEGEND:

- | | | | |
|---|-------------|---|------------------------|
| # | KEYED NOTES | ⊖ | DUPLEX OUTLET |
| | | ⊖ | GROUND FAULT INTERRUPT |
| | | ⊖ | DUPLEX OUTLET |

M

ROOM SPECIFICATIONS

- WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS: BUILDING STANDARD
- CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS: NONE
- HINGES: NONE
- HARDWARE: NONE
- DOOR LOCKS: NONE
- DOOR CLOSER: NONE
- GLAZING: NONE
- PLUMBING: HOT/COLD WATER WHERE APPLICABLE
- HVAC: TYPICAL BUILDING STANDARD
- LIGHTING: TYPICAL BUILDING STANDARD
- SECURITY: KEY LOCK ENTRY
- COMMUNICATIONS: NONE
- POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

GENERAL NOTES:

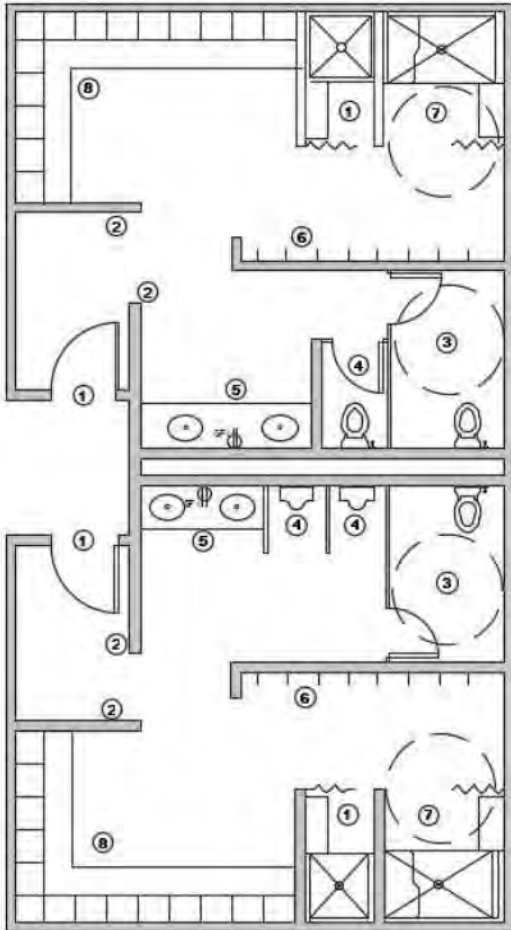
1. BATHROOM ONLY REQUIRED WHEN PUBLIC RESTROOM NOT AVAILABLE OR GYM IS WITHIN FPS SPACE
2. BATHROOM SIZE TYPICALLY 300 SQUARE FEET BUT WILL VARY WITH FIXTURE COUNT, CODE, AND REQUIREMENTS.
3. FIXTURE RATION: 25% FEMALE AND 75% MALE

KEYED NOTES:

1. 48" A.D.A. DOOR
2. PRIVACY WALL (VARIES WITH DESIGN)
3. ADA COMPLIANT FIXTURE
4. STANDARD TOILET FIXTURE (NUMBER OF FIXTURES IS BASED UPON NUMBER OF EMPLOYEES AND CODE REQUIREMENTS)
5. ADA COMPLIANT SINK
6. STORAGE (WHERE DESIGN AND BUDGE ALLOW; NOT REQUIREMENT)
7. WATER FOUNTAIN (WHEN BUDGET AND REQUIREMENTS ALLOW)

MISSION SPACES

2.3 Shower/Locker Typ. 600 SqFt (may vary with proportion of men to women)



LEGEND:

- # KEYED NOTES
- ⊖ DUPLEX OUTLET
- GFI ⊖ GROUND FAULT INTERRUPT DUPLEX OUTLET

ROOM SPECIFICATIONS

- WALLS:** BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS:** BUILDING STANDARD
- CEILING:** BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS:** NONE
- HINGES:** NONE
- HARDWARE:** NONE
- DOOR LOCKS:** NONE
- DOOR CLOSER:** NONE
- GLAZING:** NONE
- PLUMBING:** HOT/COLD WATER WHERE APPLICABLE
- HVAC:** TYPICAL BUILDING STANDARD
- LIGHTING:** TYPICAL BUILDING STANDARD
- SECURITY:** KEY LOCK ENTRY
- COMMUNICATIONS:** NONE
- POWER:** SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

GENERAL NOTES:

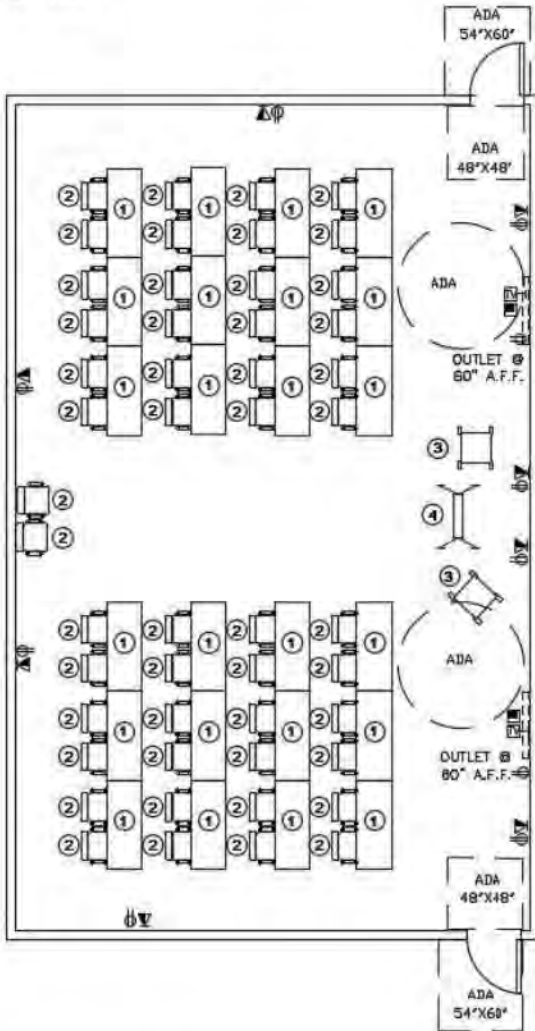
1. SHOWER/LOCKER SIZE TYPICALLY 600 SQUARE FEET BUT WILL VARY WITH FIXTURE COUNT, CODE, AND REQUIREMENTS.
2. FIXTURE RATION: 25% FEMALE AND 75% MALE

KEYED NOTES:

1. 48" ADA DOOR
2. PRIVACY WALL (VARIES WITH DESIGN)
3. ADA COMPLIANT FIXTURE
4. STANDARD TOILET FIXTURE (NUMBER OF FIXTURES IS BASED UPON NUMBER OF EMPLOYEES AND CODE REQUIREMENTS)
5. ADA COMPLIANT SINK
6. TOWEL PINS
7. ADA COMPLIANT SHOWER (FOLDING SEAT IN SHOWER AND OUTSIDE OF SHOWER)
8. BENCH SEATS WITH LOCKERS ABOVE (DESIGNS FOR LOCKER LOCATIONS MAY VARY)

MISSION SPACES

2.0 Regional HQ PSO/Training Mat Room – only mission space if there is a tactical function such as PSO or Mat



ROOM SPECIFICATIONS

- WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
- FLOORS: BUILDING STANDARD
- CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
- DOORS: NONE
- HINGES: NONE
- HARDWARE: NONE
- DOOR LOCKS: NONE
- DOOR CLOSER: NONE
- GLAZING: NONE
- PLUMBING: HOT/COLD WATER WHERE APPLICABLE
- HVAC: TYPICAL BUILDING STANDARD
- LIGHTING: TYPICAL BUILDING STANDARD
- SECURITY: KEY LOCK ENTRY
- COMMUNICATIONS: NONE
- POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

1. 30X60 TABLE W/NEST CAPABILITY
2. TASK CHAIR (REMOVABLE ARMS) W/NEST CAPABILITY
3. ROLLING PODIUM
4. ROLLING WHITE BOARD/FLIP BOARD

LEGEND:

- H-TV TV
- VOICE/DATA
- # KEYED NOTES
- DUPLEX OUTLET
- VT VIDEO TELECONF. OUTLET

MISSION SPACES

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

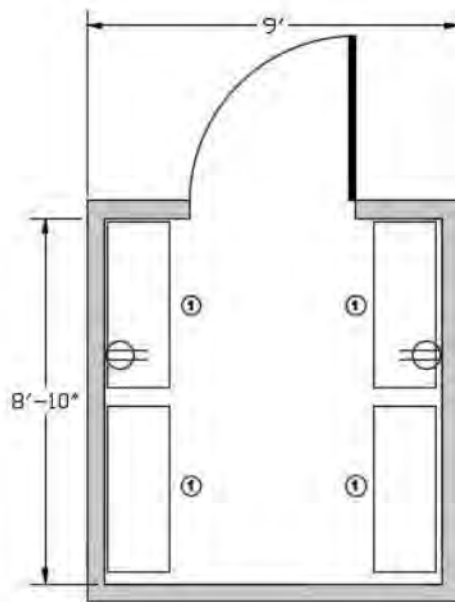
FURNITURE - EQUIPMENT

() T-50 TACTICAL LOCKER

(b)(7)(E), (b)(7)(F)

MISSION SPACES

2.6 Storage Bulk – Scalable (1-9 Employees = open storage, greater than 10 = 10 SqFt per person)



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

- 1. HEAVY DUTY 24X48 STORAGE SHELVES (MECHANICALLY ATTACH TO WALLS TO PREVENT TIPPING)

LEGEND:

KEYED NOTES DUPLEX OUTLET

MISSION SPACES

(b)(7)(E); (b)(7)(F)

ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)

FLOORS: BUILDING STANDARD

CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)

DOORS: NONE

HINGES: NONE

HARDWARE: NONE

DOOR LOCKS: NONE

DOOR CLOSER: NONE

GLAZING: NONE

PLUMBING: HOT/COLD WATER WHERE APPLICABLE

HVAC: TYPICAL BUILDING STANDARD

LIGHTING: TYPICAL BUILDING STANDARD

SECURITY: KEY LOCK ENTRY





COMMUNICATIONS: NONE

POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

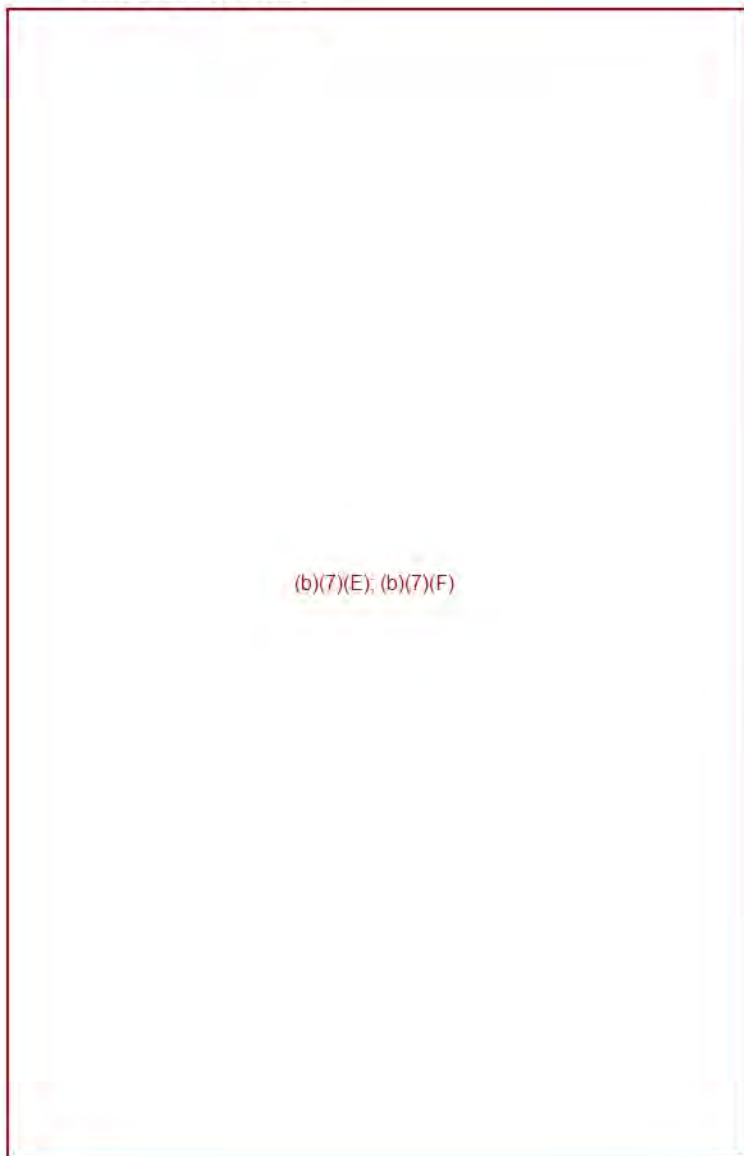
FURNITURE - EQUIPMENT

1. HEAVY DUTY SHELVING (QUANTITY WILL DEPEND ON SIZE AND DESIGN)
2. HIGH RISK DRUG EVIDENCE SAFE (GSA CLASS 6, 4 DRAWER LEGAL SIZE W/SINGLE COMBINATION LOCK (QUANTITY AND SIZE TO BE DETERMINED))
3. CCTV CAMERA (MUST HAVE COMPLETE COVERAGE)

LEGEND:

 KEYED NOTES	 KEYPAD
 CARD READER	 DUPLEX OUTLET

MISSION SPACES



(b)(7)(E); (b)(7)(F)

ROOM SPECIFICATIONS

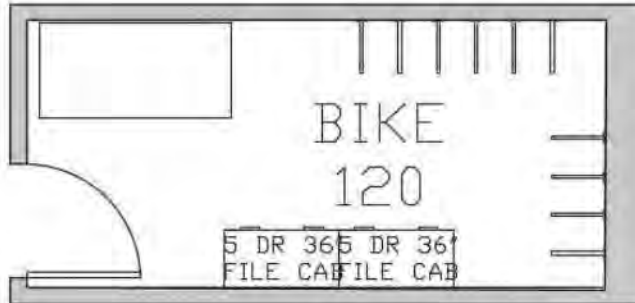
WALLS: SECURE FULL HT. W/1 LAYER UL 752 LVL III BP AND SECURITY MESH. BALLISTIC RATED SECURE PERIMETER
FLOORS: FLOOR LOAD FOR AMMUNITION STORAGE NEEDS TO BE CONSIDERED
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: TYPE A-LVL III (INCLUDING FRAME)
HINGES: NONE
HARDWARE: E6
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

1. 18"x36" HEAVY DUTY STORAGE UNIT FOR AMMO STORAGE
2. 18X48 WEAPON LOCKER FOR LONG GUN WITH SHELVES ON TOP FOR HAND GUN STORAGE
3. CHAIN LINK FENCE (MIN. 10 GAUGE) WITH LOCK
4. CCTV CAMERA (MUST HAVE COMPLETE COVERAGE)

STORAGE SPACES

2.10 Bike Storage – 120 SqFt (<10 bikes no special storage required, >10 bikes = 120 sqft)



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: HOT/COLD WATER WHERE APPLICABLE
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE
POWER: SPECIAL PLUG MAY BE REQUIRED FOR COPIER MACHINE

FURNITURE - EQUIPMENT

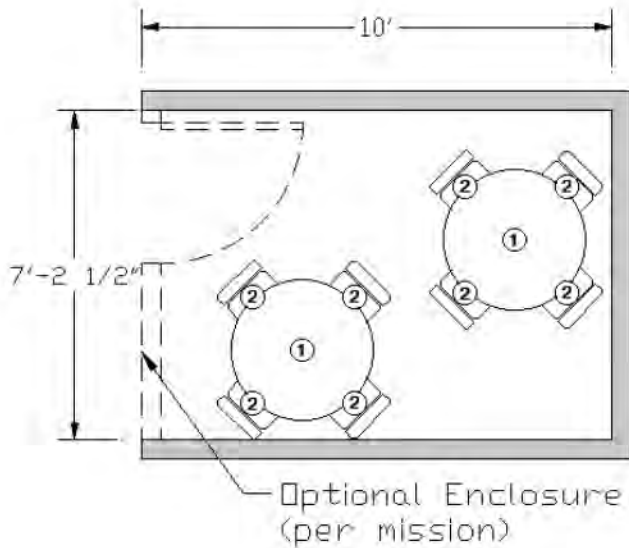
1. LARGE VOLUME COPIER/PRINTER/SCANNER
2. SECURE FAX
3. SHREDDER
4. PAPER BIN
5. BASE CABINET WITH TOP DRAWER AND SHELVES
6. WALL CABINET WITH SHELVES

LEGEND:

TV	VOICE/DATA
KEYED NOTES	DUPLEX OUTLET
SWITCHED OUTLET	GROUND FAULT INTERRUPT DUPLEX OUTLET

STORAGE SPACES

I.17 HUDDLE ROOM - 72 SqFT - SCALABLE (10+ EMPLOYEES, 5 SqFT PER EMPLOYEE IN 72 SqFT INCREMENTS) OPEN UNLESS MISSION REQUIREMENTS DICTATE OTHERWISE



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATTS)
 FLOORS: VCT OR EQUIV.
 CEILING: BUILDING STANDARD (W/ACOUSTIC BATTS ABOVE)
 DOORS: NONE
 HINGES: NONE
 HARDWARE: NONE
 DOOR LOCKS: NONE
 DOOR CLOSER: NONE
 GLAZING: NONE
 PLUMBING: N/A
 HVAC: TYPICAL BUILDING STANDARD
 LIGHTING: TYPICAL BUILDING STANDARD
 SECURITY: KEY LOCK ENTRY
 COMMUNICATIONS: NONE

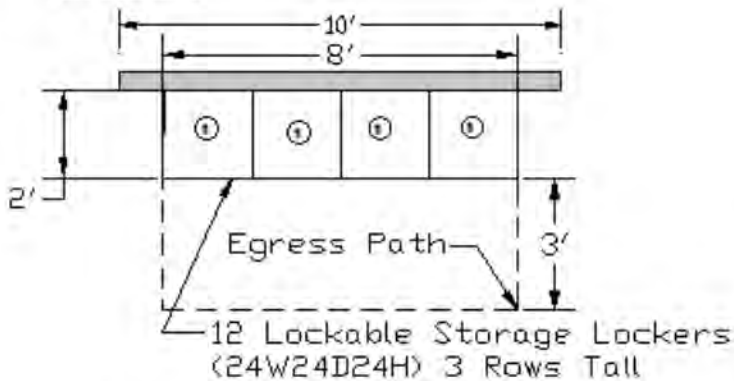
FURNITURE - EQUIPMENT

1. 48" ROUND CONFERENCE TABLE
2. CONFERENCE CHAIRS

STORAGE SPACES

1.18 Layout/Lockers/File – Scalable 5 SqFt Per LE, increments of typ. 72 SqFt

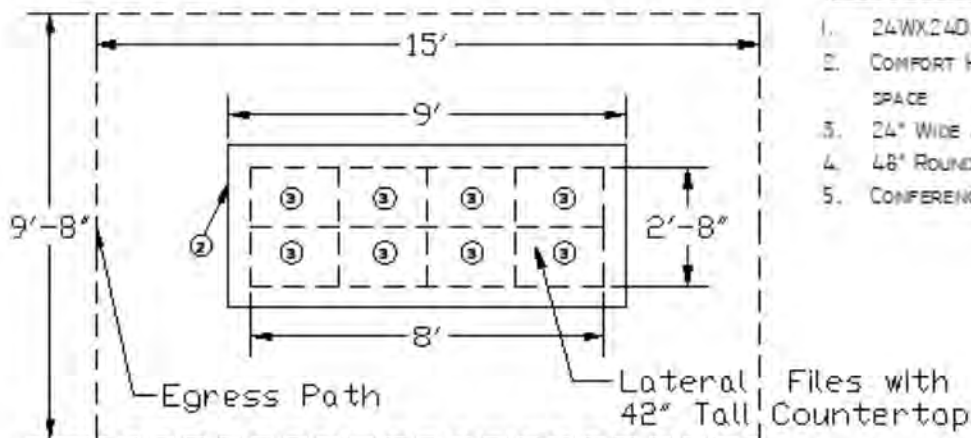
LOCKER SPACE



ROOM SPECIFICATIONS

WALLS: BUILDING STANDARD (W/ACOUSTIC BATT)S
FLOORS: BUILDING STANDARD
CEILING: BUILDING STANDARD (W/ACOUSTIC BATT)S ABOVE
DOORS: NONE
HINGES: NONE
HARDWARE: NONE
DOOR LOCKS: NONE
DOOR CLOSER: NONE
GLAZING: NONE
PLUMBING: N/A
HVAC: TYPICAL BUILDING STANDARD
LIGHTING: TYPICAL BUILDING STANDARD
SECURITY: KEY LOCK ENTRY
COMMUNICATIONS: NONE

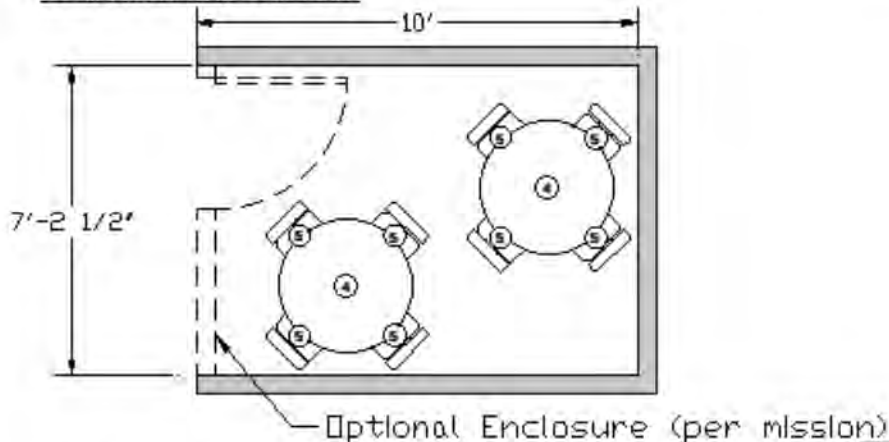
LAYOUT SPACE



FURNITURE - EQUIPMENT

1. 24WX24DX24H LOCKABLE LOCKERS
2. COMFORT HEIGHT (42") COUNTERTOP FOR LAYOUT SPACE
3. 24" WIDE X 18" DEEP LATERAL FILE STORAGE
4. 48" ROUND CONFERENCE TABLE
5. CONFERENCE CHAIRS

COLLABORATIVE / Huddle Space



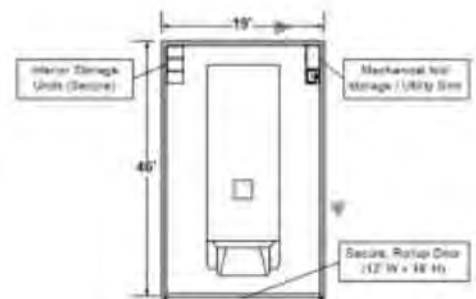
STORAGE SPACES

ASD Storage/Garage Requirements (Large MCV Unit)

The Mobile Command Vehicle program supports the FPS mission through the provision of mobile on-site platforms for command, control and communications during terrorist attacks, natural disasters, National Special Security Events and other similar occurrences. The MCVs can rapidly deploy to any location in the continental United States where the communications infrastructure is adequate or has been disrupted, or where enhanced interoperability among law enforcement agencies is needed.

Contingent on availability, FPS will exhaust all efforts to co-locate MCV/SUV units with other Federal, state, or local government agencies at a free or reduced rate. Storage locations will either be exterior, secured lots or interior garage structures. MCV storage locations should be in a centralized area within the Region that is easily and quickly accessible (access < 1-hour driving distance from an authorized MCV operator).

Location Measurements	Interior Requirements/Equipment
18' Ceiling Height (minimum)	Dedicated 100AMP Circuit
12' Width (minimum)	Building standard electrical outlets
50' Length (minimum)	Dedicated telecom line: RJ-11 (dual)
Ramp entry (10') with 50K load limit	Dedicated network jack: RJ-45 (dual)
Entry/Exit – 25' turning radius (minimum)	Small utility sink
Storage	
Lockable storage cabinet	Accessible faucet for vehicle washing
Mechanical tool storage cabinet	First-aid station w/first aid kit(s)
Two (2) uniform lockers	Emergency eye-wash station
	Wall mounted Fire Suppressant System



ASD Storage/Garage Requirements (SUV Based MCV Unit: "Rabbit")

The FPS SUV-based mobile communications vehicle ("Rabbit") is a smaller version of the full-size MCV units. The Rabbits provide most of the same communications capabilities as the MCVs, but lack the command and control space and workstations. The Rabbits afford a rapid deployment capability, as well as the ability to navigate tight spaces and unimproved roads, which allows projection of communications services into areas that would otherwise be inaccessible.



SCIF

(b)(7)(E), (b)(7)(F)

APPENDIX D: FPS HQ SEAT ASSIGNMENT REQUEST FORM

FPS HQ Seat Assignment Request Form

Office Information	
Requestor:	
Requestor Phone Number:	
FPS Office:	
Date Submitted:	
Name FTE:	
Name Contractor:	
Email Address of FTE/Contractor:	
Suggested Move/Start Date:	
From Building:	
<i>Suite Number</i>	
<i>Office/Cubicle Number:</i>	
To Building:	
<i>Suite Number:</i>	
<i>Office/Cubicle Number:</i>	
Office move requests shall be submitted to Facilities Office NLT 14 days prior to move date	
Comments:	
Requesting Office Approval Signature/Date:	
ASD Approval Signature/Date:	
Version Date 01/02/19	

APPENDIX E: Calculating a Workspace Standard (example)

- An office of 120 employees: 5 managers in Private Offices
- 15 staff Desk Bound Concentrative
- 20 staff Internally Mobile Concentrative
- 75 staff Externally Mobile Interactive
- Private Offices – total space for private offices 2×180 and $3 \times 100 = 660$ NSF*

Workstation Space - Multiply the usable square feet noted in each of the work patterns that apply, taking into consideration the typical workstation used for the office (6x6)

For Desk Bound Concentrative work pattern, we are assuming a 6x6 workstation 48 NSF workstation x 25 staff = 1,200 NSF

For Internally Mobile Interactive work pattern we are assuming a 6x6 workstation 36 NSF workstation x 15 staff = 540 NSF

For Externally Mobile Interactive work pattern we are assuming 2 types of workstations, a 4x6 touchdown station and a 6x6 workstation 24 NSF workstation x 10 staff = 240 NSF; 48 NSF workstation x 65 staff = 3,120 NSF; Total Workstation Space - based on the Work Patterns identified above = 5,100 NSF

Desk Sharing Ratio - Apply desk sharing ratio assuming approximate 50% of employees are 1 desk: 1 employee and 50% are 1 desk: 2 employees for average office sharing ratio of 1:1.5.

Desk Sharing Ratio - (divide by the ratio) $5,100/1.5 = 3,400$ NSF

Collaboration Space - Match each Work Pattern with the collaborative space sharing ratios in the Appendix – Part 2 (ratios are one room per number of employees for that work pattern);

Desk Bound Concentrative (DBC 20 staff)

- person closed meeting room 1:16 = 1×42 NSF= 42
- person closed meeting room 1:24 = 1×90 NSF= 90
- 6 person closed meeting room 1:40 = 1×150 NSF= 150
- 2-person open meeting (at desk)
- person open meeting N/A
- person open meeting N/A

Internally Mobile Interactive (IMI 20 staff)

- person closed meeting room 1:08 = 3×42 NSF= 126
- person closed meeting room 1:24 = 1×90 NSF= 90
- 6 person closed meeting room 1:32 = 1×150 NSF= 150

- 2-person open meeting (at desk)
- person open meeting 1:16 = 1 x 60 NSF
- person open meeting 1:24 = 1 x 90 NSF

Externally Mobile Interactive (EMI 80 staff)

- person closed meeting room 1:24 = 3 x 42 NSF = 126
- person closed meeting room 1:24 = 3 x 90 NSF = 270
- 6 person closed meeting room 1:40 = 2 x 150 NSF = 300
- 2-person open meeting (at desk)
- person open meeting N/A
- person open meeting N/A

General Office Area - Work Station Space (adjusted for Desk Sharing) + Private Offices + Collaboration space; 3,400 + 660 + 1,494 = 5,554 NSF

Special Space - Work Station Space (without desk sharing ratio applied) + Private Offices; 5,760 X .20 = 1,152 NSF

Circulation Factor - 38% circulation factor for an open office configuration (uses a 1.61 Circulation Multiplier) - applied to General Office Area + Special Space; 5,554 + 1,152 = 6,706 x 1.61 = 10,797 USF*

New Workspace Standard – 10,800 USF / 120 staff = 90 USF/pp