

SPACE STANDARDS, GUIDELINES, AND PROCEDURES

**U.S. DEPARTMENT OF COMMERCE
HERBERT C. HOOVER BUILDING**
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**U.S. DEPARTMENT OF COMMERCE SPACE STANDARDS, GUIDELINES, AND PROCEDURES for
THE HERBERT C. HOOVER BUILDING**

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ACRONYMS

ADA	Americans with Disabilities Act
BOMA	Building Owners and Managers Association
COHO	Commerce Occupational Health Organization
DAO	Department Administrative Order
DOC	Department of Commerce
DOO	Department Organization Order
FMR	Federal Management Regulation
FPMR	Federal Property Management Regulation
GSA	General Services Administration
HAZMAT	Hazardous Materials
HCHB	Herbert C. Hoover Building
ICC	International Code Council
NFPA	National Fire Protection Association
OBR	Office of Building Renovation
OFEQ	Office of Facilities and Environmental Quality (Formally the Office of Administrative Services (OAS))
OSFM	Office of the Secretary Financial Management
OGC	Office of General Counsel
ORPP	Office of Real Property Programs
OS	Office of the Secretary
OSBM	Office of Space and Building Management
OSY	Office of Security
OU	Operating Unit
POC	Point of Contact
SCIF	Sensitive Compartmented Information Facility
SMD	Space Management Division
USF	Usable Square Feet

SECTION 1: PURPOSE

01. This document establishes the standards, guidelines and procedures for the management of space within the Herbert C. Hoover Building (HCHB), and serves to promote, establish, and maintain efficient and effective space utilization. These standards address:
 - a. Space Assignment,
 - b. Interior Design and Construction,
 - c. Furnishing Standards for Assignable Spaces, and
 - d. Building Renovation Project Impacts and Coordination.
02. The primary objective of this document is to create specific space standards and provide a governance structure for HCHB that the Operating Units (OUs) will use as a guideline when planning their space.
03. This document has been developed by OSBM Space Management Division, in cooperation with the Office of Facilities and Environmental Quality (OFEQ), Office of Real Property Programs (ORPP), and Office of Building Renovation (OBR). These standards, guidelines, and procedures have been developed in accordance with the guidelines set forth by the U.S. General Services Administration's (GSA) National Business Space Assignment Policy and Facilities Standards for the Public Buildings Service (P-100), and Department Administrative Order (DAO) 217-21, Space Allowance and Management Program.
04. Set forth in this document, through the requirements of GSA, HCHB will follow the Federal Law mandate 40 U.S.C. § 3312, that all Federal Buildings constructed or altered shall, to the maximum extent feasible, be in compliance with one of the technical requirements of the family of codes issued by the International Code Council (ICC). The ICC family of codes includes, but is not limited to: International Building Code (IBC), International Fire Code (IFC), International Plumbing Code (IPC), International Mechanical Code (IMC), and the International Energy Conservation Code (IECC). The ICC family of codes is available through www.iccsafe.org/. Furthermore, GSA and HCHB have adopted the technical egress requirements and the technical electrical requirements of the NFPA, Life Safety Code (NFPA 101). NFPA 101 is available through www.nfpa.org/. All District of Columbia and local building codes will also be followed to the maximum extent practicable.

SECTION 2: DEFINITIONS

01. **HCHB Operating Unit (OU):** As stated in DAO 217-21, all DOC Agencies, Bureaus, and Offices residing, either temporarily or permanently, in the HCHB shall be referred to as OUs.
02. **OU Space Administrator:** The Head of each OU within the HCHB shall designate a Space Administrator to be a point of contact for coordinating and managing the OU's internal administrative and special use space matters.
03. **OU Budget Contact:** The Head of each OU within the HCHB shall designate a Budget Contact to be a point of contact for budget matters, such as rent. The Budget Contact will coordinate such matters with ORPP and OSFM.
04. **OU Assignable Space:** OU assignable space, also referred to as a part of Usable area by GSA (see definition below) may include the following types of space: office space, administrative support space, conference and/or meeting space, storage space, circulation space, and special use space.
 - a. **Office Space:** The portion of assignable space that provides an environment for an office operation. The space may consist of large open areas with workstations, either freestanding or panel systems furniture, or may be partitioned into private and/or semi-private offices and rooms. The space categories listed below can also be included within the overall Office Space. This space should have suitable and adequate lighting, heating, ventilation and air conditioning, accessibility for ADA, circulation, floor covering and sound control. All spaces are designed for the purpose of the individual occupants to perform their tasks. .
 - b. **Administrative Support Space:** The space within the usable square footage of the assignable space that supports the administrative office operations and includes, but is not limited to, areas for reception and seating, files, common work areas with copier, printers, and mail services, general office supply storage, etc.
 - c. **Conference and/or Meeting Space:** The areas within the usable square footage of the assignable space utilized for gathering of employees to collaborate, conduct conferences, or brief team meetings. These spaces can be open teaming areas or closed dedicated rooms and are strategically placed to support the Office.
 - d. **Storage Space:** The space within the usable square footage of assignable space allocated for storing items such as office supplies, record files, equipment, nonhazardous materials, etc. Storage space can be a partitioned area, a closet, and/or filing or storage cabinets placed throughout the office space. Large volumes of items that cannot be accommodated within the assigned square footage of space will be assigned to areas not suitable for Office space; i.e. unfinished attic and basement areas, as well as dedicated space built for warehousing and records storage.
 - e. **Circulation Space:** (According to the Council for Interior Design, CIDA) The space required for the efficient movement and flow of personnel through the assignable space. When planning for assignable Office space, a general space planning tool used to figure the circulation space is referred to as circulation factor with a factor of 25 to 33 percent of the total space is efficient.
 - f. **Special Use Space:** (Defined by DOC/OFEQ) Any Space solely used by the OU for a unique task, such as, secure storage rooms, SCIF, central computer or network rooms, etc. These spaces can be occupied or unoccupied, but require special space consideration due to the unique function and equipment needed for the space.

05. **Joint Use Space:** (Defined by GSA's National Business Space Assignment Policy, NBSAP) Any public space within HCHB that is available to and can be utilized by all occupants. Also referred to as a part of Usable area by GSA. Examples of joint use space within HCHB includes, but is not limited to, the cafeteria, auditorium, centrally managed conference rooms, COHO Fitness Center, Health Unit, Child Care Center, Credit Union, and snack bars.
06. **Transitional Space:** (Defined by DOC OFEQ) Transitional space consists of all areas that are temporarily vacant and/or currently unused, but which are nonetheless assigned by GSA to DOC, and for which DOC is responsible to pay rent to GSA.
07. **Allocation of GSA Bill to HCHB OUs:** Office of Facilities and Environmental Quality (OFEQ) allocates GSA monthly HCHB rent bills to the OU's based on their assigned space and their pro-rata shares of Joint Use Space and Transitional space.
08. **Rentable Area:** (Defined by GSA's National Business Space Assignment Policy, NBSAP) The total amount of space OU's can occupy or use within an entire building and the respective share of Building Common area in relationship to the Usable area. Rentable area is used to determine how much total rent an occupant will pay for a building.
09. **Usable Area:** (Defined by the GSA National Business Space Assignment Policy, NBSAP) A subset of Rentable area; Usable area includes space that is Assignable to a specific Occupant plus Joint Use Spaces that can be used by all Occupants.
10. **Building Common Area:** (Defined by GSA's National Business Space Assignment Policy, NBSAP) The space within HCHB that is used to provide services, support, and horizontal circulation to all building occupants. This is not considered individual tenant assignable space yet is included in the calculation of OU algorithms for rent. Example of common space includes, but is not limited to, the elevators, stairwells, corridors, restrooms and main lobby.
11. **Workstation:** A modular work area constructed from freestanding desk units or panel hung systems furniture.
12. **Hoteling/Benching:** A work space which accommodates an alternative working arrangement. Employees can be provided with shared or temporary work space. Hoteling/Benching may also refer to either single use or connected multi-unit workstations that can be assigned or scheduled for use on a given day or a particular period of time.
13. **Utilization Rate:** The percentage of capacity use for a given Office or Assignable area; measured in square feet per person. The measurement is derived from the overall square footage of the Office/Assignable area, divided by the total number of individuals or users within the Office/Assignable area. This derivation of usable space, provided to individuals within a given Office or Assignable area in order to perform their daily tasks includes the individual workstation, circulation space, and a portion of support spaces (conference rooms, copy rooms, etc.).
14. **Building and Accessibility Codes:** Regulations governing the construction of architectural elements and the space planning principles of Interior Spaces for public

safety and sustainability. The HCHB follows the guidelines established by GSA P-100 document which include, but is not limited to, the following.

- a. International Building Code (IBC)
- b. International Mechanical and Plumbing Code (IMC and IPC)
- c. International Electrical Code (NFPA 70)
- d. International Fire Code (IFC)
- e. Americans with Disabilities Act – Title III (ADA)

15. **Interior Design and Space Planning** – The process of using industry recognized professional concepts and techniques for planning Interior Architecture to accomplish a designated mission. This includes but is not limited to the selection of interior finishes and furnishing, placement of partitions and doors, and planning the most efficient use of space.
16. **HCHB Occupancy Agreement:** A formal annual agreement between the OFEQ/OSBM and an individual DOC OU that is used to document the OU's total assigned space within the HCHB. An agreement shall be executed upon occupancy within the HCHB, and at the beginning of each fiscal year thereafter, to assist OFEQ/ORPP and OSFM in assessing space usages and calculating rent. Refer to Appendix A1 for a copy of the HCHB Occupancy Agreement.
17. **Form CD-410 HCHB Work Order Request:** The Office of Space and Building Management (OSBM) Work Request Herbert C. Hoover Building form. The form should be used for requesting construction, refurbishment, and repairs within the HCHB. Refer to Appendix A2 for a copy of the form. The form is also available at:
<http://www.osec.doc.gov/ofeq/OSBM/>.
18. **Form CD-412 HCHB Space Change Request:** The Office of Space and Building Management (OSBM) Space Change Request form. The form should be used for requesting, returning, and transferring space within the HCHB. Refer to Appendix A3 for a copy of the form. The form is also available at:
<http://www.osec.doc.gov/ofeq/OSBM/>.
19. **Tenant Council:** Senior HCHB OU representatives who address HCHB facility issues. This council briefs the Department Management Council as needed.

SECTION 3: RESPONSIBILITIES

01. **The Director for the Office of Facilities and Environmental Quality (OFEQ)**, in accordance with the provisions set forth in DOO 20-1, Director for Facilities and Environmental Quality (OFEQ, formally the Office of Administrative Services (OAS)), is responsible for the development, implementation, and oversight of this policy for the HCHB. Administrative space planning and management functions are listed below.
 - a. Promoting, enforcing and establishing efficient space utilization within the HCHB.
 - b. Acquiring administrative space through GSA and subsequently assigning, relinquishing and reassigning space for DOC OUs.
 - c. Regulating and monitoring Office of the Secretary (OS) owned and controlled administrative space.
 - d. Coordinating with the Deputy Assistant Secretary for Administration on availability of excess space within the HCHB for the possible use by the DOC OUs.

- e. Developing, coordinating and implementing master space planning, including facility, consolidation, and other planning initiatives in order to satisfy the short and long range space requirements for DOC OUs in the HCHB.
 - f. Preparing DOC space assignment reports for the HCHB.
02. **The OFEQ Office of Real Property Programs (ORPP) and Office of Space and Building Management (OSBM)/Space Management Division (SMD)** serve as the facilitators for OFEQ and can assist OUs with their implementation and governance of the guidelines herein. The following are services ORPP and SMD can provide to OUs within the HCHB.
- a. ORPP coordinates DOC implementation of Government-wide programs for the acquisition, management, utilization, and disposal of real property; provides technical advice and assistance to DOC OUs; and develops procedures to implement DOC real property. ORPP also facilitates and processes HCHB rent reports and billing, along with the Office of the Secretary Financial Management (OSFM).
 - b. SMD is responsible for tracking and recording architectural and space information for the HCHB. The OSBM/SMD Space Manager documents and prepares the DOC space assignment reports for the HCHB and the Director of OFEQ. The staff assists and advises OUs in the most efficient and effective use of their space. SMD also assists OUs in refurbishing their space, providing interior design and space planning, construction, procurement, and project management expertise.
03. **Operating Units (OUs)** should understand their missions and associated functions to generate a plan for their space needs, in accordance with the guidelines set forth in this document. This includes designating a Space Administrator to be responsible for the following.
- a. Coordinate and manage space related issues with OFEQ SMD.
 - b. Take necessary actions to insure full and efficient use of assigned space. This may entail working with SMD to conduct space utilization surveys.
 - c. Prepare and submit the requisite forms and documentation for the initial, expansion, contraction, and continuing requirements of space.
 - d. Review all space allocation reports from ORPP and SMD on a monthly basis for accuracy.
 - e. Facilitate any HCHB space issues being brought before the Facilities Management Council with their management and SMD.

SECTION 4: SPACE MANAGEMENT PROCEDURES/POLICY

01. **Space Allowance** - DOC OUs will be provided space in accordance with the space criteria described in DAO 217-21, up to the HCHB maximum standard of 170 usable square feet per person (USF/person), subject to the availability of space.
02. **Efficient Space Utilization** - DOC will promote and enforce efficient space utilization in the HCHB on the basis of the policies and standards contained herein, with due consideration for the economy, the need for consolidation, and service to the public and/or government as a whole. DAO 217-21 sets a Departmental utilization rate for Assignable space at 170 USF/person. OUs are strongly encouraged, with OFEQ's assistance as needed, in meeting or exceeding the HCHB standard of 170 USF/person through consolidation of existing assigned space, refurbishment to existing Assignable Space, and the HCHB Renovation. Modification of current space is to be considered

whenever there is a triggering event, such as a release of space, request for additional space, reduction of staff, or addition of staff.

03. **Space Allocations** – When requesting new space, or changing existing spaces, OUs will be assigned space that is appropriate for their required functions that are in support of their missions. Total usable square footage of space assigned to an OU will not to exceed the HCHB standard of 170 USF/person for Assignable Space. Special use space will be allotted, when justified in writing, for a specific OU mission.
04. **Space Reports and Occupancy Agreements** - An OU's usable square footage, measured using GSA standards, will be documented in an HCHB Occupancy Agreement and a monthly OFEQ SMD space assignment report. The HCHB Occupancy Agreement will document the amount of space assigned to an OU, and that number will be used for rent billing purposes. A HCHB Occupancy Agreement will be initiated, reviewed, and signed by an OU Authorizing Official at the beginning of each fiscal year (on or about October 1st), or as new OUs are assigned space within the HCHB. Any changes to the OU's assigned space throughout the year will be documented via a Form CD-412, Office of Space and Building Management (OSBM) Space Change Request, and the Occupancy Agreement will be amended to include the Form CD-412. Refer to Appendix A1 for the HCHB Occupancy Agreement form.
05. **Requesting Space within the HCHB** – For all space requests within the HCHB, the OU Space Administrator will complete a Form CD-412 and forward it to OFEQ SMD for review, assessment, and approval. OUs seeking to relocate into and out of the HCHB, must first obtain approval from the Chief Financial Officer/Assistant Secretary for Administration.

OUs should meet the HCHB standard of 170 USF/person in existing allocated space before requesting additional space. If needed, the SMD, in conjunction with the OU Space Administrator, will conduct an on-site utilization survey of the existing space to ensure efficient utilization. Once it is determined that the requesting OU's existing space is efficiently planned to meet their functions and mission, additional available space within the HCHB will be sought.

When requesting space, the OU Space Administrator is responsible for knowing how the OU plans on using the space (e.g., number of staff to be accommodated, their functions and individual requirements, number of private offices, semi private offices, open floor plan workstations, administrative support, storage requirements, and any special use space needs). SMD Interior Design Specialists will work with the OU Space Administrators to determine requirements, as needed. Non-standard requirements and special use spaces will be considered on a case by case basis.

If adequate space within the HCHB is not available, OUs are to work with GSA on the acquisition process for additional space and the release of offsetting space under their control. ORPP is available to assist with this process.

06. **Returning Space within the HCHB** – When space is no longer required, the OU Space Administrator shall submit a Form CD-412 no less than 30 days prior to the date the space will be vacated. The completed form should be sent to OFEQ SMD for processing. Upon receipt of the request, an SMD Interior Design Specialist will schedule an on-site inspection and survey of the space to be released. This survey will verify the condition of

the space and facilitate the removal of furniture, as necessary. All space that is to be released must be empty of all contents (e.g., furniture and trash) and vacuumed. In some cases, repair and restoration (at the OU's expense) may be required to return the space back to the building standard configuration, construction, finishes, etc. (see Appendix A5), which may also include the removal of cable TV systems. All costs for repair and restoration, agreed upon at the time the space was assigned, are to be paid for by the OU. OUs will remain responsible for the space, including paying rent, until the space is accepted by SMD.

Any space offered for return which is unusable for other OUs will be addressed on a case by case basis by the OFEQ SMD.

07. **Transfer or Exchange of Space within the HCHB** – All requests for transfers or exchange of space within the HCHB are to be reported to the SMD for approval via a Form CD-412 no less than 30 days prior to the proposed date of transfer. Before submitting the CD-412 form, it is the responsibility of the OU requesting the transfer or exchange of space to obtain the appropriate acceptance and approval of all OUs involved. SMD can assist OUs with this process, as needed.

All transfers and exchanges are contingent on blocking and stacking considerations, and HCHB Renovation plans.

08. **Recording Space Changes** – OUs will assume responsibility (including rent adjustments) from the day the Form CD-412 is executed by SMD. An OU's responsibilities and rent payments will cease on the agreed day the space is returned to SMD or transferred to another OU, contingent on the OU meeting the applicable requirements outlined in paragraphs 06 and 07 above.

Space changes will be updated in the SMD space database, listed on the OU's monthly space assignment report, and, at the first of the fiscal year, a new HCHB Occupancy Agreement will be provided to the OU. SMD will submit an amended space assignment report to the Office of Real Property Programs (ORPP), which uses the report in coordination with the GSA rent bill, and to OSFM, which uses the report for HCHB analysis.

SMD will provide a Space Assignment Report to the OU Space Administrator on a monthly basis, as changes take place, or as required by the OU. This report should be reviewed for accuracy by each OU Space Administrator. Any space changes identified by the OUs prior to the 11th day of the month will be recorded in that month's Space Assignment Report and included in the current monthly rent report. Any space changes after the 11th will be recorded in the following month's Space Assignment Report.

Upon validation by the OU Space Administrator, the Space Assignment Report by the OU Space Administrator will then be forwarded to OSFM and ORPP for rent calculations.

SECTION 5: SPACE DESIGN AND REFURBISHMENT

01. **GSA Delegation Agreement** - The HCHB Delegation Agreement with GSA provides DOC with a Standard Operating Procedure for operations and maintenance and a Facilities Management Plan. To ensure compliance with the GSA Delegation Agreement all

refurbishment, construction or alterations to the HCHB are coordinated through the OSBM and SMD. In addition to the Delegation Agreement, the OSBM and SMD ensure that all applicable code provisions are satisfied, that interior design and building standards and finishes are met, HAZMAT is identified and addressed, and that all tasks are compatible and in compliance with the HCHB standards and do not adversely impact other OUs or facility systems.

For all alteration projects, SMD will conduct plan reviews to ensure applicable Federal laws and regulations, and building codes (e.g., accessibility (ADA) codes) are followed.

SMD will also regulate the established building standards for finishes, materials, furnishings, and procedures. Exceptions will only be considered on a case by case basis.

02. **Space Planning and Design** – Office planning and configuration shall be initiated by the OU Space Administrator to accommodate their mission needs, and in accordance with these guidelines and DAO 217-21. SMD provides interior design services to assist in space planning, space assessment, Administrative Space renovations, and project management. The SMD staff will make every effort to meet the needs of the OU's request, along with the HCHB standards and utilization rate of 170 USF/person.

The following factors are provided to assist in developing efficient space utilization.

- a. Total assigned space should not exceed number of people times 170.
- b. A circulation factor of approximate 10% will be used in all floor plan layouts. Circulation space is included in the HCHB standard of 170 USF/person.
- c. Special use space will be assigned based on a SMD functional analysis survey and will be appropriate to the need.
- d. Plumbing features, such as sinks, taps, and drains, will not be incorporated into an OU's Administrative space; however, shared public break/kitchenette space (e.g., space with a refrigerator, microwave, coffee machine, etc.) will be approved upon the development of a feasible design. The OU will be responsible for all expenses and will be responsible for the planned maintenance of such a space.
- e. Private kitchenettes, meeting rooms and multi-function areas within an OU Assignable space will be approved on a case by case basis.
- f. Corridors are to be kept free of items.
- g. Pictures are limited to inner office décor, unless authorized by the Director of OFEQ for corridors or other spaces outside the Corridor Wall. DAO's 206-3 (Approval and Use of Permanent Signs) and 217-11 (Exhibits) are to be followed.

03. **Work Request for Space Planning and Renovation Services** - All requests for space alterations, space planning, or programmatic design changes to Administrative Office space within the HCHB should be initiated by submitting a Form CD-410 (Appendix A2). The following services may be requested:

- Office space configuration;
- Furniture replacement/reconfiguration and repair;
- Furniture upholstery, draperies and carpet cleaning;
- Drapery installation or replacement;
- Floor resurfacing (carpet replacement and/or repair, tiles);
- Repainting of walls;
- Ceiling tile replacement;

Wall construction/demolition;
Electrical, phone and data outlet placement; and
Cable or satellite television connections and television installations.

04. **Work Request Process - Form CD-410.** The requesting OU completes Section I, lines 1 through 6, and submits the original form to OSBM. OSBM assigns a control number, and distributes the work request to the SMD, who assigns the work to a Project Lead. The Project Lead will schedule an appointment with the initiating OU Space Administrator or Point of Contact (POC). During the initial meeting, the scope of work is discussed, documented, and evaluated; then, as necessary, a preliminary site survey is conducted and dates for further contact are determined.

The SMD Project Lead will provide a project cost estimate and floor plan options (as necessary) in Section II of the original Form CD-410. Upon approval of the project plan and cost estimate; Section III of the Form CD-410 is to be completed by the OU to confirm that the work is authorized and that the required funds are available.

Upon receipt of the Form CD-410 with approved funding (Section III's authorizing signature), SMD will work with the OU's POC to finalize design drawings, then prepare all requisite drawings, specifications, and a schedule to perform the approved work.

05. **Scope of Work Changes - Form CD-410 Supplement (Form CD-410 Part 2).** All changes to the scope of work of any project after the OU has authorized funding, due to unforeseen site conditions or customer preferences, will require the completion of the Scope of Work Change Order CD-410 Supplement (Appendix A2). The OU POC or SMD Project Lead will initiate the supplement, and SMD will revise the cost estimate and project schedule, as necessary. Any additional funding will need to be authorized by an OU Authorizing Official before the original scope of work will be changed.
06. **Moves within the HCHB.** Moving services are coordinated by the SMD Project Lead as part of any project with a move requirement. The OU POC is responsible for scheduling any equipment relocation, completing all surplus requests for furniture and equipment, and assisting with the actual office move. SMD will work with the OU POC to find swing space as necessary. When moves of greater than 50 people are contemplated, written notification must be provided by the OU Space Administrator to SMD no less than 30 days prior to the requested date.
07. **Standard Furniture Modules, Administrative Space Layouts, and Conference Spaces** have been provided in Appendix A4 as a guideline to use in space planning. The templates provided in Appendix A4 are derived from studies and research based on the architectural floor plan of the HCHB. They are designed to accommodate many workplace functions and the multiple, varying tasks within DOC. These sizes were also derived with the intent of optimizing interior spaces and to achieve the HCHB standard of 170 USF/person, while maintaining a workplace capable of achieving the OU's missions.

The HCHB is predominately populated with Herman Miller AO2 panel hung systems furniture product. SMD currently maintains an inventory of only the Herman Miller AO2 product within the building; standard product and finishes apply. OUs are encouraged to use this inventory to the furthest extent possible before procuring new furniture to reduce reconfiguration costs. It will be the responsibility of the OU to

store any surplus inventory or space components of non-Herman Miller AO2 products. Appendix A5 lists the common building standard systems furniture specifications and finishes.

Executive furniture is evaluated for need and functionality on an individual basis. SMD contains catalogues of available furniture suitable for the HCHB. The furniture will be competitively bid, as required.

08. **Building Standard Construction Methods and Materials.** The construction and renovation of space will be performed by approved contractors only. Minor construction related tasks may be performed by DOC Building Management. All construction will comply with the applicable building codes listed in the GSA P-100 guidelines.

The HCHB uses standard finishes and materials throughout the building, as detailed in Appendix A5. OUs may submit a request to deviate from the building standard finishes to Building Management for approval. If approved, it will be the OU's responsibility to restore the space, using the building standard finishes, upon return of space to HCHB OFEQ OSBM.

09. **Window treatments.** White venetian blinds are standard on all exterior windows in the HCHB. Blinds will be repaired or replaced by OSBM as needed. Draperies are not a Building standard; yet are available at the OU's expense in the non-renovated section of the building. Draperies are not installed or approved in the newly renovated sections of the building. OUs should submit drapery requests for the non-renovated section of the building to SMD through Form CD-410.
10. **Building Signage** in corridors is a standard throughout HCHB and needs to conform to DAO 206-3, Approval and Use of Permanent Signs in the Herbert C. Hoover Building. OSBM must be contacted for any required changes or updates.
11. **Cable TV Connection and Service.** Requests for TV installation and connection to the HCHB cable TV service must be submitted to the OFEQ OSBM in room 1323 via a Form CD-410. Nominal charges will apply for the installation of the TV (to be furnished by the OU). The cable service is funded via the HCHB working capital fund joint use account, and will not incur an additional operating charge.
12. **Security.** Secure spaces are to comply with the DOC Office of Security (OSY) Office of Physical Security procedures and standards. The OSY Office of Physical Security will assess the requirement, monitor construction, and approve the space for security classification. SMD Project Managers will facilitate all security requirements as part of the project.

All lock boxes or lockers for secure spaces are to be contained within the interior space. Director OFEQ approval is required for exceptional circumstances where lock boxes/lockers need to be installed in the corridors.

Standard building lock cores are provided by OSY and SMD for all doors. The cost for interior door hardware is the responsibility of the OU. All keys for new locks or rekeyed locks can be obtained from OSY by contacting the HCHB Service Center in

room 1033 or via email at HCHBSecurity@doc.gov. A Lock-Key Service Request Form is also located on the OSY website.

Keys and locks for systems and executive furniture are to be coordinated through SMD.

13. **Presidential Appointees.** During the period in which a Presidential Appointee holds office within HCHB, funds for their office refurbishment may not be obligated or expended in excess of \$5,000, unless advance notice is expressly approved by the Committees on Appropriations. This limitation is pursuant to language in the Treasury Postal Service and General Government Appropriations Act, 1992, Pub. L. 102-393, Sec. 618, 106 Stat. 1729 (1992). As defined in this reference, the term “office” shall include the entire suite of offices assigned to the individual, as well as any other space used primarily by the individual or the use of which is directly controlled by the individual.

The following reference documents provide additional information.

- a. The Office of General Counsel’s (OGC) 1993 guidance memo on restrictions for redecorating office space.
- b. GSA Bulletin, FPMR D-232, “Limitation on Expenditures for Presidential Appointees’ Offices” dated January 29, 1993

The \$5,000 limit does not include work that is classified as repair or general maintenance, as determined by SMD. The proposed funds for furnishing or office refurbishment of the office for Presidential Appointees will be examined on a case-by-case basis. Requests shall be submitted to SMD, and will be forwarded to OGC for review.

OCCUPANCY AGREEMENT ATTACHMENT A: SUMMARY of USABLE SPACE

Occupancy Agreement No: _____ Fiscal Year: _____

Operating Unit Name: _____

Total Assigned Administrative Space in Square Feet: _____

Location of Space: (per attached Space Report and accompanying Floor plan)

HERBERT C. HOOVER BUILDING OCCUPANCY AGREEMENT

Occupancy Agreement No: _____ Fiscal Year: _____

This is to acknowledge that _____ (hereinafter, the "Operating Unit (OU)") is assigned space in the Herbert C. Hoover Building (HCHB) as follows:

Amount of Administrative Space in square feet: _____

Location of Assigned Space: (per attached Space Assignment Report and accompanying Floor plan)

This Occupancy Agreement is used only for space assignment purposes. The Office of Facilities and Environmental Quality (OFEQ) will separately bill the Operating Unit (OU) for its assigned space within the HCHB on a monthly basis, passing along the rental costs assessed to the Department by the General Services Administration (GSA); along with the OU's pro rata share of all rental charges for Joint Use Space and Transitional Space, which is also part of the monthly GSA bill.* Therefore, this Occupancy Agreement is not an obligating document. The OU's share of the Joint Use Space and Transitional space is commensurate with the OU's share of HCHB occupied space.

Changes to the OU's assigned space throughout the course of the fiscal year will be documented via a Form CD-412, Office of Space and Building Management Space Change Request, and this Occupancy Agreement will be amended to include the CD-412. The billing amount will be changed accordingly by OFEQ. A new Occupancy Agreement will be issued on or around October 1st for each fiscal year, along with an updated Space Assignment Report.

The OU agrees to comply with the OFEQ space standard guidelines and procedures for the HCHB.

Contact:

OU's Space Administrator/POC _____ Room No. _____ Phone _____

Approved:

OU's Authorizing Official (Signature) _____ Date _____

Approved:

Chief Space Management Division (Signature) _____ Date _____

*Joint Use space is comprised of any public space within the HCHB that is available and utilized by all occupants of the building, community, facility, or lease (e.g., cafeteria, auditorium, shared conference rooms, fitness center, health unit, childcare center, and credit union). Transitional spaces consist of all rentable spaces that are temporarily vacant and/or currently unused, but which are nonetheless assigned by GSA to DOC and for which DOC is responsible to pay rent to GSA.

**OCCUPANCY AGREEMENT ATTACHMENT A:
SUMMARY of USABLE SPACE**

Occupancy Agreement No: _____ Fiscal Year: _____

Operating Unit Name: _____

Total Assigned Administrative Space in Square Feet: _____

Location of Space: (per attached Space Report and accompanying Floor plan)

OFFICE OF SPACE AND BUILDING MANAGEMENT (OSBM) WORK REQUEST HERBERT C. HOOVER BUILDING

To be completed by OSBM

CONTROL NO: _____ **RECEIPT DATE:** _____

SECTION I: REQUEST FOR SERVICES (To be completed by Ordering Agency) Agency CONTROL NO: _

1. Requesting Office/Bureau: _____
2. Agency Point of Contact: _____
(Typed Name) (Room No.) (Phone)
3. Location of Work Requested _____
(Room/Location)
4. Description of Work: _____

Attachments: Yes/No

5. Charge To: _____
(Agency Accounting Data)
6. Ordering Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

SECTION II: COST ESTIMATE (To be completed by OSBM)

Item/Activity	7. Estimated Cost	8. Final Cost
Construction		
Carpet		
Draperies		
Furniture		
10% Contingency		
Electric HVAC Paint Plumber Carpenter		
Detailed Estimate Attached: No TOTAL:		

9. Project Coordinator: _____
(Signature) (Date Estimated) (Phone)

(Name) (Position/Title)

SECTION III: WORK PERFORMANCE AUTHORIZATION/FUNDS AVAILABLE (To be completed by Ordering Agency)

10. Authorized Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

OEB Authorization for OS
Projects over \$25,000

SECTION IV: COMPLETION CERTIFICATION To be completed by OSBM/Ordering Agency

11. Project Physically Complete: _____
(Date)
12. Authorized Agency Official: _____
(Signature) (Date) (Phone)

(Name) (Position/Title)

To be completed by OSBM

13. Partial Billing: _____
(Signature) (Date)
14. Final Billing: _____
(Signature) (Date)

**OFFICE OF SPACE AND BUILDING MANAGEMENT
(OSBM) WORK REQUEST CHANGE FORM
HERBERT C. HOOVER BUILDING**

To be completed by OSBM CHANGE NO: _____
--

SECTION I: REQUEST FOR REVISED SCOPE OF WORK (To be completed by Ordering Agency)

- CD-410 OSBM Control Number: _____ Agency Control No: _____
- Change to Scope of Work: _____

- Ordering Agency Official:

_____	_____
<small>(Signature)</small>	<small>(Date)</small>
_____	_____
<small>(Name)</small>	<small>(Phone)</small>
_____	_____
<small>(Position/Title)</small>	<small>(Room)</small>

SECTION II: ESTIMATE FOR REVISED SCOPE OF WORK (To be completed by OSBM)

- Revised Estimate:

Item/Activity	Original Estimated Cost	New Estimated Cost
TOTAL:		

- Project Coordinator:

_____	_____
<small>(Signature)</small>	<small>(Date)</small>
_____	_____
<small>(Name)</small>	<small>(Phone)</small>
_____	_____
<small>(Position/Title)</small>	<small>(Room)</small>

SECTION III: CHANGE AUTHORIZATION/FUNDS AVAILABLE (To be completed by Ordering Agency)

- Ordering Agency Official:

_____	_____
<small>(Signature)</small>	<small>(Date)</small>
_____	_____
<small>(Name)</small>	<small>(Phone)</small>
_____	_____
<small>(Position/Title)</small>	<small>(Room)</small>

Form CD 412
01/14

Office of Space and Building Management (OSBM)

HCHB Space Change Request



Space Management Control #:

Space Management Receipt Date:

To be completed by the Initiating Bureau/Office

Agency Control # (If Applicable): _____

Bureau/Office/Division: _____ Point of Contact: _____

Room# : _____ Phone #: _____

SECTION 1 - VACANCY NOTIFICATION OF EXISTING HCHB SPACE

Space to be Vacated (Room#): _____ Date to be Vacated: _____

Vacating Agency Official: _____

Signature

Position/Title

Print Name

Phone

Date

SECTION 2 - REQUEST FOR ADDITIONAL HCHB SPACE

Type of Space Requesting: General Office Storage _____ Conference _____ Special use _____ Other _____

Amount of Space Requested: No. Full Bays _____ # Half Bays _____ # Private Offices _____ # FTE's to occupy new space _____

Space Permanent or Temporary: _____ Date _____ Space required: _____

Any other relevant information: _____

Requesting Agency Official: _____

Signature

Position/Title

Print Name

Phone

Date

SECTION 3 - REQUEST TO TRANSFER EXISTING SPACE

Space to be Transferred (Room #): _____ Date to be Transferred: _____

Vacating Agency/Division: _____ Accounting Code: _____

Authorizing Agency Official _____ Signature _____
Position/Title _____ Phone _____ Date _____

Acquiring Agency/Division: _____ Accounting Code: _____

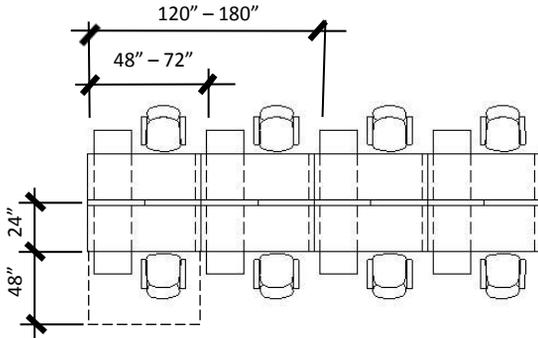
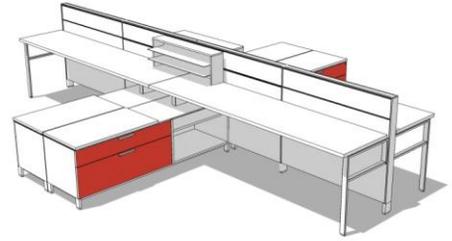
Authorizing Agency Official: _____
Signature _____ Position/Title _____ Phone _____ Date _____

Form CD 412 01/14	Office of Space and Building Management (OSBM) HCHB Space Change Request	
Space Management Control #: _____		Space Management Receipt Date: _____
SECTION 4 - SUPPLEMENTAL OCCUPANCY AGREEMENT		
Bureau/Division: _____ Accounting Code: _____ Effective Date: _____		
Adjusted Total Usable Space square Footage: _____		Location of Usable Space Adjusted: _____ Room #'s _____
Operating Unit Official:		
Signature	Position/Title	Print Name
Phone		
Bureau/Division: _____ Accounting Code: _____ Effective Date: _____		
Adjusted Total Usable Space square Footage: _____		Location of Usable Space Adjusted: _____ Room #'s _____
Operating Unit Official:		
Signature	Position/Title	Print Name
Phone		
Chief SMD: _____		
Signature	Print Name	Phone
SECTION 5 - INTERNAL ACCOUNTING - TO BE COMPLETED BY THE SPACE MANAGEMENT DIVISION		
Status of Request: _____		

Space Manger Signature _____ Date _____		
INSTRUCTIONS FOR COMPLETING THE CD 412 SPACE CHANGE REQUEST FORM		
1. Complete Sections 1,2 or 3 and forward to the Space Management Division Office, Room 1322. SMD will work with the OU's Point of Contact to gather the required details to accommodate the request.		
2. When vacating existing space, the present occupants are responsible for removing all furniture and equipment, paying for the wall to be painted back to building standard (if required), and removing all trash and surplus items. The present occupants will continue to be charged rent for the space until these items are completed.		
3. For requesting space, be as detailed as possible about the space needed. The Space Management Division will arrange a meeting to discuss options with the OU's Point of Contact.		
4. When the request has been finalized by all parties, this CD-412 form will be returned to each OU's POC for an Official Signature (Section 4). At which time the transaction and form will serve as the Official Supplemental Occupancy Agreement (OA) to the original Occupancy Agreement with each OU involved.		
NOTE: All fields should be typed or printed. A separate CD-412 form should be submitted for each space change request.		

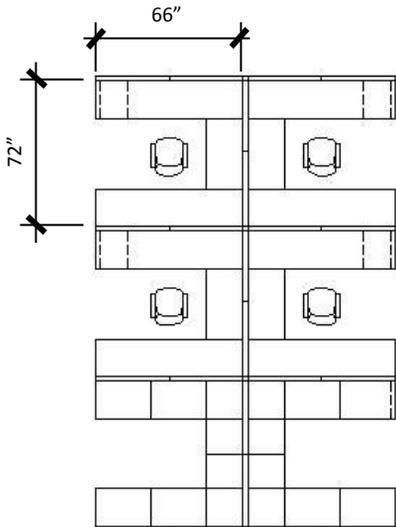
HOTELING / BENCHING – Module 1

- 24 to 90 square feet (includes work surface and 48" seating area)
- Workstation can be configured as a single unit or connected in series to create a highly collaborative team environment.
- Minimal storage underneath work area.
- Supports part-time personnel, contractors, and temporary hoteling / teleworking tasks.



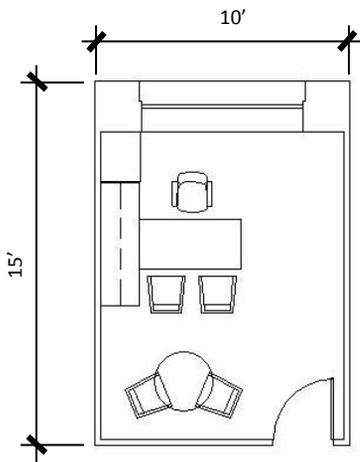
STANDARD STATION – Module 2

- 33 to 80 square feet
- Workstations are highly flexible and can be configured to suit a variety of functions.
- Combination of panels can be provided to accommodate task focused, or collaborative work styles.
- Personal storage below work surface to provide more open collaborative work area
- Collaboration areas can be created with furniture components
- Supports full time personnel (clerical, administrative, technical, contractors)



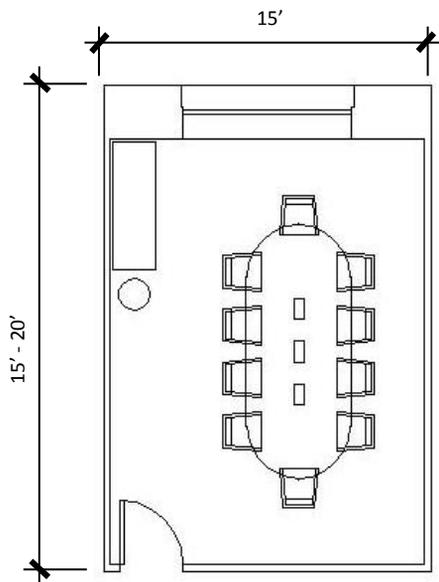
PRIVATE OFFICE/MEETING ROOM – Module 3

- 150 - 300 square feet Private Office; 70 – 100 square feet Enclosed Meeting Privacy Rooms
- Office is created using either modular panel systems or freestanding executive furniture.
- Small meeting or seating area may be provided as needed.
- Integrated filing and storage systems within workstation
- Private Office supports personnel where privacy and sensitive material are critical mission functions (professional, managerial, directorial, SES).



CONFERENCE ROOM/TRAINING ROOM – Module 4

- 200 - 300 square feet
- Medium to large group meetings or training sessions
- Functions can be specific to the end user, or generalized for shared use.



HCHB Building Standard Construction/Furniture Materials, Methods, and Finishes

A. Construction within the *Non-Renovated* Spaces:

1. **Paint** – Sherwin Williams/Duron Paint in latex with low VOC emissions. Applied to clean, prepared surfaces with one (1) primer coat and two (2) finish coats. Semi-gloss finish is used on all gypsum board surfaces (e.g. walls). Glossy finish is used on wood and metal surfaces (e.g. Doors, Window Sills, and Radiators).
 - Paint colors:
 - White Shadow or Frost Grey (walls, interior Doors, Radiators, Window Sills, etc.)
 - Brown “Custom” color mix (Corridor Doors)
2. **Carpet** Standards provide a selection of styles and finishes all in the commercial grade, 20oz to 36oz weight, for durability. Styles are available in broadloom or modular tile with either a cut or loop pile structure option.
 - Cambridge - Crossroads [36oz]; Broadloom cut Pile in 4 color selections
 - Mannington-Carthage IV [20oz]; Broadloom loop pile in 3 color selections
 - Mannington – Gametime III (20oz); Modular tile loop in 3 color selections
 - Mannington – Belvedere (32oz); Broadloom cut pile in 4 color selections
3. **Wall Base** –
 - Stone base in Corridor is a Black/Green 8” marble
 - Stone base within Administrative Spaces is a 6” solid black marble or 6” black painted wood.
 - Wall base throughout spaces - Johnsonite 4” Black vinyl
4. **Lighting** Fixtures throughout the HCHB Administrative spaces are lay-in ceiling fluorescent fixtures; styles are either a 2x2 or 2x4 with a parabolic or prismatic lens. The standard lamp is an energy efficient 3000K - 3500K color temperature.
5. **Walls** – Gypsum board panels over metal stud system.
6. **Doors** –
 - Corridor Doors are metal hollow core; solid or inserted with a clear or textured glass. These doors are considered historical and are recycled throughout the building.
 - Interior Office Doors are hollow core wood doors stained a cherry mahogany finish to match wood stain throughout the HCHB.
 - Special Door requirements (i.e. solid core doors required for secure spaces) are considered on an as needed basis.
 - Door Hardware – Bronze knob lockset/latchset
7. **Window treatments** –
 - Standard Administrative Spaces - Commercial grade 2” metal venetian blinds.
 - Special requests for blackout blinds, window film, etc. are considered on an as needed basis.

- B. Construction within the *Renovated Spaces*: (All finishes are available for viewing on the GSA Design Board stored in the SMD Office)
1. **Paint** - Sherwin Williams/Duron Paint in latex with low VOC emissions. Applied to clean, prepared surfaces with one (1) primer coat and two (2) finish coats. Flat finish is used on all surfaces.
 - Typical Office Walls: SW 7102 White Flour
 - Typical Corridor Walls: SW 6078 Realist Beige
 - Typical Private Office Doors: SW 7076 Cyberspace
 - Interior Historic Window: SW 5760 White Shadow
 - Interior Blast Window: SW 2 Shade Light Custom
 - Wood Base Paint: SW 6994 Greenblack
 2. **Carpet** Standard provides a commercial grade; tufted loop modular tile selection that is made of 51% recycled material for a green label plus rating; plus a commercial grade broadloom selection in a cut pile.
 - General Office Carpet- Modular Tile loop pile: Interface 9246 Pampa (grey/blue)
 - Executive Office Carpet – Broadloom Cut Pile Crossroads (36oz) Madison (light Blue)
 3. **Wall Base** –
 - Stone Base 6” slate; dark grey in color,
 - Wood board, 4” painted black, and
 - Rubber Base: Johnsonite 4”-Burnt Umber
 4. **Heater/AC Covers** - FCU Cover: Soft White
 5. **Window Treatment** - Blast Window Blinds: True White
- C. Systems Furniture Standard product and finishes: *Herman Miller AO2*
1. Panels – Fabric covered and partial glazed options; Non-acoustic; Electric within the base; varying widths; 39” and 67” Heights.
 - Fabric: Infusion tint (grey pattern)
 2. Metal components (e.g. supports, storage, trims) – Medium Tone Grey powder coat finish.
 3. Work Surfaces: 24” deep in varying lengths
 - Solid Laminate - Inner Tone (Medium Grey)
 - Wood grain Laminate - Light Mahogany
 4. Storage (overhead); locking or non-locking
 - Metal frame - Medium Tone Grey
 - Door front in fabric (Navy, Burgundy, or Infusion tint) or wood veneer (Light Mahogany).
 5. Storage (below work surface) - Available in a variety of styles based upon storage needs.
 - Metal - Medium Tone Grey powder coat finish
 6. Task lighting – Under counter fluorescent, energy efficient lighting is provided as needed.
- D. Executive Furniture - Four manufacturers have been carefully selected by SMD to address the various occupants, functions, and missions within the HCHB. Each Manufacturer varies in style and price point and are all found on the GSA pricing.
- Hon – Modular and Transitional styling at a low end price point.

- Jasper/National – Transitional to Traditional styling and medium price point.
 - Paoli and Executive Furniture– Modular, Transitional, and Traditional styling with a Medium to high price point.
 - Dar Ran and OFS – Traditional and Contemporary styling with a high end price point.
- E. Seating – Task/ Desk, guest, and lounge seating vary throughout the building. Task/ Desk seating is a personal choice and many manufacturers offer a slew of styles to choose. SMD will assist with the right selection of Office seating based on need and function required. The building standard seating includes the following:
1. Task/Desk - Aeron Work Chair, #AE11, standard tilt, fully adjustable arms, Black non-upholstered arm pads, adjustable lumbar support, base/frame finish: Graphite, BB casters, upholstered with Classic Pellicle, color: Carbon. Three sizes available.
 2. Task/Desk - Ergon 3 Work Chair, #EE12, standard tilt, fully adjustable arms, Medium Tone non-upholstered arm pads, B size with mid-back, adjustable back angle, base/frame finish to be Medium Tone, BB casters, non-upholstered back.
 3. Conference Chair - Ergon 3, #EE12, standard tilt, height adjustable arms, Medium Tone non-upholstered arm pads, B side with mid-back, not adjustable back angle, base/frame finish to be Medium Tone, BB casters, non-upholstered back.
 4. Guest or Side chair - Equa 2, #EN500, sled base, Medium Tone vinyl fixed arms, split-pad upholstered, base/frame finish to be Medium Tone, sled-base glide.
 5. Guest or Side Chair – Aeron Side Chair #AE500, sled base, no lumbar support, base/frame finish to be Graphite, sled-base glide, upholstered with Classic Pellicle, color: Carbon
 6. Guest or Side Chair - Aside Side Chair, #AD10, metal arms, upholstered outer back, carpet glides, frame finish to be Black.
 7. Guest or Side Chair - Aside Side Chair with Casters, #AD10, metal arms, upholstered outer back, soft wheel casters, frame finish to be Black.