SPACE STANDARDS, GUIDELINES, AND PROCEDURES

U.S. DEPARTMENT OF COMMERCE
HERBERT C. HOOVER BUILDING
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ACRONYMS

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<tr>
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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:** (As defined by the GSA’s National Business Space Assignment Policy, NBSAP) All 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 are not limited to, the Cafeteria, Auditorium, Centrally Managed Conference Rooms, COHO Fitness Center, Health Unit, Child Care Center, Credit Union, and Snack Bars. Within the 21st Century Pilot Project Joint Use Spaces include Print/Business Centers, Huddle Rooms and Small Meeting Rooms, Kitchenettes, and Open Collaboration Seating Areas.

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. **Hotelizing/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/](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/](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), 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, along with the Office of the Secretary Financial Management (OSFM) who process the billing.

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. Organizational 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 assignment reports for accuracy from ORPP and SMD on a monthly basis, quarterly, or as changes occur.

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 of 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/or 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; this 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 OFEQ Representative 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 Form CD-412, 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 agreed 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, then listed on the OU’s monthly space assignment report, and eventually updated on the Occupancy Agreement provided at the beginning each fiscal year to the OU. SMD will submit an amended space assignment report to the Office of Real Property Programs (ORPP), which uses the report for analysis of space occupancy, and to OSFM in coordination with the GSA rent bill.
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 5th 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 5th of the month 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 OFM 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:

i. Total assigned space (Offices, workstations, shared work areas, meeting or conference spaces, and circulation space) square foot should not exceed number of people times 170. Separate storage rooms and spaces that are not occupied by an employee on a daily basis are not included.

ii. Circulation space is included in the HCHB standard of 170 USF/person. If circulation square foot is unavailable, a circulation factor of 10% will be used in all floor plan layouts.
iii. Special use space will be assigned based on a SMD functional analysis survey and will be appropriate to the need.

iv. 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.

v. Private kitchenettes, meeting rooms and multi-function areas within an OU assignable space will be approved on a case by case basis.

vi. Corridors or Circulation space should be a minimum of 3’6” and are to be kept free of items.

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/Monitor installations.

04. **Work Request Process - Form CD-410.** The requesting OU completes Section 1 and submits the original form to OSBM electronically via email to “CD410” in the global e-mail address list. OSBM assigns a control number and distributes the work request to the SMD Chief, who then assigns the work to a SMD 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 2 of the original Form CD-410. Upon approval of the project plan and cost estimate, the SMD Project Lead will work with the OU’s POC to finalize design drawings, then prepare all requisite drawings, specifications, and a schedule to perform the work; Section 3 of the Form CD-410 is to be completed by the OU to confirm that the work is authorized and that the required fund is available.
Upon receipt of the Form CD-410 with approved funding (Section 3), the SMD Project Lead will sign Section 4, confirming acceptance of the project. At this point the funding has been obligated and the work must begin within 120 days or the project will be cancelled.

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** have been provided in Appendix A4 as a guideline to use in space planning. The templates provided 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. There are currently three distinct Office spaces within the HCHB where the Furniture Standards vary; Un-Renovated, Renovated (Swing Spaces, Corridor 1, and Phase 3A), and the 21st Century Workspaces (Corridor 2 or Phase 3B).

a. **Un-Renovated and Renovated Spaces (Corridor 1 & Phase 3A)** both have the original DOC furniture standard that utilizes the Herman Miller AO2 panel hung systems furniture product. SMD currently maintains an inventory within the building of the Herman Miller AO2 product only; standard product and finishes apply. OUs are encouraged to use this inventory to the furthest extent possible before procuring new furniture to reduce costs. It will be the responsibility of the OU to store any surplus inventory or space components of non-Herman Miller AO2 products and/or standard finishes. Appendix A5 (pg2-3) lists the common standard systems furniture specifications.

b. **The Renovation (Phase 3) 21st Century Workplace** utilizes the new furniture standard put in place by the GSA FIT program. This building furniture standard consists of Steelcase Answer Product, Sit on It Seating, and Kimball tables. As of the date of this document, no inventory of this furniture is being maintained. Appendix A6 lists the new pilot project standard furniture specifications.
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.

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

The procurement of furniture for the HCHB is to be completed through the individual OU’s Acquisitions Office (CAS, NIST or NOAA). SMD will provide the layout, quotes and necessary specifications for the required furniture, assist the OU with their procurement, and upon delivery will project manage the installation per the refurbishment project. All requests for furniture must first be vetted through OSBM/SMD in keeping with the Building standards. NIST and NOAA Acquisitions Offices will not procure the furniture unless the documents are submitted with an OSBM approving cover sheet.

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. **Windows and 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 and are not installed or approved in the newly renovated sections of the building. Draperies are available at the OU’s expense in the un-renovated sections of the building ONLY. Drapery requests for the un-renovated areas of the HCHB should be submitted by the OUs to the Space Management Division through Form CD-410.

All windows in the newly renovated areas of the HCHB are to remain locked at all times. Balcony access is prohibited and must be coordinated through OSBM and OSY.

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 is required by OFEQ. OSBM must be contacted for any required changes or updates.

11. **Decorations and Displays.** Pictures are limited to inner office decoration; unless authorized by the Building Manager for corridors or other spaces outside the Office Corridor Wall. DAO’s 206-3 (Approval and Use of Permanent Signs) and 217-11 (Exhibits) are to be followed.
All decorations and displays in offices and public spaces, such as corridors, lobbies, cafeterias, auditorium, or other places of assembly shall be constructed of non-combustible or flame-retardant materials; No lighted candles, open flames, or high heat-generating devices are to be used.

Decorations in corridors and communal areas must not intrude on the 4’ minimum path of egress, cluttering the area or producing a trip hazard. Any decorations suspended from the ceiling should not be any lower than 7 feet from the floor. Decorations and displays must be kept clear of fire-alarms and other emergency devices (e.g. pull stations, enunciators, strobe lights, public-address speakers, sprinkler heads, corridor lighting, exit signs, and egress routes, including access to exit doors, etc.).

Tampering with, adjusting, or removing light bulbs from office or corridor light fixtures is strictly forbidden.

Holiday lights and extension cords must bear the approval of an independent testing laboratory (UL, FM, CSA). Lights should be checked for broken or loose sockets, frayed or bare wires, and loose connections. If damaged in any way they must not be used. All holiday lights must be turned off at the close of business each day. Energy efficient LED lighting is preferred.

Extension cords must be of the proper size; must not run through doorways or transoms; must not be run through the suspended ceiling; and never plugged into another extension cord. The placement of any extension cord must never pose a tripping hazard.

Subject to the conditions above, artificial trees are permitted. Artificial trees must be labeled as flame-retardant. Live trees are not permitted. Exceptions must be submitted in writing to the HCHB Building Manager, and approved in advance.

12. **Office Functions and Parties** are permitted in corridors. Although, the area must be designated within a limited perimeter with borders outlining the area. The consensus of adjoining offices must be obtained and every effort must be made to limit or prevent disruption to other offices. Suitable access must also be maintained to allow egress for other building occupants and in case of an emergency. The requirements of the Decorations and Displays (#11) section are to be strictly adhered to.

The corridor must be returned to normal at the conclusion of the event. This includes the removal of any and all furniture, decorations, trash, and left over food items. Special clean-up before and/or after office functions should be pre-arranged with a minimum of 1 working days’ notice, by contacting the Facilities Management (x2-3555). This service is an additional cost to be paid for by the requesting office.

13. **Food Disposal.** Throughout the HCHB, all solid food items should be deposited in the trash and fluid items in the toilets, or kitchenette sinks. Office trash bins with food items which may attract
pests should be deposited in the restroom trash bins at the end of the working day. Food items are not to be deposited in the drinking fountains or restroom sinks, as this will cause blockages.

14. Cable TV Connection and Service  With the appropriate justification, requests for TV/Monitor installation and connection to the HCHB cable TV service must be submitted to the OFEQ OSBM Office in C-100 via a Form CD410. For any approved requests, nominal charges will apply for the installation of the TV/Monitor (to be furnished by the OU). The cable service is funded via the HCHB working capital fund/joint use account; the OU will not incur an additional operating charge for this service.

15. Electronic Equipment  Personal electronic equipment, such as toasters, mini-refrigerators, coffee makers, personal printers, etc. are restricted to common work and break areas within Offices or kitchenettes/break rooms in the swing space (Levels A, C & D) and the 21st Century Pilot Open Office. Personnel who require refrigeration for medication may use communal refrigerators or the HCHB Health Unit facilities. Items such as portable space heaters and fans are prohibited in the HCHB. Waivers may be sought by contacting the Building Manager. Due to fire and safety concerns, personal electronic equipment mentioned above are not to be connected to or powered by the systems furniture panel outlets.

16. 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.

**Phone boxes and Lockers** should be contained within the interior of the secure space. Approval from the OFEQ Director is required for exceptional circumstances where lock boxes/lockers need to be installed in the corridors. Pre-plan accordingly with the Office of Renovation (OBR) when estimating the space requirements for your new Office location.

**Lock and lock cores** for interior and corridor doors are a Building Standard provided by OSY and SMD. 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.

17. Presidential Appointees  All Presidential Appointees confirmed by the Senate, are to be provided a maximum of 300 square foot (s/f) office. During the period in which a Presidential Appointee holds office within HCHB. Funds for the 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.


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.

18. **Audio/Visual (AV) Equipment** is provided by OFEQ for shared Conference and/or meeting rooms at a minimum (wall hung monitor/screen, a projector, a conference phone, and a network connection). When AV equipment is desired for a Bureau’s own Conference/meeting/training Room build-out, OFEQ will refer the Bureau to outside sources.

**SECTION 6: HCHB BUILDING RENOVATION**

01. **Overview.** The HCHB is undergoing a phased renovation, led by GSA. The OFEQ Office of Building Renovation (OBR) is the liaison with GSA on all matters pertaining to the renovation. During each phase of the renovation, a section of the building will be vacated and returned to GSA. The occupants impacted will be temporarily located to swing space within the HCHB.

02. **HCHB renovation Operating Unit Guidelines.** OUs are to be aware of the impact of the renovation on their spaces and are to comply with the HCHB Renovation “Operating Unit Guidelines”, which is located under Quick Links on the renovation website at: http://renovation.doc.gov/. All redesigns of office layout caused by the renovation will be addressed by OBR.

03. **Reconfiguration of Newly Renovated Areas.** The newly renovated offices of the HCHB contain a computer controlled ventilation system, Fan Coil Units, an automatic Lutron lighting system and fire suppression sprinkler systems. All reconfigurations involving moving walls will require a complete engineering analysis (at OU’s expense) to determine the effort and cost required to reconfigure and rebalance these systems to accommodate any physical change in the space. Redesign or reconfiguration of newly renovated 21st Century open office areas (including furniture) is not permitted. Requests for a waiver are to be forwarded to OSBM for special approval by Director OFEQ and/or the HCHB Tenant Council. The 21st Century Change Request Form should be utilized to request a waiver.

04. **Reconfiguration of Un-Renovated Areas.** All redesigns, refurbishments and reconfigurations of un-renovated areas of the HCHB are to be complementary to the post renovated footprint and infrastructure. (e.g. new furniture should be suitable for reuse in newly renovated areas, Office
layout provides more open Office/collaborative spaces, increased density towards the 170 USF/person, etc.). Prior to any Office reconfiguration request, the HCHB Renovation “Operating Unit Guidelines” are to be consulted to ensure the best return on investment. The HCHB Renovation lead time for the proposed un-renovated space should always be considered.

05. The Total Workplace Furniture and Information Technology (FIT) Program is the new GSA program offered through the Office of Renovation that is currently being utilized within the HCHB 21st Century Workspaces (Phase 3B spaces). The Department has entered into this agreement allowing OUs to finance furniture over a five-year period and IT over a three-year period; thus, easing the burden of costs while giving agencies the technology that is needed to continue building the 21st century government. OUs that occupy space in the 3B areas where Furniture and Information Technology was purchased and installed through the GSA FIT program are responsible for repaying for the cost. Until these costs are repaid, GSA retains ownership of the furniture and equipment. This includes:

   a. Furniture within all of the OU’s Open Office space, as well as a fair share of the furniture in the shared meeting rooms, breakout areas, Café, and copy centers;
   b. Personal property IT equipment the OU’s purchased (laptops, phones, tablets, etc.) for outfitting office space;
   c. The OU’s fair share of IT and AV equipment for the shared meeting rooms and copy centers.

These costs will be added to the monthly rent bill of the OUs occupying the Pilot Project Space (3B) that is outfitted with the FIT furniture and IT. If any of the OUs reduce their phase 3B assigned space, the new occupants to this area will accept payment responsibility for remaining costs associated with the space.

SECTION 7: ADJUDICATIONS AND APPEALS

01. All concerns or comments related to these standards and guidelines should be addressed to Chief SMD. If an adequate resolution is not achieved, the issue should be raised to the Associate Director OSBM and then Director of OFEQ. If further adjudication is required, the issue should be addressed by the OU’s representative on the HCHB Tenant Council.
HERBERT C. HOOVER BUILDING OCCUPANCY AGREEMENT

Occupancy Agreement Number: ____________________  Fiscal Year: __________

This is to acknowledge that __________________________________ (hereinafter referred to as the Operating Unit (OU)) is assigned space in the Herbert C. Hoover Building (HCHB) per attached Space Assignment Report and floor plan. In addition, the OU agrees to comply with the Office of Facilities and Environmental Quality (OFEQ) space standard guidelines and procedures for the HCHB.

Location of Assigned Space: _____________________________________________________

Amount of Assigned Space: ______________________________________________________

This Occupancy Agreement is used only for space assignment purposes. The OFEQ will separately bill the OU for its assigned space within the HCHB per month, based on the space assignment in this agreement and the OU’s pro rata share of all rental charges for Joint Use Space and Transitional Space*. Therefore, this Occupancy Agreement is not an obligating document. Changes to the OU assigned space throughout the course of the fiscal year will be documented via Form CD-412, Office of Space and Building Management Space Change Request. The billing amount will be changed accordingly by OFEQ. A new Occupancy Agreement will be issued each fiscal year, along with an updated Space Assignment Report.

*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 space is 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.

GSA’s Total Workplace Furniture and Information Technology (FIT) Program

Through the Office of Renovation, the Department of Commerce (DOC) has entered into this agreement allowing OUs to finance furniture over a five-year period and IT over a three-year period; thus easing the burden of costs while giving agencies the technology they need to continue building a 21st century government.

OUs that occupy space in the Pilot Project area (PH-3B, Floors 1, 3, 5, and 6) where furniture and IT was purchased and installed through the GSA FIT program are responsible for repaying for the cost; which will be included in the OU’s monthly bill. Until these costs are repaid in full, DOC is considered to be in a lease with the owner GSA.

The lease includes: All furniture in the OUs Office/Open Office spaces as well as the furniture in the Huddle Rooms, Shared Meeting Rooms, Café Area, Breakout areas, and the copy centers; Personal property and the IT equipment that the OUs purchased (laptops, phones, tablets, etc.) for outfitting office space; The OUs fair share of IT and AV equipment for the Shared Meeting rooms and copy centers.

If any OU reduces their PH-3B assigned space; the new occupants shall accept payment responsibility for the remaining costs associated with the space (furniture and IT). (http://www.gsa.gov/portal/content/190531)
Swing Space (Floors A, C, D)

During the HCHB Renovation Project, the Swing Space Area (Floors A, C, and D) is a temporary Office space for use by offices undergoing the building renovation.

Upon Occupancy of Swing Space, the OU agrees to:
1. Accept responsibility for all furnishes in the space, as enumerated on Space Management’s space assignment floorplans.
2. Pay the rent on the space assigned, per the Monthly Space Report Allocation and in accordance with this overarching Bureau Occupancy Agreement.
3. Use the Leased premises exclusively for general office space and not alter or further allocate the space without written consent of OFEQ. Changes shall not be permitted without written notice that is agreed, dated, and signed by the OU and OFEQ.
4. Keep the premises (including furniture, carpet, draperies, appliances, and any personal effects that OFEQ installed) in good order and repair. The OU shall advise the OFEQ/OSBM of any needed repairs or maintenance.
5. Repair or replace, at the OU’s expense, all loss or damage to any of the furniture, carpet, draperies, appliances, and/or personal effects that OFEQ installed; whenever the damage or loss is caused by the OU’s misuse, waste or neglect.
6. Return the space furnishings to OFEQ in good condition at the end of the occupancy, normal wear and tear expected. And leave space free of all OU property, belongings, and trash when vacating.

OU Space Administrator or POC:

Name ___________________________ Signature ___________________________ Date ___________________________

OU Authorizing Official:

Name ___________________________ Signature ___________________________ Date ___________________________

OFEQ Official:

Name ___________________________ Signature ___________________________ Date ___________________________
OFFICE OF SPACE AND BUILDING MANAGEMENT (OSBM) WORK REQUEST
HERBERT C. HOOVER BUILDING
(See Instructions on Page 3)

<table>
<thead>
<tr>
<th>CD-410 NUMBER (To be completed by OSBM)</th>
<th>RECEIPT DATE</th>
</tr>
</thead>
</table>

- □ New
- □ Amendment- Complete only blocks being changed
- □ Cancellation - Provide explanation and effective cancellation date in Description Box below

SECTION 1: REQUEST FOR SERVICES (To be completed by Operating Unit)

<table>
<thead>
<tr>
<th>Requesting Operating Unit</th>
<th>OU Control Number (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit POC Name</td>
<td>POC Phone Number</td>
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<tr>
<td></td>
<td>POC Email Address</td>
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</table>

Description of Products and/or Services including the bona fide need

Note: During the period in which a Presidential Appointee holds office within the HCHB, funds for their office refurbishment may not be obligated or expended in excess of $5,000. General Government Appropriations Act, 1992, Pub.L. 102-393, Sec. 618, 106 Stat. 1729 (1992).

Attachments

<table>
<thead>
<tr>
<th>Type of Requirement: Severable</th>
<th>Non Severable</th>
<th>Assisted Acquisition: Yes</th>
<th>No</th>
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(See definitions on page 3)

SECTION 2: COST ESTIMATE (To be completed by OSBM)

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<thead>
<tr>
<th>Project Coordinator Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tr>
<th>Items/.Tasks</th>
<th>Cost Estimate</th>
<th>Final Costs</th>
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Total

Detailed Estimate Attached

Page 1 of 4
SECTION 3: WORK PERFORMANCE/FUNDS AUTHORIZATION
(To be completed by Operating Unit after Section 2 Estimate has been received)

<table>
<thead>
<tr>
<th>Amount of Funds Allocated</th>
<th>Operating Unit Accounting Data</th>
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<tbody>
<tr>
<td>Funds Year</td>
<td>Expiration Date of Obligational Authority</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Agency Location Code (ALC)</th>
<th>BPN/DUNS Number</th>
<th>Treasury Account Symbol (TAS)</th>
<th>Business Event Type Code (BETC)</th>
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<table>
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<tr>
<th>Statutory Authority</th>
<th>Economy Act</th>
<th>Working Capital Fund</th>
<th>Other Authority</th>
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<tbody>
<tr>
<td>31 U.S.C. 1535/FAR 17.5</td>
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<td>5 U.S.C. 607 (15 USC 1521)</td>
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</table>

OSFM Authorization for OS Projects over $25,000

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Funds Certifying Official

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Email Address

Signature certifies that internal reviews/approvals by the Operating Unit have been completed; that the Operating Unit has a bona fide need in the current fiscal year for the work described; that the funds identified are legally available for obligation and expenditure in furtherance of the work described; and that the Operating Unit accepts the Terms and Conditions set forth on Page 4 of this form. If the funds identified in item x are insufficient to complete the work requested under this agreement, an amended CD-410 with additional funding will be required prior to incurrence of costs above the certified amount. OSBM will bill in accordance with the Federal Management Regulation (41 CFR) Section 102-85.195 on task completion. Overtime Utilities will be billed quarterly or at the end of the period of performance. All projects greater than $100,000 will be partially billed after $50,000 has been expended.

SECTION 4: PROJECT ACCEPTANCE (To be completed by OSBM Accepting Official)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
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</table>

Signature certifies that OSBM will start work, bill, collect and properly account for funds from the Operating Unit, in accordance with this agreement.

SECTION 5: PROJECT COMPLETION (Project materially complete)

<table>
<thead>
<tr>
<th>Operating Unit Representative Signature:</th>
<th>Date:</th>
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SECTION 6: BILLING (To be completed by OSBM)

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<tr>
<th>Partial Billing 1</th>
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<td>Partial Billing 3</td>
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<tr>
<td>Partial Billing 4</td>
<td>$</td>
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Final Project Expenditure Funds Available to be De-obligated

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<thead>
<tr>
<th>Agency Location Code (ALC)</th>
<th>BPN/DUNS Number</th>
<th>Treasury Account Symbol (TAS)</th>
<th>Business Event Type Code (BETC)</th>
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</table>

|------------------------------------------|-----------------------------|

CD-410 Billed and Closed

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
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</thead>
</table>

Signature certifies that CD-410 has been billed and closed.
**SECTION 1 - VACANCY NOTIFICATION OF EXISTING HCHB SPACE**

(Submit 30 Days Prior to Vacating)

<table>
<thead>
<tr>
<th>Space to be Vacated (Room#):</th>
<th>Date to be Vacated:</th>
</tr>
</thead>
</table>

ASA/SEC Rent Account Code or Fund/Project Code: __________________________

Vacating OU Official:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

Print Name

*See Section 5 and Note #2 in Section 6 for releasing of space.

**SECTION 2 - REQUEST FOR ADDITIONAL HCHB SPACE**

<table>
<thead>
<tr>
<th>Type of Space Requesting:</th>
<th>General Office</th>
<th>Storage</th>
<th>Conference</th>
<th>Date Space Required:</th>
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<tbody>
<tr>
<td>Special Use</td>
<td>Other, (Specify)</td>
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<td>Temporary or Permanent (circle one)</td>
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<table>
<thead>
<tr>
<th>Amount of Space Req:</th>
<th># of People:</th>
<th># Private Offices:</th>
<th># Workstations:</th>
<th>Special Spaces:</th>
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Other relevant information: __________________________

Requesting OU Official:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

Print Name

**SECTION 3 - REQUEST TO TRANSFER EXISTING SPACE**

Space to be Transferred (Room #): __________________________

Date to be Vacated: __________________________

Vacating OU/Division: __________________________

ASA/SEC Rent Account Code or Fund/Project Code: __________________________

Vacating OU Official:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

Print Name

Date of Occupancy: __________________________

Acquiring OU/Division: __________________________

ASA/SEC Rent Account Code or Fund/Project Code: __________________________

Acquiring OU Official:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

Print Name
### SECTION 4 - SUPPLEMENTAL OCCUPANCY AGREEMENT

1) OU/Division: ________________________________ Effective Date: ________________________________

ASA/SEC Rent Account Code or Fund/Project Code: ________________________________ Adjusted Total Square Footage: ________________________________

Location of Space Adjusted: __________________________________________

Operating Unit Official: _________________________________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Print Name</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
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</table>

2) OU/Division: ________________________________ Effective Date: ________________________________

ASA/SEC Rent Account Code or Fund/Project Code: ________________________________ Adjusted Total Square Footage: ________________________________

Location of Space Adjusted: __________________________________________

Operating Unit Official: _________________________________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position/Title</th>
<th>Print Name</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
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Chief SMD: __________________________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Phone</th>
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<tbody>
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</table>

### SECTION 5 - SPACE CLOSE OUT

Post-Move Inspection of the following items must be completed prior to acceptance of space:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE/INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecom and ADP Equipment Removed.</td>
<td></td>
</tr>
<tr>
<td>TV / Monitors Removed.</td>
<td></td>
</tr>
<tr>
<td>All Hanging Art/WhiteBoards.</td>
<td></td>
</tr>
<tr>
<td>SCIF Decertification.</td>
<td></td>
</tr>
<tr>
<td>Card Reader Deactivated.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE/INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified documents Removed.</td>
<td></td>
</tr>
<tr>
<td>All Boxes Removed.</td>
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</tr>
<tr>
<td>Excess Furniture Removed.</td>
<td></td>
</tr>
<tr>
<td>All Keys Returned.</td>
<td></td>
</tr>
<tr>
<td>All Trash Removed/ space clear of Debris</td>
<td></td>
</tr>
</tbody>
</table>

Status of Request: __________________________________________

<table>
<thead>
<tr>
<th>Space Manager Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### SECTION 6 - INSTRUCTIONS FOR COMPLETING THE CD 412 SPACE CHANGE REQUEST FORM

1. Complete Sections 1, 2 or 3 and forward to the Space Management Division (SMD) Office, Room C-100. SMD will work with the OU’s Space Point of Contact to gather the required details needed to accommodate the request.

2. When vacating existing space, the present occupants are responsible for removing any excess furniture and equipment, funding a CD410 work order to put the space back to standard building finishes (as necessary), and removing all trash and surplus items. The present occupants will continue to pay rent for the space, until these items have been completed. (Refer to Section 5)

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 Space Point of Contact.

4. When the request has been finalized by all parties, this CD-412 form will be returned to each OU’s Space POC for an official signature (Section 4). At which time the transaction and form will serve as the official Supplemental Occupancy Agreement.

NOTE: All fields should be typed or printed. A separate CD-412 form should be submitted for each space change request.
UN-RENOVATED AND PH1/3A RENOVATED SPACES
FURNITURE MODULES

HOTELING / BENCHING – Module 1

- 24 square foot (includes work surface and 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 or placed in a grouping around the perimeter of the Office.

WORKSTATION – Module 2

- 56 square foot
- Workstations can be configured to work best within the Office space.
- A Combination of panels can be provided to accommodate task focused or collaborative work styles. Panels at 42” to 78” high and can include partial or full open frames
- Personal storage includes up to 2 pedestals and overhead closed or open shelf units.
- Supports full time personnel (Clerical, Administrative, Technical)
PRIVATE OFFICE – Module 3

- 150 - 300 square foot
- Private Office Furniture selection of either systems furniture or Executive traditional furniture
- Executive furniture consists of wood or wood laminate desk, credenza, overhead storage, a wardrobe or file cabinet, task chair, and side chairs. A small meeting table and chairs set up as needed.
- Supports Professional, Directorial, and Personnel where privacy and sensitive material are critical mission functions.
WORKSTATION – Module 1

- 36 square foot / 72 square foot
- Workstations can be best fit within the Office space in 2 types of configurations; The larger workstation is designated for Supervisory Positions.
- Panels are at 42” to 54” high with glass insert panels positioned at specific locations for aesthetics.

PRIVATE OFFICE – Module 2

- 120 square foot Private Office; 300 s/f Office is for SES position ONLY.
- Offices are based on traditional constructed side walls with floor to ceiling glass wall panels and a glass door.
- Modular Furniture with adjustable height desk (option) various storage units.
- Small meeting or seating area provided as needed.
- Integrated filing and storage systems within workstation
HUDDLE ROOMS – Module 3

- 60 – 80 square foot
- Small rooms for Individual privacy or small (2 to 3 Individual) work groups
- Functions can be specific to the end user or generalized for shared use.

SHARED COPY WORK CENTER – Module 4

- Varies in size. Shared by all building occupants.
- Strategically placed at either end of each corridor for ease of use.
- Copier/Printer/Scanner and other equipment provided.
- Large areas of counter top work space.
- Rules and Regulations apply.
BREAK ROOM – Module 5

- Shared Break Room for building occupants. Placed strategically throughout the building.
- Refrigerators and microwaves provided for use by all.
- General rules and regulations apply.

SHARED CONFERENCE/TRAINING ROOM – Module 6

- 200 - 300 square feet.
- Shared by all building occupants; Reservations booked on-line.
- Medium to large group meetings or training sessions,
- Functions can be specific to the end user, or generalized for shared use.
BREAK ROOM – Module 5
- Shared Break Room for building occupants. Placed strategically throughout the building.
- Refrigerators and microwaves provided for use by all.
- General rules and regulations apply.

SHARED CONFERENCE/TRAINING ROOM – Module 6
- 200 - 300 square feet.
- Shared by all building occupants; Reservations booked on-line.
- 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-Cartridge 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 painted black.
   - 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 black out 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 Realiat 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 Frey
   - 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 to be 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 size 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, #ENS500, 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 #AES500, 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.