

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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<b>FSIS DIRECTIVE</b>	2530.2 REVISION 3	6/12/06
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**SPACE MANAGEMENT PROGRAM**

**I. PURPOSE**

This directive:

A. Provides policy and assigns responsibilities for planning, acquiring, managing, and disposing of office and related space in headquarters and field locations to make the most effective use of Agency resources.

B. Requires that FSIS space actions receive FSIS approval before establishing, expanding or reducing, closing, or moving an FSIS office, laboratory, or other facility, and outlines procedures for getting approval.

C. Provides and clarifies GSA, USDA, and FSIS guidance on collocation, UR and space standards, resource sharing, and leasing provisions. Attachment 1 provides FSIS Guiding Principles and Standards for managing space acquisition, use, and disposal.

D. Provides points of contact for FSIS office relocations (see Attachment 2).

**II. CANCELLATION**

This directive cancels FSIS Directive 2530.2, Revision 2, dated 3/7/96.

**III. REASON FOR REISSUANCE**

This directive is completely rewritten to:

A. Provide comprehensive policy and clarify responsibilities and procedures. The expanded policies and procedures will help to identify space surpluses and deficits, guide allocation decisions, assign responsibility for reallocating space, and assure the best and most efficient use of space.

B. Establish procedures for requesting space.

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**DISTRIBUTION:**  
All Offices

**OPI:**  
ASD – Property Management Branch

#### IV. REFERENCES

FSIS Directive 2100.1, Procurement of Supplies, Equipment, and Services  
29 CFR 1902.1, OSHA Standard  
29 CFR 1910.22, General Requirements  
29 CFR 1910.141, Sanitation  
Executive Order 12072, Federal Space Management  
Agriculture Property Management Regulation Part 104  
FPMR 101-17.4701, Memorandum of Understanding between USDA and GSA  
USDA Departmental Regulation 1620-2, USDA Space Management Policy

#### V. ABBREVIATIONS AND FORMS

The following appear in their shortened form in this directive:

ASD	Administrative Services Division
CCPB	Classification, Compensation, and Policy Branch, HRD
CFO	Office of Chief Financial Officer
CNSD	Computer Network Support Division
CRD	Civil Rights Division
CRIA	Civil Rights Impact Analysis
GSA	General Services Administration
HRD	Human Resources Division
HRFO	Human Resources Field Office, HRD
MWSD	Mediation and Work/Life Services Division
OCIO	Office of Chief Information Officer
OM	Office of Management
PMB	Property Management Branch, ASD
UR	utilization rate
sq ft.	square feet

FSIS Form 2530-1, Request for Space Action  
FSIS Form 2530-3, Space Requirements Questionnaire  
AD-700, Procurement Request  
SF-81, Requests for Space, Occupancy Agreements

#### VI. POLICY

It is FSIS policy to:

- A. Provide employees with adequate and safe space.
- B. Encourage managers to consider alternate work schedules and other human resource flexibilities that may minimize space constraints.
- C. Comply with applicable regulations as follows:

1. **Departmental Regulation 1620-2.** The regulation includes provisions for:

a. First consideration to USDA-owned facilities and leased space under control of USDA agencies in the area that meets program requirements. The second consideration goes to existing or available federally-controlled space that meets program requirements.

b. Agencies to jointly use office space, equipment, personnel, office supplies and other resources of that office commonly referred to as shared resources.

c. The standard UR for USDA office space of 150 sq ft. per person.

2. **Agriculture Property Management Regulation, Part 104.** This regulation requires agencies to give first priority to locating new offices and other facilities in rural areas according to Section 601 of the Rural Development Act of 1972, as amended. If an agency locates facilities in or adjacent to urban areas or incorporated rural communities:

a. First consideration is to locate the facilities within the central business area of the community (see the Memorandum of Understanding between USDA and GSA on the location of facilities (101-17.4701)). This applies to agencies of the Department whether acquiring facilities directly or through GSA.

b. Second consideration is to house similar field activities which serve the same geographical areas such as county, state, or a region together in collocated offices (see DR 1620-2).

3. **Occupational Safety and Health Administration, Occupational Safety and Health Standards.** FSIS occupied facilities (offices and laboratories) must comply with 29 CFR 1902.1, 1910.22, and 1910.141.

## VII. **TYPES OF FSIS-OCCUPIED SPACE**

This directive applies to FSIS occupied space, as follows:

### A. **Covered.**

1. **Federally owned** space, such as Washington, DC, headquarters buildings.

2. **GSA-assigned** space, such as most field offices.

3. **FSIS-leased** space, such as the Technical Service Center.

4. **Other Federal agency leased** space, such as field locations where FSIS has a reimbursable agreement with another Federal agency for space.

**B. Not Covered.**

1. **Non-federal rent-free** office space, dressing rooms, and inspection space in import, slaughter, or processing plants.

2. **Cooperative or furnished** space at universities or colleges.

**VIII. RESPONSIBILITIES**

The success of any space action requires early planning and coordination. Contact ASD for guidance as soon as you are considering a space action. See Attachment 1 for FSIS Guiding Principles and Standards. Use the principles and standards to make sound space management decisions and to help reduce costs, and to increase the efficiency and use of space. See Attachment 2 for a listing of contact information for those involved in office relocation.

**A. Requesting Officials:**

1. Send a completed request (FSIS Form 2530-1 (see Attachment 3) to ASD for any of the following space actions in **advance** of the need as follows:

<b>Type of Space Action</b>	<b>Amount of Lead Time</b>
Move within existing space (no modification/expansion)	30 days
Expansion or modification of space	4 to 6 months
Reduction of space	6 months
Closure of office	6 months
Acquiring new space	12 months
Relocation of office	12 months
Continuing need for existing space in a lease expiration	12 months

2. Submit a completed FSIS Form 2530-3 (see Attachment 4) to ASD with the FSIS Form 2530-1 for acquiring new space, expansion or modification of space, and relocation space actions. Forms are available in the Outlook public folders.

3. Designate a point of contact for each space request, if other than the requesting official. The requesting official in:

a. **Field locations** is the head of a field location, such as the program manager, district manager, or regional manager.

b. **Headquarters** is the division or staff director.

4. Fund the costs for space actions listed in Subparagraph 1, such as the physical move, telecommunications, personal property (furniture, files, copiers and other equipment) and alterations that require reimbursement such as post occupancy alterations and non standard buildout. (**Exception:** A request approved as an "FSIS Administrator initiative" is centrally funded. See Subparagraph IX. B. 3.)

B. **ASD** handles all space-related matters including, but not limited to the following:

1. Assists programs and divisions to determine space needs and obtains estimated costs for budgeting purposes.

2. Determines space allocation according to USDA Space Management Policy. This policy states the following:

a. USDA office space will not exceed an overall utilization rate of 150 sq ft. per person. **Example:** A staff of 10 full-time employees allows for a total of 1500 sq ft. (10 X 150 sq ft. per employee). However, the following chart shows how specific program requirements will impact the amount of space actually available for employee workspace. In this example, the 8 workstations for employees will be approximately 8' X 8' due to the 2 private offices, consultation room, file space, and reception/circulation space. If larger workstations are required, programs will reallocate the requirements.

Space Requirement	Space Allowance	Space Required	Reasoning
10 full-time employees	1500 sq ft.		
Reception/Circulation (required)		450 sq ft.	Reduction from total
File space		60 sq ft.	Reduction from total
Consultation room		100 sq ft.	Reduction from total
Two private offices		400 sq ft.	Reduction from total
<b>TOTAL REQUIRED</b>		1010 sq ft.	
<b>BALANCE</b>	490 sq ft. (61 sq ft. per employee)		Remaining balance for housing 8 employees

b. When determining the total amount of space for an office, square footages for other than full-time USDA personnel (such as part-time, temporary, seasonal, stay-in-school, contractors, and volunteers) should not be calculated at the 150 sq ft. per person rate. No additional square footage is allowed for "*other than full-time employees.*" Any space for housing *other than full-time employees* is met within the space allotment for housing full time employees.

c. The UR of 150 sq ft. includes employee workstations, circulation (including reception), file space, consultation rooms, and all private offices.

3. Serves as the official FSIS representative for space related matters (includes FSIS acquired or GSA assigned space).
4. Provides notification to field offices of pending lease expirations.
5. Provides notification to co-located programs upon Agency approval of a space request from one of the programs. ASD will coordinate space changes with other programs that may be affected by the change.
6. Negotiates, prepares, reviews and approves documents for GSA assigned space, including SF-81. Notifies the requesting official when suitable space is identified and acquired.
7. Conducts periodic surveys or site visit assessments, including security assessment of FSIS occupied facilities.
8. Reallocates space within existing office assignments to improve space utilization.
9. Reviews and reconciles FSIS-occupied space inventories annually.
10. Maintains records for administrative and financial reporting.

## **IX. REQUESTING AND OBTAINING SPACE**

### **A. Requesting Official** (or designated point of contact).

1. Prepares and certifies accuracy of FSIS Forms 2530-1 and 2530-3, and obtains necessary program approvals, providing information on space-related requirements to include, the following:
  - a. Geographical area of space requirement and justification for space delineation outside the central business area. (See Subparagraph VI. C. for location requirements.)
  - b. Grade level and working title of each approved and budgeted person to be housed in the space requirement, and the current location of each person. This includes full- and part-time permanent, temporary, seasonal, intermittent, and contractual employees, and budgeted vacancies.
  - c. Special purpose space requirements, including rooms that may require special construction, such as evidence, conference, file, mail, or computer rooms.
  - d. Furnishings and telecommunications requirements including security needs when required and justified.

- e. Security requirements, such as tenant separating walls, coded lock entry systems, and restricted key distribution.
2. Obtains concurrence or nonconcurrence of program Assistant Administrator on completed FSIS Form 2530-1.
3. Submits FSIS Form 2530-1, cleared by program, to the Chief, PMB, along with all related correspondence and backup material.
4. Refers changes, questions, requests, and concerns about pending space actions or occupied space to the Chief, PMB.
5. Inspects new space assignments, with ASD, for acceptance and compliance with FSIS and USDA space policies.
6. Resolves minor maintenance issues with the local building representatives when no reimbursement of funds is required.
7. Submits AD-700 to ASD for alterations or services requiring reimbursement. (See FSIS Directive 2100.1.) (**Exception:** Submit AD-700 to CNSD for telecommunications requirements along with a point of contact and detailed floor plan.)

**B. ASD.**

1. Reviews and determines space assignment according to USDA Space Management Policy.
2. Gives priority consideration to satisfying program space requests within existing FSIS occupied space.
3. Submits FSIS Form 2530-1 to HRD (for relocations), Budget Division, and the Assistant Administrator, OM for concurrence. Forwards the cleared FSIS Form 2530-1 to the Deputy Administrator for approval and decision on funding as an "FSIS Administrator initiative."
4. Requests prior approval from the Office of Procurement and Property Management on new and expanding space requirements.
5. Prepares and submits requirements to USDA and GSA, as applicable.
6. Represents FSIS during the space acquisition process and communicates information to requesting officials.
7. Reviews and approves space layouts (floor plans).

8. Obtains program concurrence on space layout.
9. Requests funds from requesting official for items that are outside the rent. **Examples:** Nonstandard build out, post occupancy changes, and above standard utilities.
10. Completes and submits Reimbursable Work Authorizations to GSA.
11. Resolves issues with the local building manager.
12. Provides periodic updates on status of space projects to the program designated point of contact and is the point of contact for questions about the status of a space project.

## X. **RELEASE OF SPACE**

A. **Requests for FSIS to Release or Transfer Space.** Refer requests from the lessor or building manager to the Chief, PMB, along with the program's recommendation. PMB advises occupants when to vacate space.

B. **Partial Release of Space or Termination of Space.** When space is no longer needed, the requesting official submits a completed and approved Form 2530-1 to ASD 6 months before the scheduled date for the release or termination of the space. ASD submits a formal written request to GSA to release space at least 120 days (4 months) before the release date. **Exception:** For FSIS-leased space, ASD provides the lessor with notice to vacate as provided in the lease. Programs must request termination early enough and with sufficient detail for ASD to comply with provisions of the lease.

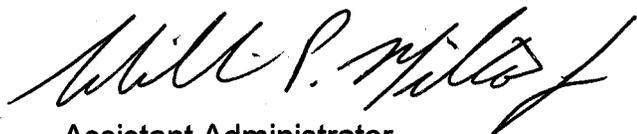
C. **Alterations before Release of Space.** When a portion of GSA-leased or –controlled space is released, it must be consolidated and made accessible for reassignment. Any alterations required to make such space consolidated and accessible are borne by FSIS before GSA assumes the space.

## XI. **REPAIRS, ALTERATIONS, AND IMPROVEMENTS**

Send requests for repair, alteration, or improvement requiring expenditure of funds to ASD.

XII. **SUPPLEMENTING THIS DIRECTIVE**

All exceptions to the space program require the concurrence of the program Assistant Administrator and the approval of the Assistant Administrator, OM, and ASD.



**Assistant Administrator  
Office of Management**

Attachment

- 1 FSIS Guiding Principles and Standards for Managing Space
- 2 Points of Contact for Office Relocations
- 3 Sample FSIS Form 2530-1
- 4 Sample FSIS Form 2530-3

## **FSIS Guiding Principles and Standards for Managing Space** *(June 2005)*

### **Purpose**

These Guiding Principles and Standards will assist FSIS in managing space acquisition, use, and disposal. FSIS will use these principles and standards as a frame of reference to make sound space management decisions, to help reduce costs associated with managing space, and to increase the efficiency and use of space.

### **Guiding Principles**

1. The Agency will focus on excellence of space services while recognizing and respecting the distinctive needs of different programs.
2. The Agency will be fair and equitable across programs in allocating space.
3. The Agency will strive to provide quality workplaces that support program operations and promote optimum use of space at minimum cost.
4. The Agency will acquire the amount of space necessary to effectively support its mission.
5. The Agency will consider human resource flexibilities such as alternate work schedules, flexi-place, and shared workstations.
6. The Agency will formulate space requirements to provide for occupancy in a consistent manner.
7. The Agency will obtain the Administrator's approval for unique requirements.

### **Standards**

1. Consistency within and across programs.
2. Apply USDA standards in FSIS occupied space, including USDA owned/leased buildings, GSA assigned space, FSIS leased space, and space under Interagency Agreements.
  - USDA standard is 150 square foot per person including employee workstations, circulation (including reception), file space, consultation rooms and private offices. This does not provide for an actual 150 square foot per employee.
3. House non-supervisory employees in non-private offices.
  - Applies to GS-1 through the GS-15 level.
  - Exceptions approved by the Administrator.
4. Use open space designs and systems furniture.
5. Collocation.
  - Collocation of programs at field locations to improve efficiency through shared administrative resources, such as shared:
    - Conference room, training room, mailroom, and lunch/break room.
    - Equipment (copier, fax, mail meter) when confidentiality is not required.
    - Supplies (Field Supply Center).
  - Open area concept with workstations, except supervisory employees.

- Combined field locations, where practicable, to reduce overhead.
  - Stakeholders work together on ground rules/issues for sharing resources at collocations.
6. Budgeting/Funding
- Programs fund program-related space increases.
  - Programs fund costs of program initiatives, such as telecommunications and alterations to space (i.e., minor construction, carpet, painting, lighting, HVAC, etc.)
7. Disposition of Space
- Programs will notify OM if a position will not be filled due to program changes or lack of funding.
  - Program space allocations will be adjusted proportionate to changes in budget.
  - OM reassigns vacant space in the best interest of current FSIS space requirements and goals.

The Agency adopts these Guiding Principles and Standards for FSIS Space Management.

## POINTS OF CONTACT FOR FSIS OFFICE RELOCATIONS

### Planning an Office Relocation

Even a small office move may require a lot of planning. ASD is responsible for managing FSIS space, consistent with Federal requirements. Please contact ASD as soon as you see a need to relocate employees so that ASD can work with you to find the best solution for you and your employees.

**Contact:** Director or Deputy Director, ASD 301-504-4230

#### **Additional key contacts:**

Chief, Property Management Branch 301-504-4232

- Equipment, furniture, supplies, excess equipment
- Planning space needs for all FSIS occupants
- Assessing physical security

Chief, Procurement Management Branch 301-504-4243

- Contracting for purchases of equipment, supplies, and services

### Organizational Structure

Planned relocations may or may not be classified as “reorganizations” under USDA regulations. Don’t take a chance; ask the experts. Contact CCPB as early as possible so that your relocation isn’t delayed by red tape.

**Contact:** Chief, Classification, Compensation and Policy 202-720-9852  
Branch, HRD

### Human Resources Support and Actions

HRD assures that each relocation is managed according to applicable human resources regulations, policies, and guidelines. HRFO coordinates all human resources issues and actions relative to individual field employees subject to relocation.

#### **Contact:**

Headquarters: Director or Deputy Director, HRD 202-720-4827

Field: Chief, Field Employment Services 612-370-2025  
Branch, HRFO

Chief, Field Services, Classification, 612-370-2058  
Compensation, and Benefits  
Branch, HRFO

## Civil Rights Impact Analysis

For each office relocation outside the commuting area, the, Program Planning, Analysis, and Compliance Branch, CRD, conducts an analysis of the impact on employees identified for relocation, and prepares a Civil Rights Impact Analysis (CRIA). The CRIA is conducted to determine if there are any unintended adverse effects to employees as a result of the proposed relocation and may also include options to eliminate or substantially mitigate the adverse effects.

**Contact:** Director, CRD 301-504-7755

**Additional key contacts:**  
Equal Employment Specialists 301-504-7756

## Employee Transition

MWSD assists program managers planning an office relocation, and also supports employees that are facing changes in circumstances. Some employees may find that a move provides career opportunities, while others are challenged with the lifestyle changes that it imposes. The MWSD assists employees facing change with transition support and services so that they can continue to be most effective for the Agency.

**Contact:** Director, MWSD 202-720-0108

**Additional key contacts:**  
Program Analysts 202-720-5360

## Budget and Finance

The Office of the Chief Financial Officer (CFO) assists program managers planning an office move with cost estimates, allocation of funding, necessary changes to organizational codes for accounting purposes, and other related support.

**Contact:** CFO 202-720-2912

**Additional key contacts:**  
Director, Budget Division 202-720-3368  
Director, Finance Division 301-504-5885

### **Computers, Telephones, and Communications Technology**

The Office of the Chief Information Officer (OCIO) provides customer service in telecommunications technology and automated information systems.

**Contact:** OCIO 202-205-9950

***Additional key contacts:***

CNSD 202-690-3115

- Field computer support
- Telephone systems, fax, and other telecommunications equipment

User Services

- Headquarters computer support 202-720-7250

**SAMPLE FSIS FORM 2530-1**

**REQUEST FOR SPACE ACTION**

**INSTRUCTIONS: (Refer to FSIS Directive 2530.2)**

Requesting Official completes form, certifies accuracy, and submits to Program Assistant Administrator through supervisory channels. Program Assistant Administrator concurs or does not concur and returns completed form to the requesting official for submission of cleared requests to ASD. ASD reviews request, obtains additional information if necessary, provides a recommendation, and forwards completed request to Deputy Administrator for approval.

**REQUESTER**

1. DATE OF REQUEST	2. NAME AND TITLE OF REQUESTING OFFICIAL	3. PROGRAM/DIVISION BRANCH	4. CONTACT NUMBERS Phone no. Fax no.
5. CONTACT NAME (if other than requester)		6. TITLE	7. CONTACT NUMBERS Phone no. Fax no.
8. PROGRAM/DIVISION BRANCH			

**SAMPLE COPY**

**REQUIREMENT**

9. TYPE OF REQUEST (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> New space (12 months leadtime)                          | <input type="checkbox"/> Expansion or modification of existing space (4-6 months leadtime)         |
| <input type="checkbox"/> Relocation of office (12 months leadtime)               | <input type="checkbox"/> Move within existing space (no modification/expansion) (30 days leadtime) |
| <input type="checkbox"/> Continuing need for existing space (12 months leadtime) | <input type="checkbox"/> Reduction of space (6 months leadtime)                                    |
|  | <input type="checkbox"/> Closing of office (6 months leadtime)                                     |

10. TARGET DATE FOR CHANGE:

11. PRESENT ADDRESS:

12. PROPOSED AREA (include proposed address if an existing FSIS field office)

13. Organizations Affected (provide program, division, branch, field office, etc.)

14. Will geographic boundaries for office change?

- Yes (see FSIS Directive 1010.1)       No

(If yes, describe proposed boundary changes. Attach additional sheets if necessary)

15. Rural Locations Considered?

- Yes       No (explain)

16. Describe and justify request (attach additional sheets if necessary); be as specific as possible, providing adequate information will expedite the processing of the request. (If applicable, provide overwhelming reasons why activity cannot be conducted in a location that meets criteria of the Rural Development Act.)

17. SIGNIFICANT CIVIL RIGHTS IMPACT? (Contact Civil Rights Division for impact analysis.)  Yes (explain)  No

18. PRESENT AND PROPOSED STAFFING PATTERN (include name, grade level, and working title) (Refer to Paragraph IX of FSIS Directive 2530.2)

# SAMPLE COPY

19. ARE PROGRAM FUNDS AVAILABLE TO COVER EXPENSES?

Yes  No

### CLEARANCES AND APPROVAL

20. REQUESTING OFFICIAL'S CERTIFICATION OF ACCURACY	DATE
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21. ASSISTANT ADMINISTRATOR OF PROGRAM REQUESTING ACTION CONCURRENCE:	<input type="checkbox"/> CONCUR	DATE
	<input type="checkbox"/> DOES NOT CONCUR	

22. HEAD, SPACE MANAGEMENT SECTION, PMB, ASD RECOMMENDATION	DATE
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23. CHIEF, CLASSIFICATION AND COMPENSATION BRANCH, HRD CONCURRENCE (for relocations)	DATE
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24. DIRECTOR, BUDGET DIVISION CONCURRENCE	DATE
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25. ASSISTANT ADMINISTRATOR, OM CONCURRENCE	DATE
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### 26. APPROVAL

- APPROVED -- Funded
- APPROVED -- Not Funded
- NOT APPROVED

SIGNATURE OF DEPUTY ADMINISTRATOR	DATE
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FOR OFFICIAL USE ONLY	▶ All persons concerned have been notified of the approval	INITIALS	DATE
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**SAMPLE FSIS FORM 2530-3**

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

**SPACE REQUIREMENTS QUESTIONNAIRE**

**Instructions**

(Note: A copy of this form is available on *Microsoft Outlook Public Folders/ All Public Folders/Agency Issuances/Forms/FSIS 2,000 Series.*)

All of the enclosed information should be fully and accurately addressed. Contact ASD for assistance in completing this information if needed. Any requirements, specifications, or issues not addressed should be attached to this document. All items marked with an asterisk (\*) are items that are not typically considered general office requirements and may require funding beyond what is covered in the base lease rental. Submit the completed questionnaire to ASD along with the completed FSIS Form 2530-1.

**I. INTRODUCTION**

The purpose of this questionnaire is to assist FSIS offices in defining requirements of the space delivery process. Once the questionnaire is completed, it will be used to develop a comprehensive space requirements package for your office.

**II. GENERAL REQUIREMENTS**

1. Requesting Office: (name) \_\_\_\_\_  
(program/division/branch) \_\_\_\_\_

2. Location Requested (City/State): \_\_\_\_\_

3. Hours of operation:  
Monday thru Friday: From \_\_\_\_\_ To \_\_\_\_\_  
Saturday: From \_\_\_\_\_ To \_\_\_\_\_  
Sunday: From \_\_\_\_\_ To \_\_\_\_\_

4. After hours access/utilities are required. YES  NO   
If yes, frequency \_\_\_\_\_ (hours/day) \_\_\_\_\_ (days/week)  
\*Utilities for overtime operation will be reimbursable.

5. After hours cleaning services are required. YES  NO

6. Space Requirements:  
a. Date Required: \_\_\_\_\_  
b. Maximum firm term of requirement: (This is the noncancelable lease term based on the agency's best knowledge of continuing needs.)  
3 yrs  5 yrs  10 yrs  Other  (explain): \_\_\_\_\_

### SPACE REQUIREMENTS QUESTIONNAIRE

Also, indicate the need for any renewal options, both in terms of the number of options and the required length in years.

c. Number of Occupants: (Needed to determine toilet facility requirements.)

Female: \_\_\_\_\_

Male: \_\_\_\_\_

7. Configuration of space:

a. Space must provide a minimum of \_\_\_\_\_ square feet of occupiable space on each floor. A minimum of \_\_\_\_\_ floors must be consecutive and all space offered must be within \_\_\_\_\_ contiguous floors.

b. Space must be on a particular floor. YES  NO

If yes, attach explanation.

c. Space must be located in one contiguous block without being split by a public corridor. YES  NO

If no, explain:

### III. OFFICE TYPE SPACE

**Definitions:**

**Office Space:** Space which provides an environment suitable for an office operation.

**Primary Work Station:** Location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. The number of work stations in an office space assignment is the number of such locations that must be provided to support the maximum number of personnel housed in that office space during any 8-hour shift.

**Secondary Work Station:** Nondedicated work station used by two or more persons occupying a space assignment during an 8-hour shift. It must function in support of the mission of the activity occupying the space assignment; it must be housed outside existing work stations; it must be in use more than 50 percent of the time and used by two or more persons occupying the space assignment.

**Office Support Space:** Specific and discrete areas constructed as office space and used to meet needs outside the agency's work station requirements, such as public-oriented or centralized reception, hearing or meeting facilities, service, inspection distribution, storage or processing activities. Such space is most cost-effectively collocated with normal office space.

1. Number of primary work stations: \_\_\_\_\_

2. Number of secondary work stations: \_\_\_\_\_

3. Systems furniture will be used. YES  NO

U.S. DEPARTMENT OF AGRICULTURE  
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**SPACE REQUIREMENTS QUESTIONNAIRE**

4. Telecommunications: One telephone and one data line outlet will be provided on the basis of one (1) per 100 sq. ft. If you require additional outlets, describe:

*(As a result of the deregulation of the telephone industry, telecommunications equipment, wiring and hook ups are considered customer premise and the lessor is not responsible for providing such service. Only the costs of providing the space and the horizontal and vertical conduit will be provided. All wiring from the wire closet in support of FSIS is the responsibility of FSIS. In all other situations, telecommunications services, i.e. switches and basic vertical and horizontal wiring for telephone/data, shall be the responsibility of FSIS. The lessor will not provide wiring to or from local area networks at the new location. FSIS will be required to budget for the funds necessary to cover the cost of the level of telecommunications services they deem appropriate.)*

5. Four plex (double duplex) floor or wall outlets are required on the basis of one (1) per \_\_\_\_\_ square feet. Duplex floor or wall outlets will be provided on the basis of one (1) per \_\_\_\_\_ square feet. Dedicated, clean electrical computer receptacles, painted a distinctly different color than the four plex and duplex outlets, are required on the basis of one (1) per \_\_\_\_\_ square feet. Anything over 110V is above standard. If you require additional 110V outlets, state number: \_\_\_\_\_

\*May be reimbursable.

6. \*Special electrical requirements other than computer are required. YES  NO   
(This includes special requirements for photocopiers, remote computer terminals, etc., including information on voltage, amperage, cycle, phase, if separate or isolated circuit, type of ground (if special), BTU output, etc.). Attach your response.

7. Carpet or carpet tiles will be provided in all office areas, including interior hallways and conference rooms. If required in other areas, describe.

8. Partitioned offices and open office areas will be covered with paint, vinyl wall covering or equivalent finish. If required in other areas, describe.

9. Partitioning/screens.

- a. List the rooms in which ceiling-high partitioning is needed:

*(One linear foot of ceiling high partition for every 10 square feet of occupiable space is provided in conventional planning and one linear foot of free standing screens for every 40 square feet of occupiable space is provided in open planning.)*

\*Amounts in excess of these ratios are reimbursable.

**SPACE REQUIREMENTS QUESTIONNAIRE**

b. \*Security partitioning, i.e. slab-to-slab wire mesh, etc. is required. YES  NO

Provide details on where:

10. Standard window treatment is vertical or horizontal blinds or equivalent.  
\*Draperies are required in the following office areas:

*(Note: Some buildings do not allow drapes.)*

11. \*Lighting other than standard fluorescent lighting at 50 f.c. is required. YES  NO

If yes, explain: \_\_\_\_\_

12. \*Spots or recessed lights are required. YES  NO

If yes, give number and location: \_\_\_\_\_

13. \*Sound masking system is required. YES  NO   
A sound masking system capable of masking sounds above the speech privacy range may be provided in assignments of 10,000 square feet or more of open space if desired.

14. \*Sidelight windows are required. YES  NO

If yes, in which private offices: \_\_\_\_\_

15. \*An observation window is required. YES  NO

If yes, provide locations: \_\_\_\_\_

16. Coat closets are required. YES  NO

17. \*A Dutch door is required. YES  NO

If so, which room: \_\_\_\_\_

18. Entry way requirements: YES  NO

If yes, explain: \_\_\_\_\_

19. Special Security requirements: YES  NO

If yes, explain: \_\_\_\_\_

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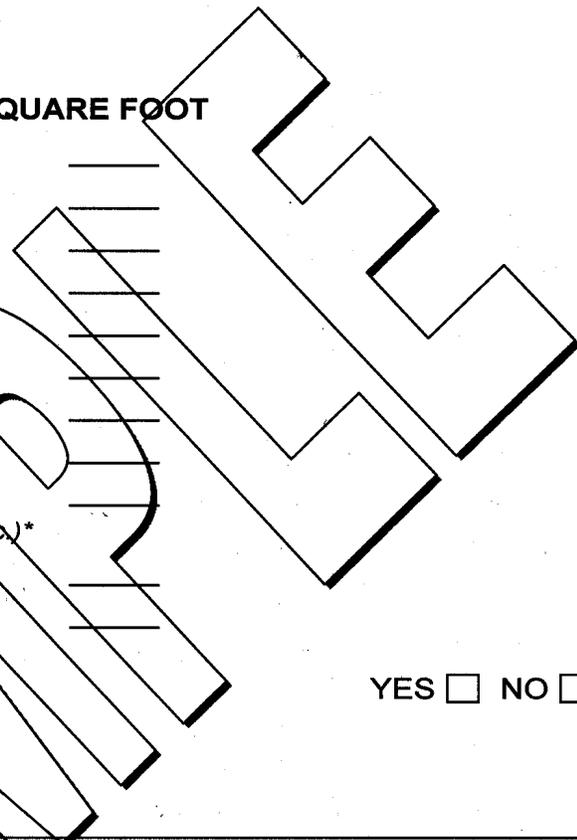
**SPACE REQUIREMENTS QUESTIONNAIRE**

20. Summary of all office space:

**TYPE**

**SQUARE FOOT**

- Primary work stations \_\_\_\_\_
- Secondary work stations \_\_\_\_\_
- Reception/waiting area \_\_\_\_\_
- Conference/meeting rooms \_\_\_\_\_
- Reference/study areas \_\_\_\_\_
- File areas \_\_\_\_\_
- Central storage areas (AV, Supply) \_\_\_\_\_
- Processing areas (Mail) \_\_\_\_\_
- \*Other (lounge/lunch room, communication equipment, union office, etc.)\* \_\_\_\_\_
- General Storage \_\_\_\_\_
- TOTAL** \_\_\_\_\_



21. Other requirements:  
 If yes, explain:

YES  NO

**IV. STORAGE TYPE SPACE**

Affirmative answers to the following questions may result in a higher classification of space and increased rent costs.

**Definitions:**

**Storage Space:** This space is suitable for storage of supplies, equipment, records, materials, etc., and does not in its present state provide an environment suitable for assignment as office type.

**General Storage Area:** Areas contiguous or adjacent to office or special type space which was, for the most part, developed incidental to the prime use of the space.

**A. GENERAL STORAGE AREA**

1. \*Flammable or hazardous storage is required.

YES  NO

If yes, describe materials and quantities to be stored:

2. 10 foot candles lighting at floor level will be provided. If requirement differs, describe:

### SPACE REQUIREMENTS QUESTIONNAIRE

3. Heating and ventilation will be provided to a minimum of 55 degrees Fahrenheit. If requirement is different, describe:
4. Ceilings and walls will generally be in an unfinished condition. If requirement is different, describe:
5. Floors will be sealed concrete or other material adequate for general storage. If requirement is different, describe:
6. \*A dead bolt lock is required. YES  NO
7. Other If yes, explain: YES  NO

#### B. WAREHOUSE AREA

Is a warehouse area needed? YES  NO   
*If yes, describe type of work that will be performed in this area:*

(Note: ASD will contact you for more specific information on the type of warehouse space needed.)

#### V. SPECIAL TYPE SPACE

##### A. LABORATORY AREA

**Definition:** Classification includes those areas containing built-in equipment and utilities required for the qualitative and quantitative analysis of matter, the welfare of employees, or the welfare of the public. Examples include wet laboratories, clean laboratories, photographic laboratories, rooms with special equipment, and private toilets. It may include the installation of special building equipment to meet the environmental requirements of the laboratory.

Is a laboratory area needed? YES  NO   
*If yes, describe type of work that will be performed in this area:*

(Note: ASD will contact you for more specific information on the type of laboratory space needed.)

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**SPACE REQUIREMENTS QUESTIONNAIRE**

**B. AUTOMATED DATA PROCESSING AREA**

**Definition:** These areas are used for housing automated data processing equipment and have special features such as humidity and temperature control, raised flooring, special wiring, etc. This subset includes computer rooms support area (with special flooring and wiring); and tape vaults. Raised floor alone does not constitute SP-4 classification.

Is an automated data processing area needed?

YES  NO

*If yes, describe type of work that will be performed in this area and attach specific requirements: (Note: ASD will notify AISD of the specific requirements that you provide.)*

**C. CONFERENCE - TRAINING AREA**

**Definition:** These areas are used for conference, training, hearing, etc., with special equipment and/or supplementary heating, ventilating, air conditioning (HVAC).

1. This area will require separate HVAC zone controls in order to maintain adequate ventilation and temperatures in the acceptable GSA range when occupied by \_\_\_\_\_ persons.

2. \*Installation of agency-owned blackboards, marker boards or projection screen is required.

YES  NO

*If yes, state size, wall mounted or hung, recessed, etc:*

3. \*Folding wall is required.  
*If yes, approximate length is \_\_\_\_\_ feet.*

YES  NO

4. What is the maximum occupancy at any given time? \_\_\_\_\_

5. Sound conditioning will be a minimum: 45 STC walls/55 STC ceilings. If requirement is different, describe:

*Attach additional sheets as needed to provide for any other requirements not covered in the questionnaire*