



1.0 Purpose

At the time a tenant vacates a GSA managed property, an Acceptance Space Check List will occur. If any environmental issues are expected or are seen then an Environmental Divestiture Audit is needed so as to assess if any environmental impact has occurred to the vacated property. This environmental inspection looks for the presence of any chemicals remaining on the premise, signs of mold on the walls, staining, and any other signs of environmental impact that may affect the health of future occupants and the value of the property.

2.0 Activity/Department

Activity: Tenant decides to vacate leased premises managed by GSA. GSA Real Estate Team conducts a Vacating Walk Through of the property. If any environmental issues are expected or seen then the Environmental Programs Group (EPG) conducts an Environmental audit/inspection of vacated premises.

Affected Department(s): GSA Public Buildings Service and tenant agency

3.0 Forms Used

Acceptance Space Check List (Developed by the Real Estate Team)
Environmental Divestiture Audit Checklist (Developed by the EPG)

4.0 References

ASTM E 1527-05, "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process," ASTM International

ASTM E 1528-00, "Standard Practice for Environmental Site Assessments: Transaction Screen Process," ASTM International

5.0 Acronyms, Abbreviations, and Definitions

ASTM	American Society for Testing and Materials
CBR	Customer Billing Record
CDPHE	Colorado Department of Public Health and Environment
EPG	Environmental Programs Group
OA	Occupancy Agreement
POC	Points of Contact

6.0 Exclusions

None



7.0 Procedure

- 7.1 Make arrangements with the DFC Property Manager, Real Estate Facilitator (if needed), and tenant (if available) to inspect the property.
- 7.2 Obtain a map showing the layout of the property, if available. The Real Estate Team conducts an Acceptance Space Check List of the property. If any environmental issues are expected or are seen then an Environmental Divestiture Audit is needed.
- 7.3 Conduct a site inspection of the premises. Photograph and document all findings (e.g. staining on floor, ceiling and walls, odors, trash and/or chemicals remaining at the premises, water damage, etc.).
 - 7.3.1 Obtain any documented spills or documents pertaining to environmental issues or concerns, if available.
 - 7.3.2 If there are any above or below ground storage tanks existing on the property, ask about their contents, age of the tanks, any known leaks, and if the tanks integrity have been tested.
 - 7.3.3 If there is a loading dock, then look for staining and ask to see the hydraulic lift(s), if present.
 - 7.3.4 If there is an exterior space associated with the property, then inspect for stressed vegetation or barren areas, and storage areas.
- 7.4 Complete and fill out the Environmental Divestiture Audit Checklist.

8.0 Records

Completed Acceptance Space Check List
Completed Environmental Divestiture Audit Checklist



ENVIRONMENTAL DIVESTITURE AUDIT
DFC Environmental Management System

ACCEPTANCE SPACE CHECK LIST
(Developed by the Real Estate Team)

Date: _____	Agency: _____
Building: _____	Agency Rep: _____
Room/Space #: _____	DFC Realty Rep: _____
CBR # _____	DFC Prop. Mgt: _____
OA # _____	EPG Rep: _____

Walk Through Items

Yes/No/NA	Item (specify room #)
	Space is broom-swept condition
	No items left behind, i.e., furniture, files, paper, trash, etc.
	Keys returned
	Prox-cards for the bldg. returned
	Cypher Lock codes (if applicable)
	Wires/Data/Cabling removed (POC – Property Mgt)
	Environmental Programs Group notified for the following:
	a. Staining, odors, chemicals (cleaning or other) stored/used in space
	b. Tanks-above or below ground
	c. Loading docks (hydraulic)
	d. Lab space, fume hoods, drains
	Environmental Divestiture Audit is required

Walk Through Issues

Yes/No/NA	Item (specify room #)
	Walk through was satisfactory; space is accepted by GSA/PBS
	Walk through was unsatisfactory pending items below:
	a.
	b.
	c.
	d.
	e.
	f.
	Secondary Walk through scheduled for: _____ (date)

Secondary Walk Through Issues (if applicable)

Yes/No/NA	Item (specify room #)
	Walk through was satisfactory; space is accepted by GSA/PBS
	Walk through was unsatisfactory
	Outstanding Items & plan of action:
	a.
	b.

The undersigned acknowledge the walk through and results on _____ (date).

PBS Realty Rep: _____ **PBS Prop. Mgt. Rep:** _____

Agency Rep: _____ **EPG Rep (if applicable):** _____



CONCLUSION

Based on the evaluation of known, discovered, or observed environmental factors, there is no evidence of environmental issues of concern readily observed on this property. No further action is recommended.

Based on the evaluation of known, discovered, or observed environmental factors, there is evidence of a possible environmental issue of concern observed on this property. Further investigation is recommended.

Describe: _____

GSA EPG Inspector Date