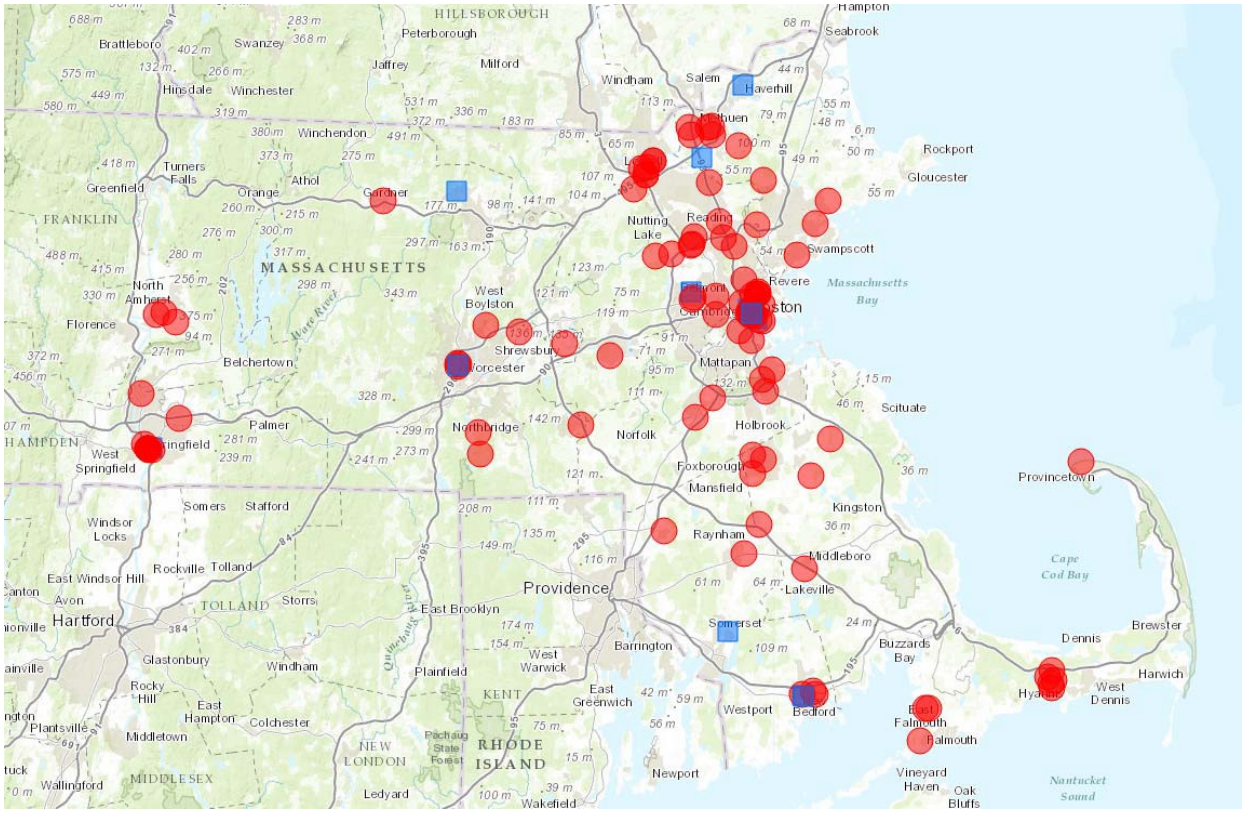
GSA

GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE

Inventory of Owned and Leased Properties (IOLP)



User Guide

March, 2018

Table of Contents

INTRODUCTION 3

SEARCH RESULTS 4

Clear/Export Search Results *5*

PRE-DEFINED SEARCHES 6

Property by Senator or Representative (GSA Owned or Leased) *6*

Property by State or Congressional District (GSA Owned or Leased) *7*

Leased Property Search (GSA Leased Only) *8*

Owned Property Search (GSA Owned Only) *9*

POP-UP WINDOWS 10

Owned location pop-up data: *10*

Leased location pop-up data: *11*

INTRODUCTION

The Inventory of Owned and Leased Properties (IOLP) is a visual tool that allows users to understand where the General Services Administration (GSA) has space across the country and its territories. There are four pre-defined searches to view properties owned and leased by the GSA across the United States, Puerto Rico, Guam and American Samoa. Designed to be accessible to users via computer (Mac or PC), Smart Phone or Tablet.

URL's for IOLP:

External to GSA – www.gsa.gov/iolp
Internal to GSA - https://insite.gsa.gov/portal/category/516878

The map includes basic functionality, such as:

- Zoom In/Zoom Out - Zooms the map in or out
- Locate Me - Finds your current location
- Home - Resets the map to show all the data
- Search Bar - Search a specific address
- Pan - Click and hold mouse, then move to pan the map

There are four pre-defined searches:

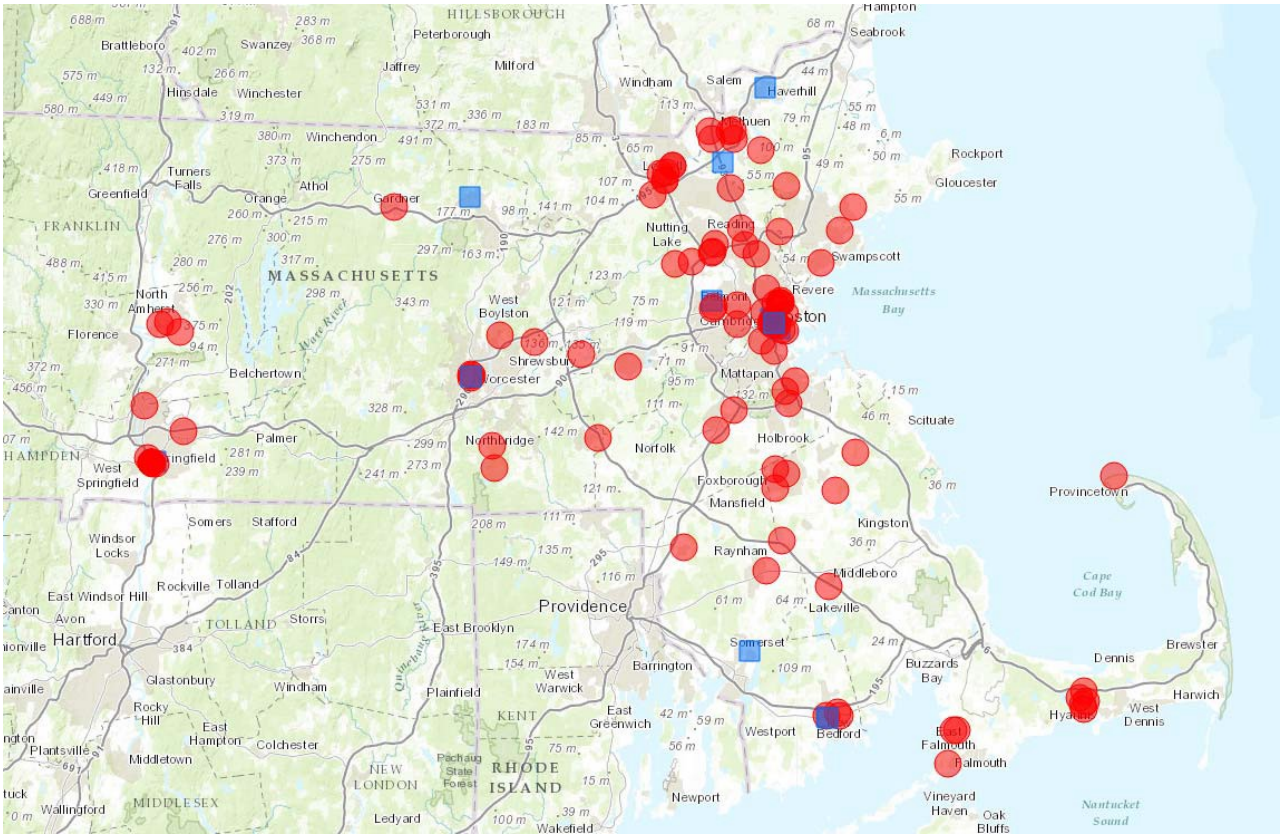
- Property by Senator or Representative (GSA Owned or Leased)
- Property by State or Congressional District (GSA Owned or Leased)
- Lease Property Search (GSA Leased Only)
- Owned Property Search (GSA Owned Only)

SEARCH RESULTS

Once the search is completed, the results will display in IOLP and each result can be selected to display specific information about each building.

Results returned on the map are symbolized by the following:

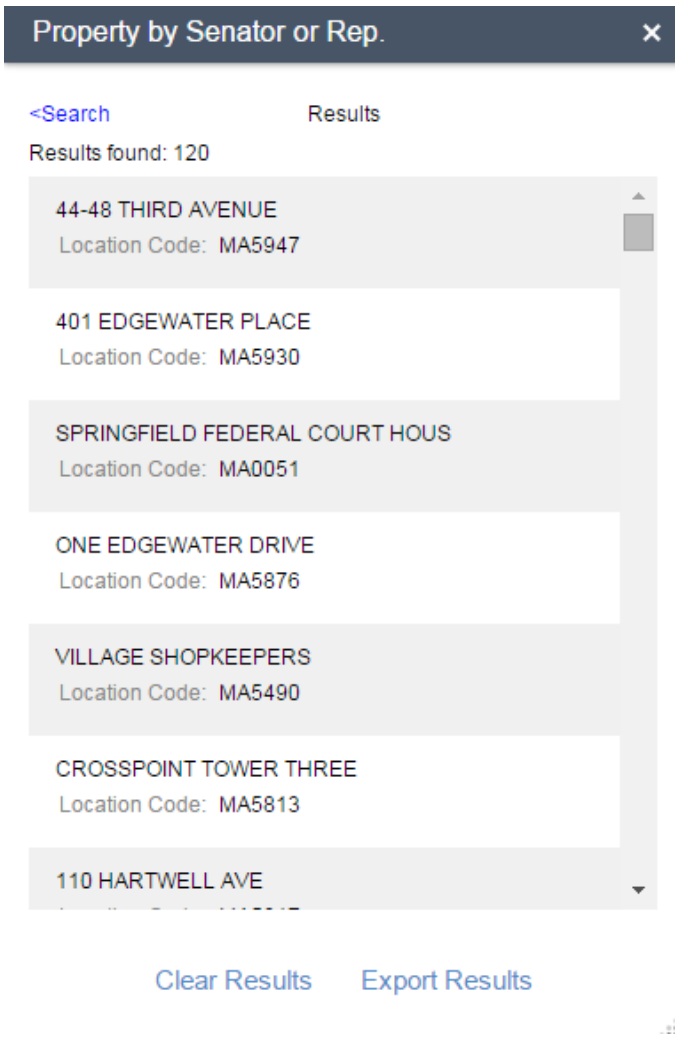
- Blue Square = Federally Owned Property
- Red Circle = Leased Property



Clear/Export Search Results

All completed searches offer the number of results and are listed in the ***Results Window***.

- Click on <Search to begin a new search.
- Click on a single location and go to that location on the map.
- ***Clear Results*** clears the search and prepares the tool for a new one.
- ***Export Results*** will export the returned results into a .CSV (Comma Separated Values) file.



PRE-DEFINED SEARCHES

There are four pre-defined searches, found by opening and expanding the map in a new window and clicking on one of the looking glass icons.

Property by Senator or Representative (GSA Owned or Leased)

Search will return GSA Owned and/or Leased properties by a specific Senator's or Representative's name.

- ***Owned/Lease:*** *Choose Owned, Leased, or Both*
- ***Type or Select a Senator/Representative Name*** in the provided boxes.
- Click ***Search*** and the map will return properties that fall within that Congressional member's geographic responsibilities.

Property by State or Congressional District (GSA Owned or Leased)

Search will return GSA Owned and/or Leased properties by State or Congressional District.

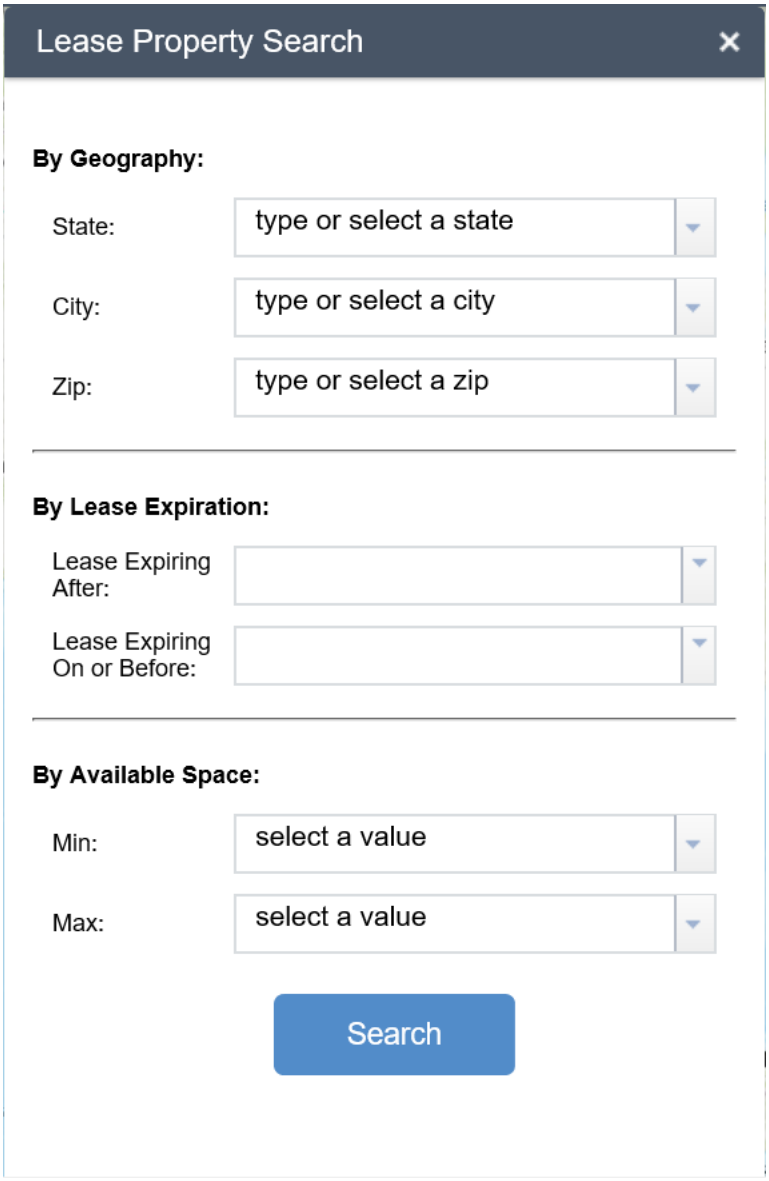
- **Select by:** *State* or *Congressional District*
- **From Map:** Either drag the point to the map (which will auto fill the relevant State or Congressional District returned) and click Search, or simply type/select the State Code or Congressional District (if you know the number) from the dropdown.
- **Select Owned, Leased, or Both** to filter the type of properties.

Leased Property Search (GSA Leased Only)

Search will return existing leases GSA has for housing agencies in privately owned controlled space.

Filter Leased properties by selecting one or more parameters:

- ***By Geography*** returns leases in a certain State, City or Zip Code.
- ***By Lease Expiration*** returns leases expiring on/before or after a specific date.
- ***By Available Space*** returns leases with available space.

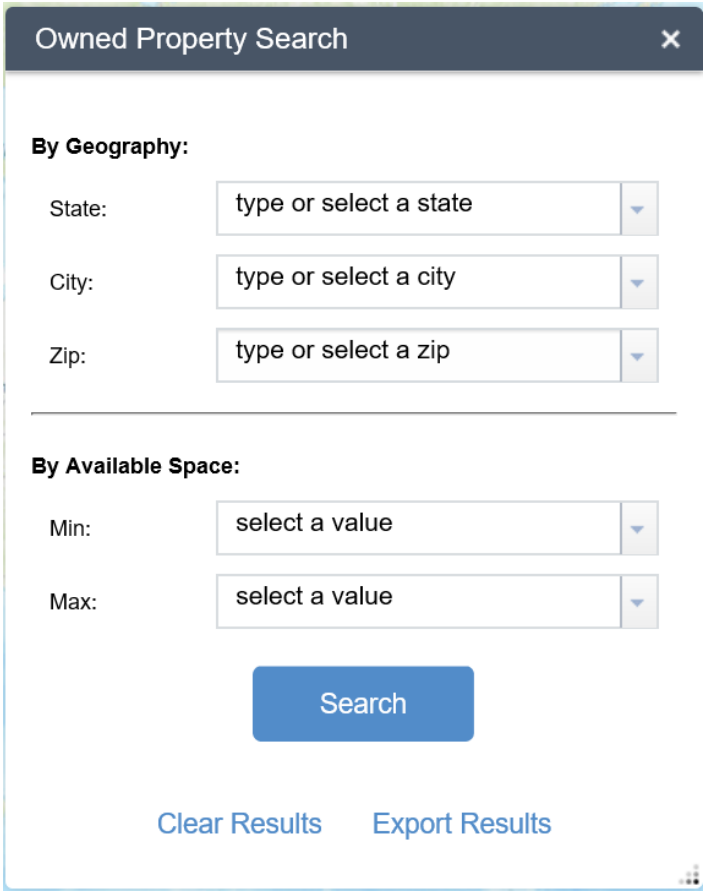


Owned Property Search (GSA Owned Only)

Search returns current owned property by GSA's Public Buildings Service (PBS) for housing federal agencies.

Filter GSA owned buildings by selecting one or more parameters:

- ***By Geography*** returns owned properties in a certain State, City or Zip Code.
- ***By Available Space*** returns owned properties with vacant space.



POP-UP WINDOWS

Clicking on a blue square (owned) or red circle (leased) location icon for any returned search of buildings will produce a pop-up with information about that building.

Clicking on a location icon while they are stacked on top of each other, scroll through the buildings using the arrow(s) at the top-right of the pop-up.

To view a single building pop-up, zoom in to spread location icons and click on single location.

Owned location pop-up data:

Location Code - GSA's alphanumeric identifier for the building

Owned or Leased - Indicates the building is Federally Owned (F) or Leased (L)

GSA Region - GSA assigned region for building location

Street Address/City/State/Zip Code - Building Address

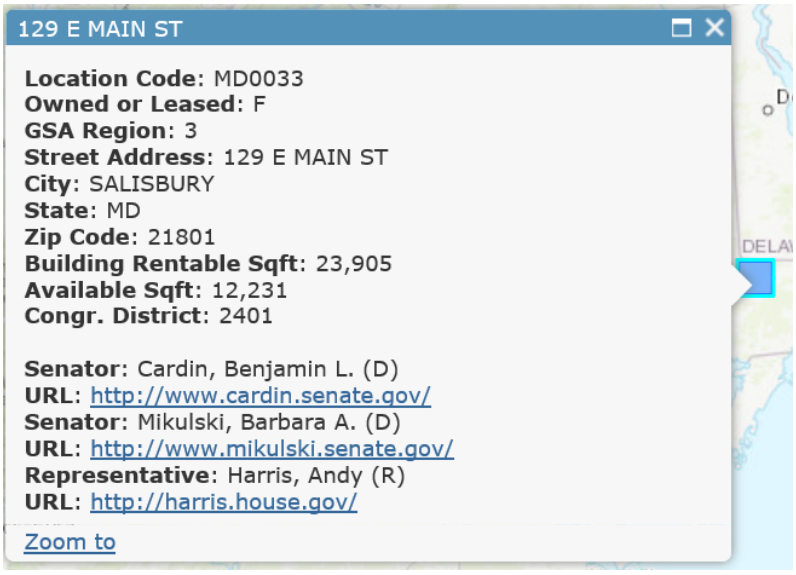
Latitude and Longitude - Map coordinates of the building (included with export to .csv only)

Building Rentable Square Feet - Total Rentable Square Feet in building

Available Square Feet - Vacant Space in building

Congressional District - Congressional District building is located

Senator/Representative/URL - Senator/Representative of the Congressional District and their URL



Leased location pop-up data:

Location Code - GSA's alphanumeric identifier for the building

Lease Number - GSA's alphanumeric identifier for the lease

GSA Region - GSA assigned region for building location

Street Address/City/State/Zip Code - Building Address

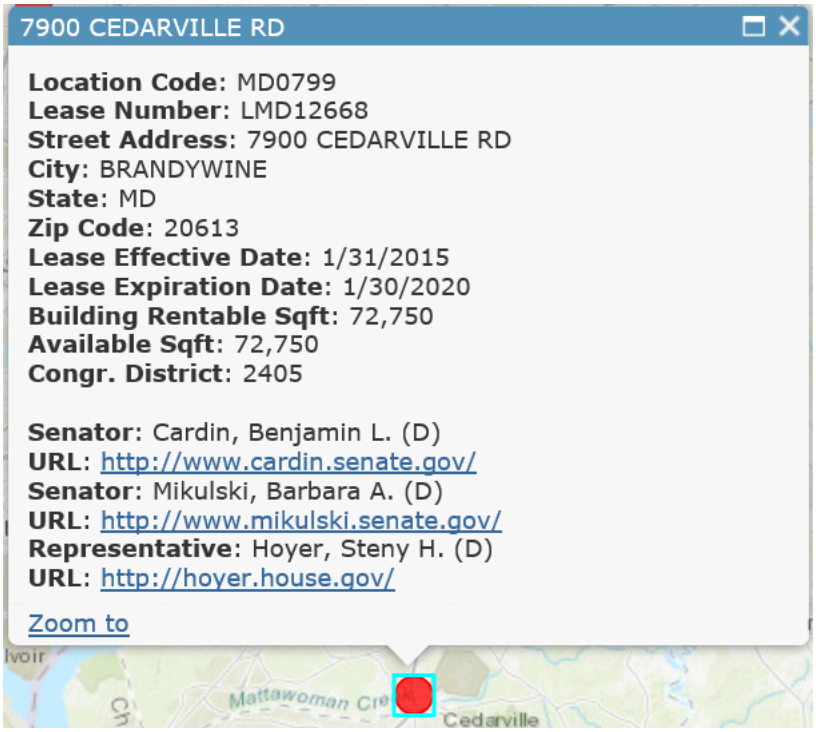
Lease Effective Date - Date lease starts

Lease Expiration Date - Date lease expires

Latitude and Longitude - Map coordinates of the building (included with export to .csv only)

Building Rentable Square Feet - Total Rentable Square Feet in building

Available Square Feet - Vacant Space in building

Congressional District - Congressional District building is located

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