



# CHAPTER 15: Hoteling

<b>Overview .....</b>	<b>15-1</b>
<b>1. Policy.....</b>	<b>15-1</b>
a. Applicable Policies .....	15-1
b. Vendor .....	15-1
c. Pricing Authority.....	15-1
<b>2. Forms .....</b>	<b>15-2</b>
Attachment Sample Form for Office Hoteling.....	15-3



## Overview

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PBS customers often have needs for small blocks of space on a temporary or short-term basis, for swing space, emergencies, special projects, etc. The commercial real estate market is now offering an “Office Hoteling” (OH) lease that can sometimes meet that demand. An OH lease contains all the basic, generic features of an office. Services and amenities available through an OH lease include security, office furniture, phone instruments, phone service, computers, Internet access, cleaning, repairs, utilities, conference rooms, and break rooms.

OH space is available in hundreds of buildings across the nation from some major providers and from many additional providers with smaller inventories.

Pricing policy does not allow furniture, phones, phone service, computers, and Internet access to be included as part of rental in typical GSA leases. However, these features are available in OH leases for short-term occupancies in the commercial leasing market. Accordingly, it is appropriate under pricing policy that GSA may acquire them in temporary OH leases accepted on an “as is” basis..

## 1. Policy

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### a. Applicable Policies

Standard lease acquisition policies and procedures, as outlined in issuances such as the General Service Administration Acquisition Regulation and elsewhere in this Leasing Desk Guide, apply to “Office Hoteling” (OH) leases unless otherwise stated in this chapter.

### b. Vendor

The company entering into an OH agreement (contract) will be referred to as the “Office Hoteling vendor.”

### c. Pricing Authority

Pricing policy typically does not authorize the inclusion of furniture, phones, phone service, computers, and Internet access as part of rental, except in an OH lease. Furniture, artwork, phone equipment, and personal computers provided by the lessor in office hoteling leases are not considered personal property. It is customary for this type of space to include these amenities. Office hoteling leases may not exceed 18 months. The furniture, artwork, phone equipment, and personal computers remain with the property when the lease terminates. In addition, it is customary for phone service and internet access to be provided by the lessor in office hoteling space. The office hoteling amenities may be included as part of base shell rent or operating rent in a temporary office hoteling lease according to the standard practice of the office hoteling vendor. Therefore, these amenities may be included as part of either base rent or services, according to the standard practice of the OH vendor.

#### Personnel Services

Receptionists or other personnel services normally available through OH leases are not authorized in a GSA OH lease.



## 2. Forms

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Most OH leases will fall under the simplified lease acquisition threshold (SLAT), and simplified lease forms may be used. Attached is a suggested attachment to GSA Form 3626, U.S. Government Lease For Real Property (Short Form), which amends the form to address the unique aspects of OH leases. Major OH vendors have reviewed the SLAT forms and have agreed to their content. The GSA Form 3626 with attachment and the PBS simplified lease versions of the General Clauses and Representations and Certifications forms will establish the binding contract between the government and the OH vendor for leases below the SLAT. If an OH lease exceeds the SLAT, Leasing Specialists must use the appropriate forms for leases over the SLAT and may prepare similar amendments

The following two pages show a recommended attachment to GSA Form 3626. This attachment may be edited to fit regional styles and preferences.



## Attachment Sample Form for Office Hoteling

GSA Form 3626 Attachment \_\_\_\_  
(Page 1 of 2)

### GENERAL SERVICES ADMINISTRATION

#### “OFFICE HOTELING” LEASE AGREEMENT DOCUMENT

Lease No. \_\_\_\_\_

The following forms accompanying this document (GSA form 3626 Attachment A) comprise the GSA “Office Hoteling” (OH) Agreement document (contract).

- 1) U.S. Government Lease For Real Property (Short Form)  
GSA Form 3626 (2 pages)
- 2) Representations and Certifications (Short Form)  
(Simplified Acquisition of Leasehold Interests in Real Property for Leases Up to \$100,000 Annual Rent)  
GSA Form 3518A (2 pages)
- 3) General Clauses (Simplified Leases)  
(Acquisition of Leasehold Interests in Real Property for Leases up to \$100,000 Annual Rent)  
Full Text Clauses  
GSA Form 3517C (14 pages)

The Government and OH Vendor agree that the following revisions will be made to the above GSA Forms:

GSA Form 3626 shall be revised as follows:

- The following sentence in Section B. STANDARD CONDITIONS AND REQUIREMENTS will be deleted:  
  
The Lessor shall complete any necessary alterations within \_\_\_\_\_ days after receipt of approved layout drawings.
- In section 2. SERVICES AND UTILITIES (to be provided by the lessor as part of the rent), all Services and Utilities listed shall be provided.
- In section 3. OTHER REQUIREMENTS, the following items shall be included and completed:

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Lessor Gov't



GSA Form 3626 Attachment A  
GSA / "Office Hoteling" Agreement, p. 2

1) Each workstation, which includes the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

shall be the equivalent of \_\_\_\_\_ usable square feet.

2) The space (or suite) shall be constructed to accommodate \_\_\_\_\_ (number) of workstations in fully operable condition inclusive of telecommunication connections and T1 lines. The space shall be in the following layout: (see attachment)

\_\_\_\_\_ Private Offices  
\_\_\_\_\_ Open floor plan

3) The use of meeting space (conference rooms) shall be available for \_\_\_\_\_ hours per day, at no additional cost to the Government.

Additional meeting rooms shall be available for use at a minimum of \_\_\_\_\_ hours per week at an additional rate of \_\_\_\_\_.

4) Additional services provided: (example: Facsimile Transmission, Photocopying, Local and Long-Distance Telephone Service, Internet Service)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at an additional cost of \_\_\_\_\_

GSA Form 3626, 3518A and 3517C will be revised accordingly:

- The word "license" will be inserted in lieu of the word "lease".
- The word "licensed" will be inserted in lieu of the word "leased".
- The word "licensor" will be inserted in lieu of the word "lessor".
- The word "accommodations" will be inserted in lieu of the word "premises".

Initials: \_\_\_\_\_ & \_\_\_\_\_  
Lessor Gov't