



GSA Public Buildings Service

January 13, 2021

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING – PR

DocuSigned by:

John Thomas

843ABD9FD7914DC...

SUBJECT: LEASING ALERT (LA-20-10) – **Addendum 1** – Revision to
Janitorial Services for Leases to Include Routine Disinfectant
Requirements (Replaces LA-20-06)

1. **Purpose.** This Leasing Alert Addendum 1 issues an additional attachment (Attachment 3) to LA-20-10 in order to provide REXUS & Occupancy Agreement (OA) Tool Input Guidance for the Lease Routine (daily) Cleaning and Disinfecting Services outlined in the Leasing Alert. Current system functionality does not allow a separate rental line for routine (daily) cleaning and disinfecting costs. Instead these costs will be combined with the Operating Rent in REXUS and the Operating Costs in the Occupancy Agreement (OA) Tool. This guidance applies to leases that contain permanent routine cleaning and disinfecting requirements, funded through the BA53 account; it does not apply to the temporary routine (daily) cleaning and disinfecting services added to existing leases, funded through the CARES Act.
2. **Background.**
 - a. On July 29, 2020, the Office of Leasing (OL) issued Leasing Alert [LA-20-10](#), replacing Leasing Alert LA-20-06, originally issued on April 30, 2020, which changed the janitorial specifications contained in GSA lease templates to include language addressing routine disinfection procedures in leased space. This replacement Leasing Alert updated the Request for Lease Proposal (RLP) amendment language that Lease Contracting Officers (LCOs) or their designees must use to incorporate these changes. It also included an

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002

www.gsa.gov

additional submittal form to capture the separate rent associated with this disinfection service.

- b. [LA-20-10](#) did not address PBS business systems input. This addendum provides additional guidance (Attachment 3), outlining the REXUS and OA Tool inputs to match lease contract requirements for routine (daily) cleaning and disinfecting, as outlined under this LA-20-10. There are no other changes to LA-20-10 other than the issuance of this additional input guidance.
3. **Effective Date.** This **Addendum 1** to [LA-20-10](#) is effective as of January 13, 2021 unless modified, canceled, or reissued.
4. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all GSA real property leasing activities.
5. **Cancellation.** None.
6. **Instructions and Procedures.** Input guidance (Attachment 3) provides direction to regions for consistency with system input for routine (daily) cleaning and disinfecting costs.

Attachments:

- **Attachment 3 (New)**, REXUS & OA Tool Input Guidance for Lease Routine (daily) Cleaning and Disinfecting

COVER PAGE FOR NEW ATTACHMENT 3