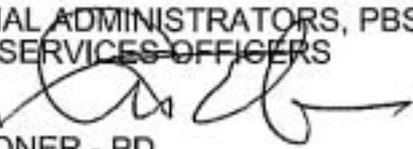


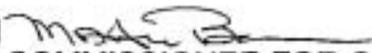


MAR 19 2007

RSL-2007-03

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS, PBS  
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY E. COSTA   
DEPUTY COMMISSIONER - PD

FROM: MARTHA J. BENSON   
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF  
NATIONAL CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Tenant Improvements Schedule and Submittals Revisions in the  
Solicitation for Offers

1. Purpose. This Realty Services Letter (RSL) revises specific tenant improvements paragraphs in the Solicitation for Offers, and issues mandatory operating procedures to ensure their accurate application. It also provides a tool to obtain tenant improvements pricing from lessors.
2. Background.
  - a. In 2005, GSA's Office of Inspector General (IG) conducted an audit of leases to assess whether PBS effectively manages the tenant improvements (TI) buildout process in leased space. Their findings are reported in the Review of PBS's Tenant Improvement Process Audit A050063.
  - b. PBS agreed with the findings and committed to a multi-step Corrective Action Plan (CAP) to better manage the TI process in leases. This RSL implements the following action items:
    - i. Recommendation a, Step 1  
Update the SFO language to better coordinate the TI process, submittals and schedules.
    - ii. Recommendation c, Step c  
Provide guidance and training related to Construction Specifications Institute (CSI) formatted cost proposals.
  - c. In addition to the 2005 IG audit findings, in 2006 the Solutions Development Division conducted peer reviews of 120 leases across all regions. Of those leases reviewed, 73 percent did not contain evidence of a competitive bidding process or cost and pricing data.

- d. Many of the items in the audit are interrelated; however, certain templates represent discrete steps in the TI process. So that users can more easily identify which RSL addresses a particular subject and contains a particular template, the RSLs are being issued concurrently, and they address the following topics:

RSL 2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers
RSL 2007-04	Tenant Improvements Price Negotiation Memorandum, Notice to Proceed, and Supplemental Lease Agreement to Order Excess TIs
RSL 2007-05	Tenant Improvements Costs/Reimbursable Work Authorization Tracker and Agency Concurrence for RWA Expenditure
RSL 2007-06	Tenant Improvements Project Management Support

3. Effective Date/Expiration Date. This RSL and instructions are effective March 31, 2007, and will expire 12 months from the date of issuance unless modified, cancelled, or reissued earlier.
4. Cancellation. None
5. Applicability. This RSL applies to all real property leasing activities.
6. Instructions/Procedures. The instructions in this RSL must be implemented for all SFOs using tenant improvement allowances issued on or after April 1, 2007.

#### Attachments

- 1 Operating Policy for Revised Tenant Improvements SFO Paragraphs
- 2 Guidance for Tenant Improvements Cost Summary Table
- 3 Tenant Improvements Cost Summary Table

## Operating Policy for Revised Tenant Improvements SFO Paragraphs

1. We have revised certain tenant improvements (TI) paragraphs in the Solicitation for Offers (SFO) as shown on the following pages. The changes specifically address TI schedules and submittals, and provide for better coordination among the TI processes. These changes are incorporated into the SFO. Changed text is highlighted in yellow in this RSL attachment. All revised paragraphs are dated March 2007 to reflect the month of revision.
2. How to Offer, subparagraph E(1)(d): The sentence with the TI allowance amount was deleted and replaced by a reference to its new location in the new Tenant Improvements Included In Offer paragraph. We also changed the *alterations* references to *improvements* since that is used throughout the document.
3. Tenant Improvements Included in Offer paragraph: The former title of Tenant Improvements is revised to indicate this paragraph applies to the offer phase of the procurement. The TI allowance is moved from the How to Offer paragraph. Previously it was buried and difficult to find. The new title clarifies that the TIs are included in the offer. Since the GSA Form 3517 does not address quality standards and requirements, the paragraph is changed to reference the SFO and attachments.
4. Tenant Improvements Rental Adjustment: This paragraph is corrected by deleting the provision that allowed the Government after occupancy to make lump sum payments to buy down the rent. This is in keeping with PBS pricing policy.
5. Tenant Improvements Pricing Requirements: The reference to the General Clauses in subparagraph A is corrected to the appropriate FAR clause. Subparagraph B(1) is corrected to combine all information. Subparagraph B(2) is amended to clarify that the scope of work is related to the tenant improvements. Some paragraphs are reordered to better reflect the chronology of events that occur. Subparagraph B(4) introduces the new CSI format that must be used with TI procurements. Using this form will help standardize how we obtain this information, but it is also modeled on the form our planner/estimators will use for independent Government estimates.
6. Construction Schedule of Tenant Improvements: A seventh task phase regarding the TI bid process and the bidding phase and notice to proceed is added to the time line. A section on Certificates of Occupancy is also added.
7. Subsequent Tenant Alterations: The title is changed from Subsequent Tenant Improvements to avoid confusion with the tenant improvements that initially are performed to deliver the leased space as opposed to alterations that occur during the lease term.

[Excerpt from the How to Offer paragraph]

NOTE: New date for the paragraph title is (Mar 2007)

E. IMPORTANT CLARIFICATIONS TO OFFER REQUIREMENTS:

1. Rate structure required from subparagraph B shall include the following:  
[Subparagraphs a-c text deleted for ease of reference]
- d. The annual amortized cost of the Tenant Improvements Allowance. Such amortization shall be expressed as a cost per usable and rentable square foot per year. Tenant Improvements shall be all alterations for the Government-demised area above the building shell buildout. **The Tenant Improvements Allowance is stated in the Tenant Improvements Included in Offer paragraph elsewhere in this solicitation.** Such alterations shall be described and identified in the drawings used to construct the Government-demised area. The Tenant Improvements Allowance, which is to be provided by the Lessor to the Government for Tenant Improvements, shall be made available at lease execution.

1.12 **TENANT IMPROVEMENTS INCLUDED IN OFFER (MAR 2007)**

- A. **The Tenant Improvements allowance is \_\_\_\_\_ per ANSI/BOMA Office Area square foot.** The Tenant Improvements Allowance shall be used for the **buildout** of the Government-demised area in accordance with the Government-approved design intent drawings. All Tenant Improvements required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of **this solicitation and its attachments.**
- B. The Tenant Improvements Allowance shall include all the Offeror's administrative costs, general contractor fees, subcontractor's profit and overhead costs, Offeror's profit and overhead, design costs, and other associated project fees necessary to prepare construction documents to complete the tenant improvements. It is the successful Offeror's responsibility to prepare all documentation (working drawings, etc.) required to receive construction permits. **NO COSTS ASSOCIATED WITH THE BUILDING SHELL SHALL BE INCLUDED IN THE TENANT IMPROVEMENT PRICING.**

1.13 **TENANT IMPROVEMENTS RENTAL ADJUSTMENT (MAR 2007)**

All Tenant Improvements shall be identified after award of the contract in accordance with the provisions established in the "Design Intent Drawings" subparagraph in the "Construction Schedule of Tenant Improvements" paragraph in the MISCELLANEOUS section of this SFO.

1. The Government, at its sole discretion, shall make all decisions as to the usage of the Tenant Improvements Allowance. The Government may use all or part of the Tenant Improvements Allowance. The Government may return to the Lessor any unused portion of the Tenant Improvements Allowance in exchange for a decrease in rent according to the amortization rate over the firm term.
2. **The Government reserves the right to make cash payments for any or all work performed by the Lessor. Prior to occupancy, the Government, at its sole discretion, may choose to pay lump sum for any or all of the Tenant Improvements Allowance. If, prior to occupancy, the Government elects to make a lump sum payment for any portion of the Tenant Improvements Allowance, the payment of the Tenant Improvements Allowance by the Government will result in a decrease in the rent.**
3. If it is anticipated that the Government will spend more than the allowance identified above, the Government reserves the right to 1) reduce the Tenant Improvements requirements, 2) pay lump sum for the overage upon completion and acceptance of the improvements, or 3) increase the rent according to the negotiated amortization rate over the firm term of the lease.
4. Payment will not be made by the Government in instances where the Government accepts fixtures and/or other Tenant Improvements already in place. However, the Lessor will be reimbursed for costs to repair or improve the fixture(s) and/or any other improvements already in place.

3.2 **TENANT IMPROVEMENTS PRICING REQUIREMENTS (MAR 2007)**

- A. **Under the provisions of FAR Subpart 15.4, the Lessor must submit information that is adequate for the Government to evaluate the reasonableness of the price or determining cost realism in conjunction with the Tenant Improvements.**
- B. In lieu of submitting detailed cost or pricing data and entering into negotiations to determine a final cost for the subject work, the Government (in accordance with FAR 15.403) is willing to accept a price based upon the results of a competitive proposal process if the following conditions are met:
  1. The Lessor shall submit to the Government a proposal for overhead, profit, and architectural-engineering fees, permits, and regulatory fees for all Tenant Improvements. This will be negotiated and agreed upon prior to the award for the subject improvements (separate from lease award).
  2. The **Tenant Improvements** scope of work includes the lease, the SFO, all SFO attachments, the construction drawings/documents, and written specifications. In cases of discrepancies, the Lessor shall immediately notify

the Contracting Officer for resolution. All differences will be resolved by the Contracting Officer in accordance with the terms and conditions of the lease.

3. No building shell items shall be included in the pricing for the Tenant Improvements.
4. Each proposal shall be 1) submitted in the attached 21 Division Tenant Improvements Cost Summary (TICS) table by the proposed General Contractors (or subcontractors) and 2) reviewed by the Government. The General Contractors shall submit the supporting bids from the major subcontractors. The Government reserves the right to determine if bids meet with the scope of work, that the price is reasonable, and that the Lessor's proposed contractors are qualified to perform the work. The Government reserves the right to reject all bids, at its sole discretion.
5. A minimum of three qualified general contractors shall be invited to participate in the competitive proposal process. Each participant shall compete independently in the process. In the absence of sufficient competition from the general contractors, a minimum of three qualified subcontractors from each trade of the attached 21 Division TICS table shall be invited to participate in the competitive proposal process.
6. The Government reserves the right to be represented at all negotiation sessions between the Lessor and potential contractors.
7. The Lessor shall demonstrate to the Government that best efforts have been made to obtain the most competitive prices possible, and the Lessor shall accept responsibility for all prices through direct contracts with all contractors.
8. The Lessor shall complete the competition and the cost proposal process in the time frame specified in the Construction Schedule of Tenant Improvements paragraph in this section.
9. Once the Government determines that there is adequate competition, and upon the Government's acceptance of the Lessor's cost proposal based upon that competition (provided the Lessor selects the competition's lowest priced bid of a contractor qualified to perform the subject work), the Contracting Officer shall issue to the Lessor a notice to proceed for the subject work.
10. The Lessor shall complete the work within the time frame requirements illustrated in the Construction Schedule of Tenant Improvements paragraph in this section.

### 3.19 CONSTRUCTION SCHEDULE AND ACCEPTANCE OF TENANT IMPROVEMENTS (MAR 2007)

- A. The construction schedule shall commence upon lease award, unless otherwise expressly agreed by the Lessor and Government as stated in the lease. The schedule shall be divided into seven tasks for each phase. These are: 1) the generation of the design intent drawings; 2) the Government's approval of the design intent drawings; 3) the Lessor's generation of the Government's construction documents; 4) the Government's review of the construction documents; 5) the TI cost submittal, review, approval and Notice to Proceed process; 6) the Lessor's construction of the subject leased area; and 7) the Government's acceptance of the Lessor's construction. Each of these tasks is detailed below. References to working days shall be based upon a 5-day work week (Monday through Friday, exclusive of federal holidays). References to "approval" shall mean such approval granted by the Contracting Officer. During the construction schedule, the Government may request regularly scheduled progress meetings and request that the Lessor keep meeting minutes of discussion topics and attendance. During design and construction, the Lessor may discover instances where the Government's directives conflict. In such cases, the Lessor shall immediately notify the Contracting Officer so that the Government may issue a determination as to how to proceed beyond the building shell.
- B. DESIGN INTENT DRAWINGS:
1. The Lessor shall prepare, as part of shell rent, and provide to the Government, for the Government's approval, design intent drawings detailing the Tenant Improvements to be made by the Lessor within the Government-demised area. The Government shall use best efforts to coordinate the provision of such information and details as required by the Lessor's architect to complete such drawings in a timely manner. Design intent drawings, for the purposes of this lease, are defined as fully-dimensioned drawings of the leased space that include enough information to prepare construction documents and shall consist of: 1) furniture locations, telephone and data outlet types and locations; 2) specifications necessary for calculation of electrical and HVAC loads; and 3) all finish/color/signage selections. Design intent drawings shall be due from the Lessor within \_\_\_\_\_ working days from award.
  2. *Review.* The Government retains the right to review, approve, and request modifications (if necessary) to the Lessor's design intent drawings prior to the Lessor's commencement of construction documents. The Government's review and approval of the drawings is limited as to the drawings' conformance to the specific requirements of the SFO and the agency's needs as they apply to the specific leased space. The Government shall perform all reviews of design intent drawings within \_\_\_\_\_ working days of receipt of such from Lessor. Should the Government require that modifications be made to the Lessor's design intent drawings before approval can be granted, the Government shall state as such in writing to the Lessor, and the Lessor shall have \_\_\_\_\_ working days to cure all noted defects before returning the design intent drawings to the Government for a subsequent review. Upon approval of the design intent drawings, a notice to proceed shall be transmitted to the Lessor, and the Lessor shall commence construction documents for the space. At the sole discretion of the Government, the Lessor may be required to submit a budget proposal, based on the Tenant Improvements and associated work as shown on the design intent drawings. This budget proposal shall be completed within 10 working days of the Government's request. Delay of receipt of such proposal shall result in a Lessor delay.
- B. DESIGN INTENT DRAWINGS:  
The Government shall prepare and provide to the Lessor the Government's approved design intent drawings detailing the Tenant Improvements to be made by the Lessor within the Government-demised area. Design intent drawings, for the purposes of this lease, are defined as fully-dimensioned drawings of the leased space that include enough information to prepare construction documents and shall consist of: 1) furniture locations, telephone and data outlet types and locations; 2) specifications necessary for calculation of electrical and HVAC loads; and 3) all finish/color/signage selections. Design intent drawings shall be due to the Lessor within \_\_\_\_\_ working days from award.
- C. CONSTRUCTION DOCUMENTS:  
The Lessor shall prepare, out of the Tenant Improvement Allowance, final construction documents for the improvements illustrated on the Government-approved design intent drawings. The construction documents shall include all mechanical, electrical, plumbing, fire safety, lighting, structural, and architectural improvements scheduled for inclusion into the Government-demised area. Construction documents shall also be annotated with all applicable specifications. The resulting product shall reflect requirements which are substantially the same as that specified by the Government-approved design intent drawings and shall incorporate neither extraneous additions nor deletions of requirements. The Lessor's construction documents shall be due to the Government within \_\_\_\_\_ working days of the Government's approval of the design intent drawings. Construction documents shall clearly identify 1) Tenant Improvements already in place and 2) the work to be done by the Lessor or others.
- D. REVIEW OF CONSTRUCTION DOCUMENTS:  
The Government retains the right to review, and request modifications (if necessary) to, the Lessor's construction documents prior to the Lessor's commencement of interior construction. The Government's review of the construction documents is limited to the construction documents' conformance to the specific requirements of the SFO and to the approved design intent drawings. The Government shall perform all reviews of construction documents within \_\_\_\_\_ working days of receipt of such from the Lessor. Should the Government require that modifications be made to the Lessor's construction documents, the Government shall state such in writing to the Lessor, and the Lessor shall have \_\_\_\_\_ working days to cure all noted defects before returning the construction documents to the Government for a subsequent review. Upon complete Government review for conformance of the construction documents to the design intent drawings, the Lessor shall obtain the necessary permits. Notwithstanding the

Government's review of the construction documents, the Lessor is solely responsible and liable for the technical accuracy of the construction documents in meeting all requirements and provisions of the lease and the Government-approved design intent drawings. The Lessor shall obtain the necessary permits and **may** commence construction of the **shell** space.

**E. TENANT IMPROVEMENTS PRICE PROPOSAL:**

Within \_\_\_\_\_ working days of Government review for conformance of the construction drawings, the Lessor must submit the written price proposal along with adequate cost and pricing data or the documentation of the competitive proposals (as described in the "Tenant Improvements Pricing Requirements" paragraph in this section) and for any costs or credits to the Government that are beyond the scope of the original SFO and its attachments. Any work shown on the construction documents that is building shell shall be clearly identified and priced as such. After negotiation and acceptance of the Tenant Improvements price, **A NOTICE TO PROCEED SHALL BE TRANSMITTED TO THE LESSOR**, and the Lessor shall commence construction of the Tenant Improvements.

**F. CONSTRUCTION OF TENANT IMPROVEMENTS:**

The Lessor shall construct all Tenant Improvements in accordance with 1) the Government reviewed construction documents and 2) all terms and conditions of the SFO. The Lessor shall complete Tenant Improvements within \_\_\_\_\_ working days of receiving the notice to proceed from the Government. The Lessor shall furnish a detailed construction schedule (such as Critical Path Method) to the Government within 5 days of issuance of the notice to proceed. Such schedule shall also indicate the dates available for the Government contractors to install telephone/data lines or equipment. The Government reserves the right to access any space within the building during the conduct of interior construction for the purposes of performing inspections or for installing Government-furnished equipment. The Government shall coordinate with the Lessor the activity of Government contractors in order to minimize conflicts with, and disruption to, other contractors on site. Access shall not be denied to authorized Government officials including, but not limited to, Government contractors, subcontractors, or consultants acting on behalf of the Government with regard to this project.

**G. ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY:**

\_\_\_\_\_ days prior to the completion of interior construction, the Lessor shall issue written notice to the Government to inspect the space. The Government shall have \_\_\_\_\_ working days to inspect and to either accept or reject the subject space.

1. Substantially completed space will be accepted by the Government subject to the completion of minor punch list items (see the Definitions paragraph of GSA Form 3517, General Clauses). Space which is not substantially complete will not be accepted by the Government. Should the Government reject the Lessor's space as not substantially complete as defined herein, the Lessor shall immediately undertake remedial action and when ready shall issue a subsequent notice to inspect to the Government.
2. **The Lessor shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the Government and shall maintain and operate the building in conformance with current local codes and ordinances. If the local jurisdiction does not issue Certificates of Occupancy, the Lessor shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided.**

**H. RENT COMMENCEMENT:**

The rent commencement date (for each increment) shall be the date that space acceptance is made by the Government. Any rental paid by the Government prior to actual occupancy shall be less the cost for services and utilities. In any event, the Government will not be required to accept space and commence rent prior to the original date as indicated in \_\_\_\_\_.

**I. LEASE COMMENCEMENT:**

The Government shall issue GSA Form 276, Supplemental Lease Agreement, to establish the lease commencement date after the acceptance of all space, **if different from the date previously established in the lease.** In any case, the lease commencement date shall not be prior to the rent commencement date

**3.3 SUBSEQUENT TENANT ALTERATIONS \$100,000 OR LESS (MAR 2007)**

- A. The Lessor may be requested to provide alterations during the term of the lease. Alterations will be ordered by issuance of GSA Form 276, Supplemental Lease Agreement, GSA Form 300, Order for Supplies or Services, or a Tenant Agency-approved form when specifically authorized to do so by the Contracting Officer. The two clauses from GSA Form 3517, General Clauses, 552.232-75, *Prompt Payment* (Deviation FAR 52.232-25), and 552.232-70, *Invoice Requirements*, apply to orders for alterations. All orders are subject to the terms and conditions of this lease.
- B. Orders may be placed by the 1) Contracting Officer, 2) GSA Buildings Manager, or 3) Tenant Agency officials when specifically authorized to do so by the Contracting Officer. The Contracting Officer will provide the Lessor with a list of Tenant Agency officials authorized to place orders and will specify any limitations on the authority delegated to Tenant Agency officials. The Tenant Agency officials are not authorized to deal with the Lessor on any other matters.
- C. Payments for alterations ordered by the Tenant Agency will be made directly by the Tenant Agency placing the order.

## **Guidance for Tenant Improvements Cost Summary Table**

1. The Tenant Improvements Cost Summary Table (TICS) table is a tool for calculating and recording a lessor's proposed tenant improvement (TI) costs, as required in the SFO. The table is closely modeled after the Construction Specifications Institute's (CSI's) UniFormat, or the Uniform Classification System for organizing preliminary construction information into a standard order or sequence on the basis of functional elements. Functional elements, often referred to as systems or assemblies, are the major components common to most buildings that usually perform a given function regardless of the design specification, construction method, or materials used, such as roofing, HVAC, electrical service, plumbing, etc. The table allows for all the functional elements of a building, as defined above, to be clearly separated into shell and tenant improvement categories. Subsequently the TICS table provides accurate tenant improvements cost data and makes price evaluation more intuitive and standardized.
2. Completion of the table is self-explanatory. The lessor inputs the proposed costs for each of the indicated elements, which are broken out into shell and tenant improvements categories. The lessor then submits the completed table using the instructions set out in the Solicitation for Offers (SFO) Tenant Improvements Pricing Requirement (MAR 2007) paragraph.
3. In addition, the table outlines all the respective trades that must be represented for a competitive proposal process among subcontractors for tenant improvement work, if there is an absence of sufficient competition from the general contractors. There is also an additional workbook titled UniFormat Levels 1-4, which further clarifies the item and functional element groupings and defines what groupings are under Level 1 costs. FAR 15.406-3 states that the contracting officer must document in the contract file the principal elements of the negotiated agreement as well as provide required elements. Further, it requires documentation for fair and reasonable pricing. The TICS table provides a practical tool for meeting these requirements.

TENANT IMPROVEMENTS COST SUMMARY (TICS) FOR LEASE GS-XXX-XX			ABOA SF =	5
AGENCY NAME		TIA PER ABOA SF=		\$ -
LOCATION: CITY, STATE		TOTAL TIA		\$ -
Tenant Improvement - UNIFORMAT SYSTEM ELEMENTS -			TI*	SHELL
A11	Foundations	\$	-	\$ -
A12	Basement Construction	\$	-	\$ -
A21	Superstructure	\$	-	\$ -
B11	Exterior Walls	\$	-	\$ -
B12	Exterior Glazing and Doors	\$	-	\$ -
B13	Roofing	\$	-	\$ -
C11	Partitions, ,Doors and Specialties	\$	-	\$ -
C12	Access/Platforms	\$	-	\$ -
C13	Interior Finishes	\$	-	\$ -
D11	Conveyance Systems	\$	-	\$ -
D21	Plumbing	\$	-	\$ -
D22	HVAC	\$	-	\$ -
D31	Fire Protection/Alarm	\$	-	\$ -
D41	Electrical Service, Distribution & Emergency Power	\$	-	\$ -
D42	Lighting and Branch Wiring	\$	-	\$ -
D43	Communications, Security & Other Elec. Systems	\$	-	\$ -
E11	Equipment and Furnishings	\$	-	\$ -
F11	Special Construction	\$	-	\$ -
F12	Building Demolition and Abatement	\$	-	\$ -
G11	Sitework - Building Relates	\$	-	\$ -
G12	Other Sitework - Project Related	\$	-	\$ -
<b>Subtotal</b>			\$	\$ -
Project Fees**	<b>Lessor's Overhead and Profit</b>	<b>0%</b>	\$	-
	<b>General Contractor Fee</b>	<b>0%</b>	\$	-
	<b>General Contractor Contingency</b>	<b>0%</b>	\$	-
	<b>Taxes (if not included on contractors' bids)</b>	<b>0%</b>	\$	-
	<b>Architect/Engineering Fee</b>		\$	-
	<b>TI TOTAL</b>		\$	-
	<b>Cost per ABOA SF</b>		\$	-
	*Include all subcontractors' soft costs			
	**Change formulas if flat rate fee is applicable			

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)			
<b>A</b> <b>STRUCTURE</b>	A1	Substructure	A11	Foundations	A111	Standard Foundations	<ul style="list-style-type: none"> <li>• Wall Foundations</li> <li>• Column Foundations &amp; Pile Caps</li> <li>• Perimeter Drainage &amp; Insulation</li> </ul>			
					A112	Special Foundations	<ul style="list-style-type: none"> <li>• Pile Foundations</li> <li>• Grade Beams</li> <li>• Caissons</li> <li>• Underpinning</li> <li>• Dewatering</li> <li>• Raft Foundations</li> <li>• Pressure Injected Footings</li> <li>• Other Special Foundations</li> </ul>			
					A12	Basement Construction	A121	Basement Excavation	<ul style="list-style-type: none"> <li>• Excavation for Basements</li> <li>• Structure Backfill &amp; Compact</li> <li>• Shoring</li> </ul>	
							A122	Basement Walls	<ul style="list-style-type: none"> <li>• Basement Wall Construction</li> <li>• Moisture Protection</li> <li>• Basement Wall Insulation</li> <li>• Interior Skin</li> </ul>	
							A123	Slab on Grade	<ul style="list-style-type: none"> <li>• Standard Slab on Grade</li> <li>• Structural Slab on Grade</li> <li>• Inclined Slab on Grade</li> <li>• Trenches Pits &amp; Bases</li> <li>• Under Slab Drainage &amp; Insulation</li> </ul>	
					A2	Superstructure	A21	Superstructure	A211	Floor and Column Construction
			A212	Roof Construction					<ul style="list-style-type: none"> <li>• Flat Roof Construction</li> <li>• Pitched Roof Construction</li> <li>• Canopies</li> <li>• Other Roof Construction</li> </ul>	
			A213	Stair Construction					<ul style="list-style-type: none"> <li>• Regular Stairs</li> <li>• Curved Stairs</li> <li>• Spiral Stairs</li> <li>• Exterior Fire Escapes</li> <li>• Stair Handrails and Balustrade</li> </ul>	
			A214	Special Superstructure Construction					<ul style="list-style-type: none"> <li>•</li> </ul>	
	B1	Exterior Enclosure	B11	Exterior Walls					B111	Exterior Wall Construction
	<b>B</b> <b>EXTERIOR CONSTRUCTION</b>			B12	Exterior Glazing & Doors	B121	Windows	<ul style="list-style-type: none"> <li>• Windows</li> <li>• Curtain Walls</li> <li>• Storefronts</li> </ul>		
						B122	Doors	<ul style="list-style-type: none"> <li>• Glazed Doors &amp; Entrances</li> <li>• Solid Exterior Doors</li> <li>• Revolving Doors</li> <li>• Overhead Doors</li> <li>• Other Doors &amp; Frames</li> </ul>		
						B123	Special Glazing	<ul style="list-style-type: none"> <li>•</li> </ul>		
						B13	Roofing	B131	Roof Coverings & Insulation	<ul style="list-style-type: none"> <li>• Roof Finishes</li> <li>• Traffic Coatings &amp; Paving Membranes</li> <li>• Roof Insulation &amp; Fill</li> <li>• Flashings &amp; Trim</li> <li>• Roof Eaves and Soffits</li> <li>• Gutters and Downspouts</li> </ul>
B132				Skylights and Roof Openings	<ul style="list-style-type: none"> <li>• Glazed Roof Openings</li> <li>• Roof Hatches</li> <li>• Gravity Roof Ventilators</li> </ul>					

UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)
C INTERIOR CONSTRUCTION	C1 Interior Construction	C11 Partitions, Doors & Specialties	C111 Partitions		<ul style="list-style-type: none"> <li>• Fixed Partitions</li> <li>• Demountable Partitions</li> <li>• Retractable Partitions</li> <li>• Site Built Toilet Partitions</li> <li>• Site Built Compartments &amp; Cubicles</li> <li>• Interior Balustrades &amp; Screens</li> <li>• Interior Windows &amp; Storefronts</li> </ul>		
				C112 Interior Doors	<ul style="list-style-type: none"> <li>• Interior Doors</li> <li>• Interior Door Frames</li> <li>• Interior Door Hardware</li> <li>• Interior Wall Opening Elements</li> <li>• Interior Door Sidelights &amp; Transoms</li> <li>• Interior Hatches &amp; Access Doors</li> <li>• Door Painting &amp; Decoration</li> </ul>		
				C113 Specialties/Fittings	<ul style="list-style-type: none"> <li>• Fabricated Toilet Partitions</li> <li>• Fabricated Compartments &amp; Cubicles</li> <li>• Storage Shelving and Lockers</li> <li>• Ornamental Metals and Handrails</li> <li>• Identifying Devices</li> <li>• Closet Specialties</li> </ul>		
			C12 Access/Platform Floors	C121 Access Floors			
				C122 Platform Floors			
			C13 Interior Finishes	C131 Wall Finishes	<ul style="list-style-type: none"> <li>• Wall Finishes to Inside of Exterior Wall</li> <li>• Wall Finishes to Interior Walls</li> <li>• Column Finishes</li> </ul>		
			C132 Floor Finishes	<ul style="list-style-type: none"> <li>• Floor Toppings</li> <li>• Traffic Membranes</li> <li>• Hardeners and Sealers</li> <li>• Flooring</li> <li>• Carpeting</li> <li>• Bases, Curbs &amp; Trim</li> </ul>			
			C133 Ceiling Finishes	<ul style="list-style-type: none"> <li>• Ceiling Finishes Applied to Structure</li> <li>• Suspended Ceilings</li> <li>• Other Ceilings</li> </ul>			

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)
	D1 Conveyance Systems	D11	Conveyance Systems	D111	Elevators & Lifts	<ul style="list-style-type: none"> <li>• Passenger Elevators</li> <li>• Freight Elevators</li> <li>• Lifts</li> </ul>	
				D112	Escalators, Moving Walks & Other	<ul style="list-style-type: none"> <li>• Escalators &amp; Moving Walks</li> <li>• Other Conveying Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Escalators</li> <li>• Moving Walks</li> </ul>
							<ul style="list-style-type: none"> <li>• Dumbwaiters</li> <li>• Pneumatic Tube Systems</li> <li>• Hoists &amp; Cranes</li> <li>• Conveyors</li> <li>• Chutes</li> <li>• Turntables</li> <li>• Baggage Handling &amp; Loading Systems</li> <li>• Transportation System</li> </ul>

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)	
	D2	Mechanical	D21	Plumbing	D211	Plumbing Fixtures	<ul style="list-style-type: none"> <li>• Water Closets</li> <li>• Urinals</li> <li>• Lavatories</li> <li>• Sinks</li> <li>• Bathtubs</li> <li>• Wash Fountains</li> <li>• Showers</li> <li>• Drinking Fountains and Coolers</li> <li>• Bidets &amp; Other Plumbing Fixtures</li> </ul>	
					D212	Distribution and Drainage Systems	<ul style="list-style-type: none"> <li>• Domestic Water Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Cold Water Service</li> <li>• Hot Water Service</li> <li>• Domestic Water Supply Equipment</li> </ul>
							<ul style="list-style-type: none"> <li>• Sanitary Waste</li> </ul>	<ul style="list-style-type: none"> <li>• Waste Piping</li> <li>• Vent Piping</li> <li>• Floor Drains</li> <li>• Sanitary Waste Equipment</li> <li>• Pipe Insulation</li> </ul>
							<ul style="list-style-type: none"> <li>• Rain Water Drainage</li> </ul>	<ul style="list-style-type: none"> <li>• Pipe &amp; Fittings</li> <li>• Roof Drains</li> <li>• Rainwater Drainage Equipment</li> <li>• Insulation</li> </ul>
					D213	Other Plumbing Systems	<ul style="list-style-type: none"> <li>• Gas Distribution</li> <li>• Acid Waste System</li> <li>• Interceptors</li> <li>• Pool Piping and Equipment</li> <li>• Decorative Fountain Piping Devices</li> <li>• Other Piping System</li> </ul>	
					D22	HVAC	D221	Central Plant Equipment
			<ul style="list-style-type: none"> <li>• Heat Generating Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Boilers &amp; Furnaces</li> <li>• Boiler Room Piping &amp; Specialties</li> <li>• Auxiliary Equipment</li> <li>• Insulation</li> </ul>				
			<ul style="list-style-type: none"> <li>• Cooling Generating Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Chilled Water System</li> <li>• Direct Expansion System</li> </ul>				
			D222	Distribution Systems			<ul style="list-style-type: none"> <li>• Distribution Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Air Distribution Systems</li> <li>• Exhaust Ventilation Systems</li> <li>• Steam Distribution System</li> <li>• Hot Water Distribution</li> <li>• Chilled Water Distribution</li> <li>• Change-over Distribution System</li> <li>• Glycol Heating Distribution System</li> </ul>
							<ul style="list-style-type: none"> <li>• Terminal &amp; Package Units</li> </ul>	<ul style="list-style-type: none"> <li>• Terminal Self Contained Units</li> <li>• Package Units</li> </ul>
							<ul style="list-style-type: none"> <li>• Systems Testing &amp; Balancing</li> </ul>	<ul style="list-style-type: none"> <li>• Piping System Testing &amp; Balancing</li> <li>• Air System Testing &amp; Balancing</li> <li>• HVAC Commissioning</li> <li>• Other Systems Testing &amp; Balancing</li> </ul>
				<ul style="list-style-type: none"> <li>• Special HVAC Systems &amp; Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Special Cooling Systems &amp; Devices</li> <li>• Special Humidity Control</li> <li>• Dust &amp; Fume Collectors</li> <li>• Air Curtains</li> <li>• Air Purifiers</li> <li>• Paint Spray Booth Ventilation</li> <li>• General Construction Items (HVAC)</li> </ul>			
D223	Controls & Interface w/Bldg. Automation	<ul style="list-style-type: none"> <li>• Heating Generating System</li> <li>• Exhaust &amp; Ventilating Systems</li> <li>• Terminal Devices</li> <li>• Energy Monitoring &amp; Control</li> <li>• Building Automation Systems</li> <li>• Other Controls and Instrumentation</li> </ul>						

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)	
D SERVICES	D3	Fire Protection	D31	Fire Protection/Alarm	D311	Sprinkler and Standpipe Systems	<ul style="list-style-type: none"> <li>• Fire Protection Sprinkler Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Sprinkler Water Supply</li> <li>• Sprinkler Pumping Equipment</li> <li>• Dry Sprinkler System</li> </ul>
							<ul style="list-style-type: none"> <li>• Standpipe and Hose Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Water Supply</li> <li>• Pumping Equipment</li> <li>• Standpipe Equipment</li> <li>• Fire Hose Equipment</li> </ul>
					D312	Fire Alarm Systems & Interface		
					D313	Specialties and other Systems	<ul style="list-style-type: none"> <li>• Fire Protection Specialties</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Extinguishers</li> <li>• Fire Extinguisher Cabinets</li> </ul>
							<ul style="list-style-type: none"> <li>• Other Fire Protection Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Carbon Dioxide System</li> <li>• Foam Generating Equipment</li> <li>• Clean Extinguishing Agent System</li> <li>• Dry Chemical Systems</li> <li>• Hood &amp; Duct Fire Protection</li> </ul>

UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)					
E EQUIPMENT & FURNISHINGS	D4	Electrical	D41	Electrical Service, Distribution & Emerg. Power	D411	High Tension Service & Dist.						
					D412	Low Tension Service & Dist.						
					D413	Emergency Power Systems						
					D414	Renewable Electric Generation						
			D42	Lighting and Branch Wiring	D421	General Purpose Lighting						
					D422	Special Lighting						
					D423	Branch Wiring (Lighting & Power)						
			D43	Communications, Security & Other Electrical Systems	D431	Communications	<ul style="list-style-type: none"> <li>Public Address &amp; Music Systems</li> <li>Intercommunication &amp; Paging System</li> <li>Telephone System</li> <li>Call System</li> <li>Television System</li> <li>Clock &amp; Program System</li> <li>Fire Alarm System</li> <li>Security System</li> <li>Local Area Network</li> </ul>					
					D432	Security Systems & Interface w/Bldg.						
					D433	Other Electrical Systems	<ul style="list-style-type: none"> <li>Grounding Systems</li> <li>Floor Raceway Systems</li> <li>Other Special Systems &amp; Devices</li> <li>General Construction Items (Elect.)</li> </ul>					
E EQUIPMENT & FURNISHINGS	E1	Equipment & Furnishings	E11	Equipment & Furnishings	E111	Equipment	<ul style="list-style-type: none"> <li>Commercial Equipment</li> <li>Institutional Equipment</li> <li>Vehicular Equipment</li> <li>Fuel Storage Equipment</li> <li>Other Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Security &amp; Vault Equipment</li> <li>Commercial Laundry &amp; Dry Cleaning</li> <li>Vending Equipment</li> <li>Office Equipment</li> <li>Food Service Equipment</li> <li>Eclesiastical Equipment</li> <li>Library Equipment</li> <li>Theater &amp; Stage Equipment</li> <li>Instrumental Equipment</li> <li>Audio-Visual Equipment</li> <li>Detention Equipment</li> <li>Laboratory Equipment</li> <li>Medical Equipment</li> <li>Mortuary Equipment</li> <li>Vehicular Service Equipment</li> <li>Parking Control Equipment</li> <li>Loading Dock Equipment</li> <li>Maintenance Equipment</li> <li>Solid Waste Handling Equipment</li> <li>Food Service Equipment</li> <li>Residential Equipment</li> <li>Unit Kitchens</li> <li>Window Washing Equipment</li> <li>Other Equipment</li> </ul>				
E SPECIAL CONSTRUCTION, DEMOLITION & ABATEMENT	F1	Special Construction, Demolition & Abatement	F11	Special Construction	F111	Special Structures	<ul style="list-style-type: none"> <li>Special Structures</li> <li>Integrated Construction</li> <li>Special Construction Systems</li> <li>Special Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Air Supported Structures</li> <li>Pre-engineered Structures</li> <li>Other Special Structures</li> <li>Integrated Assemblies</li> <li>Special Purpose Rooms</li> <li>Other Integrated Construction</li> <li>Sound, Vibration &amp; Seismic Constr.</li> <li>Special Security Systems</li> <li>Vaults</li> <li>Other Special Construction Systems</li> <li>Aquatic Facilities</li> <li>Ice Rinks</li> <li>Site Constructed Incinerators</li> <li>Kennels &amp; Animal Shelters</li> <li>Liquid &amp; Gas Storage Tanks</li> <li>Other Special Facilities</li> </ul>				

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1			Level 2		Level 3		Level 4	Level 5 (not official categories - info only)
			F12	Building Demolition and Abatement	F121	Building Elements Demolition	<ul style="list-style-type: none"> <li>• Building Interior Demolition</li> <li>• Building Exterior Demolition</li> </ul>	
					F122	Hazardous Components Abatement	<ul style="list-style-type: none"> <li>• Removal of Hazardous Components</li> <li>• Encapsulation of Hazardous Components</li> </ul>	

UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)			
G SITEWORK	G1	Sitework	G11	Sitework - Building Related	G111	Site Preparation & Demolition	<ul style="list-style-type: none"> <li>• Site Clearing</li> <li>• Site Demolition and Relocations</li> <li>• Site Earthwork</li> <li>• Hazardous Waste Remediation</li> </ul>	<ul style="list-style-type: none"> <li>• Clearing &amp; Grubbing</li> <li>• Tree Removal &amp; Thinning</li> <li>• Building Demolition</li> <li>• Demolition of Site Components</li> <li>• Relocation of Building Utilities</li> <li>• Utilities Relocation</li> <li>• Site Grading &amp; Excavation</li> <li>• Borrow Fill</li> <li>• Soil Stabilization &amp; Treatment</li> <li>• Site Dewatering</li> <li>• Site Shoring</li> <li>• Embankments</li> <li>• Erosion Control</li> <li>• Removal of Contaminated Soil</li> <li>• Soil Restoration &amp; Treatment</li> </ul>		
						G112	Site Improvements & Landscaping	<ul style="list-style-type: none"> <li>• Roadways</li> <li>• Parking Lots</li> <li>• Pedestrian Paving</li> <li>• Site Development</li> <li>• Landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Bases and Sub-Bases</li> <li>• Paving &amp; Surfacing</li> <li>• Curbs &amp; Gutters</li> <li>• Guardrails &amp; Barriers</li> <li>• Painted Lines</li> <li>• Markings &amp; Signage</li> <li>• Vehicular Bridges</li> <li>• Parking Lot Paving &amp; Surfacing</li> <li>• Parking Lot Paving &amp; Surfacing</li> <li>• Curbs, Rails &amp; Barriers</li> <li>• Parking Booths &amp; Equipment</li> <li>• Markings &amp; Signage</li> <li>• Paving &amp; Surfacing</li> <li>• Edging</li> <li>• Exterior Steps</li> <li>• Fences &amp; Gates</li> <li>• Retaining Walls</li> <li>• Terrace &amp; Perimeter Walls</li> <li>• Signs</li> <li>• Site Furnishings</li> <li>• Fountains, Pools &amp; Watercourses</li> <li>• Playing Fields</li> <li>• Flagpoles</li> <li>• Miscellaneous Structures</li> <li>• Fine Grading &amp; Soil Preparation</li> <li>• Erosion Control Measures</li> <li>• Top Soil &amp; Planting Beds</li> <li>• Seeding &amp; Sodding</li> <li>• Planting</li> <li>• Planters</li> <li>• Irrigation Systems</li> <li>• Other Landscape Features</li> </ul>	
							G113	Site Utilities	<ul style="list-style-type: none"> <li>• Water Supply &amp; Distribution Systems</li> <li>• Sanitary Sewer Systems</li> <li>• Storm Sewer Systems</li> <li>• Heating Distribution</li> <li>• Cooling Distribution</li> <li>• Fuel Distribution</li> <li>• Other Site Mechanical Systems</li> <li>• Electrical Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Potable Water Distribution and Storage</li> <li>• Non-Potable Water Distribution and Storage</li> <li>• Well Systems</li> <li>• Pumping Stations</li> <li>• Packaged Water Treatment Plants</li> <li>• Piping</li> <li>• Manholes</li> <li>• Septic Disposal System</li> <li>• Lift Station</li> <li>• Packaged Water Waste Treatment Plants</li> <li>• Septic Tanks</li> <li>• Drain Fields</li> <li>• Piping</li> <li>• Manholes</li> <li>• Headwalls &amp; Catch Basins</li> <li>• Lift Stations</li> <li>• Retention Ponds</li> <li>• Ditches &amp; Culverts</li> <li>• Steam Supply</li> <li>• Condensate Return</li> <li>• Hot Water Supply System</li> <li>• Pumping Station</li> <li>• Chilled Water Piping</li> <li>• Wells for Cooling</li> <li>• Pumping Stations</li> <li>• Cooling Towers on Site</li> <li>• Fuel Piping</li> <li>• Fuel Equipment</li> <li>• Fuel Storage Tanks</li> <li>• Fuel Dispensing Stations</li> <li>• Industrial Waste System</li> <li>• Petroleum Oil &amp; Lubricants Distribution Sys.</li> <li>• Substations</li> <li>• Overhead Power Distribution</li> </ul>

**UNIFORMAT II - GSA REVISED VERSION (As of July 22, 2002)**

Level 1		Level 2		Level 3		Level 4	Level 5 (not official categories - info only)
							<ul style="list-style-type: none"> <li>• Underground Power Distribution</li> </ul>
						<ul style="list-style-type: none"> <li>• Site Lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Fixtures &amp; Transformers</li> <li>• Poles</li> <li>• Wiring Conduits &amp; Ductbanks</li> <li>• Site Lighting Controls</li> </ul>
						<ul style="list-style-type: none"> <li>• Site Communications &amp; Security</li> </ul>	<ul style="list-style-type: none"> <li>• Site Communications Systems</li> <li>• Site Security &amp; Alarm System</li> </ul>
						<ul style="list-style-type: none"> <li>• Other Site Electrical Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Cathodic Protection</li> <li>• Site Emergency Power Generation</li> </ul>
		G12	Other Sitework - Project Related	G121	Connecting Tunnels and Bridges	<ul style="list-style-type: none"> <li>• Service Tunnels</li> <li>• Pedestrian Tunnels</li> </ul>	
				G122	Other Site Systems	<ul style="list-style-type: none"> <li>• Snow Melting System</li> <li>• Railroad Work</li> <li>• Marine Work</li> <li>• Off-Site Work</li> </ul>	
Special	Art in Architecture						
	Gov. Furnished Equipment						
Z	General Cond., OH & P	Z11	General Cond., OH & P	Z111	General Cond., OH & P		
11 Categories (Excl. Special)		21 Categories		56 Categories		236	217