GSA

GSA Public Buildings Service

SEP 18 2012

LAC-2012-04

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER
OFFICE OF LEASING - PR

SUBJECT: Leasing Desk Guide Appendix G, Seismic Safety in Leasing

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Appendix G, Seismic Safety in Leasing, including the Request for Lease Proposals (RLP) and Lease paragraphs to implement ICSSC Recommended Practice 8 (RP 8), Standards of Seismic Safety for Existing Federally Owned and Leased Buildings.

2. **Effective Date.** This LAC, Desk Guide appendix, and instructions are effective immediately for all RLP packages issued on or after the signature date.

3. **Applicability.** This LAC applies to all GSA real property leasing activities and to activities delegated by GSA to other Federal agencies.

4. **Cancellation.** None.

5. **Instructions and Procedures.** RLP packages issued on or after the effective date of this LAC must include the paragraphs identified in the attachments. The new paragraphs are not applicable when exercising a renewal option. We will incorporate these changes into the RLP and Lease.

Attachment 1 – Summary and Filing Instructions

Attachment 2 – Appendix G, Seismic Safety in Leasing, loose-leaf version

**Attachment 1**

# LAC-2012-04 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the following appendix:

**Desk Guide Appendix G, Seismic Safety in Leasing**

In December 2011, the Interagency Committee on Seismic Safety in Construction (ICSSC) replaced the previous standards with Recommended Practice 8 (RP 8). This LAC establishes an LDG appendix, including RLP and Lease paragraphs and seismic offer forms to implement RP 8.

## LDG Filing Instructions

| Part | Remove Pages | Insert Pages |
|---|---|---|
| Table of Contents | None | TOC-i – TOC-ii |
| Appendix G, Seismic Safety in Leasing | None | G-i – G-26 |

**Attachment 2**

## LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuance follows this page.