

<b>GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE</b>	LEASE AMENDMENT No. 3
	TO LEASE NO. GS-07B-16850
<b>LEASE AMENDMENT</b>	
ADDRESS OF PREMISES 5304 Flanders Drive Baton Rouge, LA 70808	PDN Number: N/A

**THIS AMENDMENT** is made and entered into between  
Wong's Property, L.L.C.

whose address is: 10455 Jefferson Highway, Suite 100  
Baton Rouge, LA 70809-7211

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to provide Notice to Proceed for design for the backfill of vacant space under this Lease and to make certain administrative changes to the Lease contract.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:

1. Discontinue use of the GSA Form 276; and
2. Identifying the square footage to be backfilled and occupied by the Government; and
3. Establish a new firm period and termination rights for this lease upon completion and acceptance of work by the Government; and
4. Address the Unauthorized Tenant Improvement stipulation; and
5. Provide the Tenant Improvement Allowance; and
6. Provide Tenant Improvement Rental Adjustment; and
7. Provide for Design and Construction; and
8. Provide "as-built" drawings; and
9. Provide for additional parking; and
10. Revise paragraph "A. Rental Consideration" under the first section, "I. The Lease" (GSA FORM L201-A); and
11. To Establish the Government's percentage of occupancy; and
12. Provide for Tax Adjustments; and
13. Establish the Operating Cost Base; and
14. Provide for Operating Cost Adjustments; and
15. To change the Lessor's address.

This Lease Amendment contains 10 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

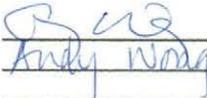
**FOR THE LESSOR:**

Signature:   
Name: MICHELLE WONG  
Title: Managing member  
Entity Name: Wong's Property LLC  
Date: 9/4/2013

**FOR THE GOVERNMENT:**

Signature:   
Name: Patrick Stalby  
Title: Lease Contracting Officer  
GSA, Public Buildings Service,  
Date: 9/25/2013

**WITNESSED FOR THE LESSOR BY:**

Signature:   
Name: Andy Wong  
Title: \_\_\_\_\_  
Date: 9/4/13

1. **Discontinue GSA Form 276**

Use of the GSA Form 276, Supplemental Lease Agreement has been discontinued. All references in the lease to "GSA Form 276" or "Supplemental Lease Agreement" shall be now hereby construed to mean "Lease Amendment."

2. **Backfill Area**

The Lessor and Government have agreed that the amount of leased area is 2,400 Rentable Square Feet (RSF) yielding 2,307 ANSI/BOMA Office Area (ABOA) herein defined as the "Backfill Area". The total square footages of the leased premise shall remain the same as defined in this lease (2,400 RSF yielding 2,307 ABOA).

3. **Lease Firm Term and Early Termination Rights**

The firm term shall be extended 5 years from the Acceptance Date of the Tenant Improvements by the Government. The Government may terminate this lease at any time on or after the 5<sup>th</sup> year from the Acceptance Date of the Tenant Improvements by giving at least 90 days notice in writing to the lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing, subject to the terms and conditions set forth in this lease.

4. **Unauthorized Tenant Improvements:**

All questions pertaining to this Lease shall be referred, in writing, to the Contracting Officer of the General Services Administration (GSA) or his/her designee. The Government's occupant of the leased premise is not authorized to administer this lease or make commitments to the Lessor that are not followed-up with a written agreement to the Lease. GSA assumes no responsibility for any cost incurred by the Lessor except as provided by the terms of this Lease or any other cost authorized, in writing, by the GSA Contracting Officer. The Lessor will not be reimbursed for any services not provided for in this Lease, including but not limited to; repairs, changes in scope of work, alterations, and overtime services without the written authorization of a Contracting Officer. If Lessor delivers space with Tenant Improvements not authorized, in writing, by the GSA Contracting Officer, then the Lessor shall not be entitled to compensation or payment if the Tenant Improvements remain in place after the Government's acceptance of the space.

5. **Tenant Improvement Allowance**

The Tenant Improvement Allowance (TIA) for the purpose of this Lease is \$100,460.85. The TIA is the amount that the Lessor shall make available for the Government to be used for TIs. This amount shall be amortized in the rent over 5 years (the extended firm term) from the acceptance date of the Government at an annual interest rate of 6.00 percent.

6. **Tenant Improvement Rental Adjustment**

- A. The Government, at its sole discretion, shall make all decisions as to the use of the TIA. The Government may use all or part of the TIA. The Government may return to the Lessor any unused portion of the TIA in exchange for a decrease in rent according to the agreed-upon amortization rate over the Firm Term.
- B. The Government may elect to make lump sum payments for any or all work covered by the TIA. That part of the TIA amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TIA. If the Government elects to make a lump sum payment for the TIA after occupancy, the payment of the TIA by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.
- C. If it is anticipated that the Government will spend more than the allowance identified above, the Government shall have the right to either
  1. Reduce the TI requirements;
  2. Pay lump sum for the overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph;
  3. Negotiate an increase in the rent.

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**7. Design and Construction Costs and Schedule****A. Design Intent Drawings.**

- 1) The Lessor shall prepare and deliver to the Government design intent drawings (DIDs) meeting all requirements set forth in the Lease within **10 Working Days** of the full execution of this lease amendment. DIDs shall be prepared in accordance with the requirements in Exhibit "E", attached hereto and made a part hereof, and the schematic drawing in Exhibit "F", attached hereto and made a part hereof. The Government shall respond within **10 Working Days** of receipt of the DIDs by either issuing a Notice to Proceed or providing notice indicating the manner in which the DIDs do not meet all requirements of the Lease. If the DIDs do not conform to the Lease requirements, the Lessor shall revise and resubmit the DIDs within **3 Working Days**. The Lessor shall be responsible for delays to Acceptance of the Premises attributable to the Lessor's failure to prepare DIDs conforming to the Lease requirements.
- 2) The Lessor and the Government have agreed that the total design fee shall be \$8,000.00. The Lessor shall be responsible for the cost of the DIDs, which is \$2,400.00, and the Government shall be responsible for the CDs and associated fees, which is \$5,600.00. The Government will pay for the CDs out of the Tenant Improvement Allowance
- 3) The Government shall have the right to approve the DIDs. The Government's approval of the DIDs shall be memorialized by a subsequent Lease Amendment. The Lessor shall complete the CD's within 10 calendar days of Government approval of the DID's. However, the Government shall not **approve** the CDs. The Lessor shall remain responsible for the accuracy of the CDs which shall reflect the Government approved DIDs.

**B. Tenant Improvement Pricing and Notice to Proceed (NTP).**

- 1) Within 5 working days after the completion of the Construction Drawings, the Lessor shall obtain a minimum of two (2) bid(s). The Government shall have the right to review the bids and determine whether the costs are fair and reasonable. The Lessor shall provide the Shell, Tenant Improvement, and BSAC cost break downs using the industry-standard "**MasterFormat**." The total cost of the Tenant Improvements, BSAC improvements shall be negotiated with the Government and a subsequent Lease Amendment shall state how the Government will pay for any Tenant Improvements over and above the costs the Lessor is/will not going to amortize or will reduce the rent based on the actual costs and to provide an anticipated date of completion of all improvements.
- 2) If the DIDs conform to the Lease requirements, the Government shall issue NTP; however, the Government shall not be obligated to issue a NTP less than 20 Working Days from receipt of DIDs, as originally submitted or revised. Issuance of NTP shall not be construed as a waiver of any requirement set forth in this Lease.

**C. Construction Schedule. The Lessor shall complete all required build-out conforming to the Lease and approved DIDs within 40 Working Days of issuance of NTP.****8. Floor Plans after Occupancy (as-builts)**

A.)The Lessor shall provide the Government with Computer-Aided Design (CAD) files of "**as-built floor plans**" showing the space under lease, as well as corridors, stairways, and core areas to the Contracting Officer. The plans shall have been generated by a CAD program which is compatible with the latest release of AutoCAD. The required file extension is DWG.

B.) Clean and purged files shall be submitted on CD-ROM. They shall be labeled with building name, address, list of drawing(s), date of the drawing(s), and Lessor's architect and phone number.

**9. Parking Spaces**

The number of parking spaces shall change from 0 to 3.

**10. Revise Paragraph "A. Rental Consideration" to Allow Rent to be Adjusted for Changes in Taxes and Operating Costs**

Revise paragraph "A. Rental Consideration" under the first section, "I. The Lease" (GSA FORM L201-A

Paragraph "A. Rental Consideration" of the first section of the lease (L201-A) titled "I. The Lease" shall be deleted in its entirety and the following substituted therefore:

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I. A. *Rental Consideration.* In consideration for the Lease, the grant of all associated rights, express or implied, and the performance or satisfaction of all of the Lessor's other obligations set forth herein, the Government shall pay the Lessor annual rent to be computed using the rental rate(s) specified in Line 10, Boxes 10D and 10F (and, if applicable, the corresponding boxes in Line 11) on Exhibit A, Section II, and the actual Rentable Area delivered for occupancy and use by the Government, subject to the limitations set forth in Paragraph III.A.5. Payment shall be made monthly in arrears. Rent for a lesser period shall be prorated. Rent shall be paid by Electronic Funds Transfer to an account to be designated by Lessor. Rent shall be inclusive of all costs incurred by the Lessor for the construction of building shell and tenant improvements specified in the Lease, including those described in the Exhibit A and the Requirements Development Package attached hereto as Exhibit C, all taxes of any kind, and all operating costs. Unless a separate rate is specified in Line 16, rights to parking areas shall be deemed to be included in the rent. Rent shall be adjusted for changes in operating costs in accordance with paragraphs of this lease amendment.

**11. Percentage of Occupancy for Tax Adjustment**

As of the Lease Award Date, the Government's Percentage of Occupancy, as defined in the Real Estate Tax Adjustment paragraph of this Lease is 23.28 percent (2,400 RSF/10,308 RSF X 100 percent).

**12. Real Estate Tax Adjustment**

A. Purpose: This paragraph provides for adjustment in the rent (tax adjustment) to account for increases or decreases in Real Estate Taxes for the Property after the establishment of the Real Estate Tax Base, as those terms are defined herein. Tax adjustments shall be calculated in accordance with this paragraph.

B. Definitions: The following definitions apply to the use of the terms within this paragraph:

1. Property is defined as the land and Buildings in which the Premises are located, including all Appurtenant Areas (e.g., parking areas to which the Government is granted rights).
2. Real Estate Taxes are those taxes that are levied upon the owners of real property by a Taxing Authority (as hereinafter defined) of a State or local Government on an ad valorem basis to raise general revenue for funding the provision of government services. The term excludes, without limitation, special assessments for specific purposes, assessments for business improvement districts, and/or community development assessments.
3. Taxing Authority is a state, commonwealth, territory, county, city, parish, or political subdivision thereof, authorized by law to levy, assess, and collect Real Estate Taxes.
4. Tax Year refers to the 12-month period adopted by a Taxing Authority as its fiscal year for assessing Real Estate Taxes on an annual basis.
5. Tax Abatement is an authorized reduction in the Lessor's liability for Real Estate Taxes below that determined by applying the generally applicable real estate tax rate to the fully assessed (as hereinafter defined) valuation of the Property.
6. Unadjusted Real Estate Taxes are the full amount of Real Estate Taxes that would be assessed for the Property for one full Tax Year without regard to the Lessor's entitlement to any Tax Abatements (except if such Tax Abatement came into effect after the date of award of the Lease), and not including any late charges, interest or penalties. If a Tax Abatement comes into effect after the date of award of the Lease, Unadjusted Real Estate Taxes are the full amount of Real Estate Taxes assessed for the Property for one full Tax Year, less the amount of such Tax Abatement, and not including any late charges, interest, or penalties.
7. Real Estate Tax Base is the Unadjusted Real Estate Taxes for the first full Tax Year following the commencement of the Lease term. If the Real Estate Taxes for that Tax Year are not based upon a Full Assessment of the Property, then the Real Estate Tax Base shall be the Unadjusted Real Estate Taxes for the Property for the first full Tax Year for which the Real Estate Taxes are based upon a Full Assessment. Such first full Tax Year may be hereinafter referred to as the "tax base year." Alternatively, the Real Estate Tax Base may be an amount negotiated by the parties that reflects an agreed upon base for a fully assessed value of the Property.
8. The Property is deemed to be fully assessed (and Real Estate Taxes are deemed to be based on a Full Assessment) only when a Taxing Authority has, for the purpose of determining the Lessor's liability for Real Estate Taxes, determined a value for the Property taking into account the value of all improvements contemplated for the Property pursuant to the Lease, and issued to the Lessor a tax bill or other notice of levy wherein the Real Estate Taxes for the full Tax Year are based upon such Full Assessment. At no time prior to the issuance of such a bill or notice shall the Property be deemed fully assessed.
9. Percentage of Occupancy refers to that portion of the Property exclusively occupied or used by the Government pursuant to the Lease. For Buildings, the Percentage of Occupancy is determined by calculating the ratio of the RSF occupied by the

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Government pursuant to the Lease to the total RSF in the Building or Buildings so occupied, and shall not take into account the Government's ancillary rights including, but not limited to, parking or roof Space for antennas (unless facilities for such ancillary rights are separately assessed). This percentage shall be subject to adjustment to take into account increases or decreases for Space leased by the Government or for rentable Space on the Property.

C. Adjustment for changes in Real Estate Taxes. After the Property is fully assessed, the Government shall pay its share of any increases and shall receive its share of any decreases in the Real Estate Taxes for the Property, such share of increases or decreases to be referred to herein as "tax adjustment." The amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base, less the portion of such difference not paid due to a Tax Abatement (except if a Tax Abatement comes into effect after the date of award of the Lease). If a Tax Abatement comes into effect after the date of award of the Lease, the amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base. The Government shall pay the tax adjustment in a single annual lump sum payment to the Lessor. In the event that this tax adjustment results in a credit owed to the Government, the Government may elect to receive payment in the form of a rental credit or lump sum payment.

1. If the Property contains more than one separately assessed parcel, then more than one tax adjustment shall be determined based upon the Percentage of Occupancy, Real Estate Tax Base, and Real Estate Taxes for each respective parcel.

2. After commencement of the Lease term, the Lessor shall provide to the LCO copies of all real estate tax bills for the Property, all documentation of Tax Abatements, credits, or refunds, if any, and all notices which may affect the assessed valuation of the Property, for the Tax Year prior to the commencement of the Lease Term, and all such documentation for every year following. Lessor acknowledges that the LCO shall rely on the completeness and accuracy of these submissions in order to establish the Real Estate Tax Base and to determine tax adjustments. The LCO may memorialize the establishment of the Real Estate Tax Base by issuing a unilateral Lease Amendment indicating the base year, the amount of the Real Estate Tax Base, and the Government's Percentage of Occupancy.

3. The Real Estate Tax Base is subject to adjustment when increases or decreases to Real Estate Taxes in any Tax Year are attributable to (a) improvements or renovations to the Property not required by this Lease, or (b) changes in net operating income for the Property not derived from this Lease. If either condition results in a change to the Real Estate Taxes, the LCO may re-establish the Real Estate Tax Base as the Unadjusted Real Estate Taxes for the Tax Year the Property is reassessed under such condition, less the amount by which the Unadjusted Real Estate Taxes for the Tax Year prior to reassessment exceeds the prior Real Estate Tax Base.

4. If this Lease includes any options to renew the term of the Lease, or be otherwise extended, the Real Estate Tax Base for determining tax adjustments during the renewal term or extension shall be the last Real Estate Tax Base established during the base term of the Lease.

5. If any Real Estate Taxes for the Property are retroactively reduced by a Taxing Authority during the term of the Lease, the Government shall be entitled to a proportional share of any tax refunds to which the Lessor is entitled, calculated in accordance with this Paragraph. Lessor acknowledges that it has an affirmative duty to disclose to the Government any decreases in the Real Estate Taxes paid for the Property during the term of the Lease. Lessor shall annually provide to the LCO all relevant tax records for determining whether a tax adjustment is due, irrespective of whether it seeks an adjustment in any Tax Year.

6. If the Lease terminates before the end of a Tax Year, or if rent has been suspended, payment for the real estate tax increase due because of this section for the Tax Year will be prorated based on the number of days that the Lease and the rent were in effect. Any credit due the Government after the expiration or earlier termination of the Lease shall be made by a lump sum payment to the Government or as a rental credit to any succeeding Lease, as determined in the LCO's sole discretion. Lessor shall remit any lump sum payment to the Government within 15 calendar days of payment or credit by the Taxing Authority to Lessor or Lessor's designee. If the credit due to the Government is not paid by the due date, interest shall accrue on the late payment at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978, as amended (41 USC § 611), that is in effect on the day after the due date. The interest penalty shall accrue daily on the amount of the credit and shall be compounded in 30-day increments inclusive from the first day after the due date through the payment date. The Government shall have the right to pursue the outstanding balance of any tax credit using all such collection methods as are available to the United States to collect debts. Such collection rights shall survive the expiration of this Lease.

7. In order to obtain a tax adjustment, the Lessor shall furnish the LCO with copies of all paid tax receipts, or other similar evidence of payment acceptable to the LCO, and a proper invoice (as described in GSA Form 3517, General Clauses, 552.270-31, Prompt Payment) for the requested tax adjustment, including the calculation thereof. All such documents must be received by the LCO within 60 calendar days after the last date the real estate tax payment is due from the Lessor to the Taxing Authority without payment of penalty or interest. FAILURE TO SUBMIT THE PROPER INVOICE AND EVIDENCE OF PAYMENT WITHIN SUCH TIME FRAME

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SHALL CONSTITUTE A WAIVER OF THE LESSOR'S RIGHT TO RECEIVE A TAX ADJUSTMENT PURSUANT TO THIS PARAGRAPH FOR THE TAX YEAR AFFECTED.

8. Tax Appeals. If the Government occupies more than 50 percent of the Building by virtue of this and any other Government Lease(s), the Government may, upon reasonable notice, direct the Lessor to initiate a tax appeal, or the Government may elect to contest the assessed valuation on its own behalf or jointly on behalf of Government and the Lessor. If the Government elects to contest the assessed valuation on its own behalf or on behalf of the Government and the Lessor, the Lessor shall cooperate fully with this effort, including, without limitation, furnishing to the Government information necessary to contest the assessed valuation in accordance with the filing requirements of the Taxing Authority, executing documents, providing documentary and testimonial evidence, and verifying the accuracy and completeness of records. If the Lessor initiates an appeal at the direction of the Government, the Government shall have the right to approve the selection of counsel who shall represent the Lessor with regard to such appeal, which approval shall not be unreasonably withheld, conditioned or delayed, and the Lessor shall be entitled to a credit in the amount of its reasonable expenses in pursuing the appeal.

13. Operating Cost Base

The parties agree that for the purpose of applying the paragraph titled "Operating Costs Adjustment" that the Lessor's base rate for operating costs shall be \$7,800.00/annum.

14. Operating Cost Adjustment

A. Beginning with the second year of the Lease and each year thereafter, the Government shall pay annual incremental adjusted rent for changes in costs for cleaning services, supplies, materials, maintenance, trash removal, landscaping, water, sewer charges, heating, electricity, and certain administrative expenses attributable to occupancy.

B. The amount of adjustment will be determined by multiplying the base rate by the annual percent of change in the Cost of Living Index. The percent change will be computed by comparing the index figure published for the month prior to the Lease Term Commencement Date with the index figure published for the month prior which begins each successive 12-month period. For example, a Lease which commences in June of 2005 would use the index published for May of 2005, and that figure would be compared with the index published for May of 2006, May of 2007, and so on, to determine the percent change. The Cost of Living Index will be measured by the Department of Labor revised Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. city average, all items, (1982 to 1984 = 100) published by the Bureau of Labor Statistics. Payment will be made with the monthly installment of fixed rent. Rental adjustments will be effective on the anniversary date of the Lease; however, payment of the adjusted rental rate will become due on the first workday of the second month following the publication of the Cost of Living Index for the month prior to the commencement of each 12-month period.

C. In the event of any decreases in the Cost of Living Index occurring during the term of the occupancy under the Lease, the rental amount will be reduced accordingly. The amount of such reductions will be determined in the same manner as increases in rent provided under this paragraph.

D. If the Government exercises an option to extend the Lease term at the same rate as that of the original term, the option price will be based on the adjustment during the original term. Annual adjustments will continue.

15. Change of Lessor Address

The Lessor's address shall change

From:

8850 United Plaza Blvd., Suite 702  
Baton Rouge, LA 70809

To:

10455 Jefferson Highway, Suite 100  
Baton Rouge, LA 70809-7211

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██████████ Office Space – Baton Rouge (2LA0133)  
 DRAFT, 9/14, 2012, Revised 6/7/2013

**Special Requirements or Considerations:**

- Requirement: Temporary parking for and the ability to unload/load equipment from a pickup truck with boat trailer (<24 feet). The temporary transfer of scientific equipment to and from the office will not occur on a firm schedule and may occur during non-traditional work hours.
- Requirement: ██████████ has two government vehicles assigned to the office. The rented space must have two reserved parking spaces for government vehicles.
- Requirement: The transfer of equipment to and from the office requires location of the office on the first floor of the building or in a facility with a freight elevator. A rear door access point is required.
- Considerations: In case of emergency, the parking area could contain up to 10 visitor vehicles (related to oil spills and other man-made or environmental disasters). With written notice, ██████████ may request approval for an increased number of temporary visitor parking spaces.

**Revised Square Footage Estimate:**

- 2400 ft<sup>2</sup>,

**Number and size of private offices, meeting rooms, break rooms, storage rooms, IT closet, reception area, etc.**

- Seven (7) private offices measuring 10'x10' (minimum) per room, with each office able to accommodate L-shaped desks (including through doorways) of 6 x 7 feet and floor to ceiling walls.
- One (1) meeting room with 300 square feet (minimum)
- One (1) break room (including kitchenette) that includes kitchen with 200 square feet (minimum)
- One (1) document storage room with 200 square feet (minimum)
- One (1) storage room of at least 200 square feet where field equipment may be stored.
- One (1) IT closet with 80 square feet (minimum)
- One (1) reception area with 200 square feet (minimum)
- Some spaces may be combined based upon actual space layout.

**Identify number of duplex outlets and phone/data boxes for each of the rooms**

- Four duplex outlets should be provided for each office, including 1 phone and 1 data connection.
- Meeting room should have a minimum of 4-6 duplex outlets with 1 phone and 2-1 data connections.
- Printing/Mailing/Document room should have a minimum of 6 duplex outlets with 1 phone and 2 data connection

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- Break room with kitchenette should have a minimum of 5 duplex outlets.
- IT closet and reception each should have two duplex outlets with 1 phone and 2 data connections.
- Restrooms should have 1 duplex outlet.
- [REDACTED] will be provided analog voice service (as opposed to VoIP) so will need separate voice and data networks. The agency will need 11 voice lines (8-7 offices, 1 document storage, 1 receptionist, 1 fax, and 1 conference) and 12 data lines (8-7 offices, 1 document storage, 1 receptionist, 1 conference, 1 network multi-function printer, and 1 wireless access point). The voice and data lines could all be paired in a single box at each access point with the exception wireless access point (which wouldn't have a voice line associated with it)
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### Identify and unique power requirement for items such as the copier, IT, or security equipment

- An AC 220V-240V power outlet shall be provided for digital copier.

### Shelving Requirements

- No specific shelving or cabinets are required in any area.

### Identify the required floor and wall finishes for each room

- Wall finishes shall be repainted prior to occupancy.
- Floor finishes should be replaced prior to occupancy.
- Hard floors should be included in one vestibule, break room/kitchenette, IT Closet, storage room, and bathroom.
- Carpeting shall be included in offices and meeting room.
- The agency will need blinds/sheers/shades or some other visual privacy mechanism for all external windows and internal glass divider walls.

### Lighting requirements

- Standard fluorescent office lighting is sufficient, one fixture per 80 ABOA.

### HVAC requirements

- No special HVAC requirements are required. Programmable timers should be provided for HVAC controls.

### Doors security

- Individual offices should have individually keyed door handles with locks. Deadbolts are not required for offices. The [REDACTED] office must have external

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access doors fitted with high security locks, which are specially designed to take a unique key, with most having side bars with cuts along with normal key cuts. Only the authorized [REDACTED] representative in the office can duplicate the key or approve additional key distribution. These locks are considered pick-resistant locks, and take at least 30 min for an experienced professional to pick the lock.

[ This is a recommendation from previous security evaluations of our LSU office]

- Also needed is some sort of reasonable-cost access control such as a programmable numeric touch-pad lock with a signaling device (a door bell) for guest.

**Lessor will be expected to provide cabling for phones/data/security**

- Specs will be provided.

**Water lines required for a coffee maker or refrigerator with ice maker**

- Two water lines are required. One for a coffee/tea maker and for a refrigerator with an ice maker.

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