
EXHIBIT X SWING SPACE

ACTION REQUIRED: TO BE INCLUDED IN CONJUNCTION WITH CORRESPONDING RLP EXHIBIT SWING SPACE WHEN THE CURRENTLY OCCUPIED GOVERNMENT SPACE IS A POTENTIAL HOUSING SOLUTION FOR THE NEW PROCUREMENT AND ANTICIPATED RENOVATIONS ARE EXPECTED TO DISRUPT TENANT OPERATIONS.

ACTION REQUIRED: INDICATE SPECIFICS, SF, NUMBER OF MOVES, ETC. BASED ON FINAL NEGOTIATED AGREEMENT.

NOTE: SWING SPACE GUIDANCE AND CONSIDERATIONS ARE AVAILABLE INTERNALLY [HERE](#). THIS LANGUAGE MAY NEED TO BE ALTERED BASED ON THE CIRCUMSTANCES OF THE PROCUREMENT. CHANGES MUST BE REVIEWED BY THE OFFICE OF GENERAL COUNSEL – LEASING DIVISION (OGC – LR) FOR LEGAL SUFFICIENCY PRIOR TO FINALIZING. LS/LCO MUST CONFIRM SWING SPACE REQUIREMENTS WITH TENANT AGENCY AND INCORPORATE AS APPROPRIATE.

NOTE: ATTACH AS EXHIBITS AGENCY SWING SPACE REQUIREMENTS AND DOCUMENTS PROVIDED BY THE INCUMBENT DURING OFFER STAGE, E.G., SWING SPACE PLAN AND SCHEDULE, FLOOR PLAN INDICATING BLOCKS OF SPACE, NARRATIVE.

SS 1.01 SWING SPACE - LEASE (FEB 2026)

- A. The swing space plan and schedule are provided as Exhibit **XX**. The Government must occupy **XXXXX** ABOA SF (**XXXXX** RSF) on **XX** floor at **[Address, City, State]** ("**[Building Name]**") as a temporary relocation of Government employees (including contractor personnel) during the completion of the tenant improvement work. Lessor must be responsible for providing, constructing, and paying for swing space identified on Exhibit **XX**. Lessor must be responsible for maintaining minimum standards for all space that remains occupied during the renovation, including, but not limited to, access to common areas, compliance with fire protection and life safety and air quality standards outlined within this Lease. Swing space must comply with existing standards consistent with the existing space and be fully functional inclusive of fixtures, equipment, and telecommunications and data infrastructure. Fully functional must include, at Lessor's sole cost, any additional costs associated with Government's service providers for tele-data or other required communication links between the swing space and Government-occupied space.
- B. The Government must remain operational during its standard operating hours of Section **X.XX** of this Lease, throughout the course of any renovation within its current space and swing space.
- C. Post-award, the Lessor must submit an updated swing space plan and schedule to the Government for review and approval. At a minimum, the updated swing space plan must include detailed drawings depicting the various phases and an updated schedule detailing schedule of move. The Government estimates to have approximately **XX_{NUMBER OF AGENCY EMPLOYEES}** employees/contractors during the renovation phasing period. This updated swing space plan and schedule must be submitted at the same time as the initial submission of **ACTION REQUIRED: CHOOSE DESIGN INTENT DRAWINGS IF THE LEASE REQUIRES THE LESSOR TO COMPLETE DID'S. OTHERWISE, CHOOSE CONSTRUCTION DOCUMENTS. {DESIGN INTENT DRAWINGS} {CONSTRUCTION DOCUMENTS}.** **ACTION REQUIRED: ONLY INCLUDE IF AN APPROVED SPACE LAYOUT WAS NOT PROVIDED AS PART OF THE INCUMBENT'S OFFER.**
- D. The swing space must have a space layout which allows the Government to function efficiently during renovation of final Space, as determined by the LCO.
- E. Unless otherwise specified herein, the swing space must comply with all standards and specifications as outlined within the Lease **XX-XXX-XXXXX**, **ACTION REQUIRED: INPUT CURRENTLY EFFECTIVE LEASE NUMBER**, and the Lessor must continue to provide all services and utilities as outlined under this Lease. Access to common areas, including, but not limited to lobbies, elevators, stairways and restrooms must be maintained at all times.
- F. Ten (10) Working Days prior to the completion of the swing space, the Lessor must issue written notice to the Government to schedule the inspection of the swing space for acceptance. The Government must accept the swing space once it is substantially complete, and a Certificate of Occupancy (C of O) has been issued.
- G. The Government must pay rent during renovation in accordance with Lease **XX-XXX-XXXXX** **ACTION REQUIRED: INPUT CURRENTLY EFFECTIVE LEASE NUMBER** and must not pay additional rent for the swing space.
1. Except as otherwise noted, all costs associated with implementing the swing space plan must be at the Lessor's expense, including, but not limited to, the following swing space costs:
 - a. The cost to build-out the swing space including, but not limited to, electrical wiring, data cable, security system installation, and partitioning;
 - b. The cost to move office furniture and equipment;
 - c. The cost to balance the HVAC system;
 - d. The cost to store and move all furniture or equipment that cannot be housed in swing space; and
 - e. All permitting and certificate of occupancy costs, if applicable.

2. The Government must be responsible for the cost of moving each employee (including contractor personnel) **one time only**, from the swing space(s) to the final Space. The Lessor must be responsible for the cost of all moves in excess of one move per employee.

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Document Change History	
Template Date	Description of change
FEB 2026	Newly created exhibit to supplement streamlined changes to R100. Updates to change "shall" to "must."
MAY 2026	<ol style="list-style-type: none"> 1) Update blue instructional text to correct reference to RLP Exhibit for Swing Space and organizational change to Office of General Counsel. 2) Update lease numbering nomenclature to LSSXXXXX, as defined ss = 2 letter state abbreviation to identify the state where the lease is located, xxxxx = 5 digit number assigned by the acquisition service, from the legacy nomenclature of GS-rrP-Lssxxxx, as defined as follows: GS = General Services Administration, rr = GSA Region (using 2 digit number format), P = PBS, representing the acquisition service that awards the lease contract, L = Lease contract, ss = 2 letter state abbreviation to identify the state where the lease is located, xxxxx = 5 digit number assigned by the acquisition service.