AGENCY SPECIFIC REQUIREMENTS
GEORGETOWN, SUSSEX COUNTY, DELAWARE

The Agency Specific Requirements (ASRs) do not reduce the minimum requirements contained within the Lease. These ASRs provides specific agency requirements, which may be complementary, more specific, or more stringent than those of the Lease minimum requirements. To the extent the contents of these ASRs conflict with the contents of the Lease, the more stringent requirement shall apply.

SECTION 1 ROOM SCHEDULE AND DESCRIPTION AND PARKING REQUIREMENTS

1.01 DEFINITIONS

A. "*USDA Service Center*" shall be defined as Farm Service Agency (FSA) and Natural Resources Conservation Service (NRCS).

B. "*NRCS Fit Out Space*", "*NRCS Space*", or "*Other*" may be used interchangeably in all documents and refer to unrenovated or untouched space intended for future tenant fit-out."

C. "*USDA Shared Spaces*" shall be defined as breakroom, wellness/lactation room, mudroom, and Major Land Resource Area (MRLA Laboratory. The cost for these Shared Spaces shall be included in the USDA Service Center layout and rental.

D. "*Common Service Areas*" shall be defined as restrooms, lobbies, mechanical, janitorial and common area circulation, and shall be accessible to all tenants in the building.

1.02 ROOM SCHEDULE

A. Contiguous and continuous space on the first floor is preferred. If space above or below ground level (grade), the space shall be contiguous and continuous in the building and a minimum of one (1) elevator meeting ABAAS is required and two (2) means of egress, preferably on opposite sides of the building, and in accordance with local and state code.

B. NRCS Staff numbers might reflect non-USDA partners where NRCS provides workspace to partners through agreement. Where non-USDA partners are present, joint signage reflecting both USDA agencies and NRCS non-USDA partner ("NRCS Space") presence shall be provided upon request from the USDA on site as shared, joint signage, with the requirements specified in the USDA Signage Exhibit.

C. The following spaces in these approximate sizes shall be provided by the Lessor:

USDA Service Center

	FSA	NRCS	RD	CEC	FBC	OTHER	
TOTAL USE PERSONNEL	12	15.5					27.5
SPACE TYPES							**TOTAL SQ FT**
Private Offices (+/- 120 SF each)	240	840					1,080
Open Workstations (+/- 78 SF each)	702	312					1,014
Touchdown Workstations (+/- 24 SF each)	24	48					72
Open Office Circulation							2,095
Conference Room							800
Break Room							600
Reception Area							200
ADP Room							100
Consultation/ Huddle Room (Shared-by Reception)							80
Consultation/ Huddle Room (Shared-By Reception)							80
Mudroom (Adjacent to MRLA Laboratory)							400
MRLA Laboratory (Adjacent to Mudroom)							120
Storage - Secured	55	145					200
Storage - Unsecured	280	50					330
Other: Agency Conference/ Collab (Farm Loan)	80	0					80
Other: Agency Conference/ Collab (NRCS)	0	80					80
Total Agency SF	**3,224**	**4,192**					
						Minimum ABOA (Space used by USDA Only);	7,332
						Maximum ABOA (Space used by USDA Only):	7,698
						Maximum RSF (Rentable Square Footage includes common area such as bathrooms, utilities rooms, vestibules, and other space shared with non-USDA tenants):	8,431

**SF above are approximate values only and may be rounded. Lessor is responsible for ensuring that minimum/maximum square foot requirements can be met or made to meet within the offered space.*

NRCS Fit Out Space

	FSA	NRCS	RD	CEC	FBC	OTHER	
TOTAL USE PERSONNEL						16	16
SPACE TYPES							**TOTAL SQ FT**
Private Offices (+/- 120 SF each)						1,920	1,920
Open Office Circulation						908	908
Other: NRCS Conference Room (Combined with USDA SC)						300	300
Other: NRCS Reception						50	50
Total Agency SF						**3,178**	
						Minimum ABOA;	3,178
						Maximum ABOA:	3,337
Maximum RSF (Rentable Square Footage includes common area such as bathrooms, utilities rooms, vestibules, and other space shared with non-USDA tenants):							3,655

**SF above are approximate values only and may be rounded. Lessor is responsible for ensuring that minimum/maximum square foot requirements can be met or made to meet within the offered space.*

Private Offices (+/- 120 SF Each). Private offices shall be located immediately adjacent to the open office area.

- **2** Private offices for FSA
- **7** Private offices for NRCS
- Private offices for NRCS Fit-Out Space will be negotiated directly with the Lessor.

Open Workstations Space (Guest Seated or Customer-Facing). All open workstations shall be contiguous for the agency and shall not be divided.

- **13** Guest Seated (or Customer-Facing) Workstations (+/- 78 SF Each)
  - **9** for FSA
  - **4** for NRCS
  - Open workstations for NRCS Fit-Out Space will be negotiated directly with the Lessor
- ~~**0** Non-Guest Seated Workstations (+/- 48 SF Each)~~
  - ~~**0** for FSA~~
  - ~~**0** for NRCS~~
  - ~~Open workstations for NRCS Fit-Out Space will be negotiated directly with the Lessor~~
- **3** Touchdown Workstations (+/- 24 SF Each)
  - **1** for FSA
  - **2** for NRCS
  - Touchdown workstations for NRCS Fit-Out Space will be negotiated directly with the Lessor

Filing Cabinets: File cabinets may be located within the open office area, secured file storage, or partially in the open office area and in secured file storage. The values below are approximate with final counts/type and placement/location to be determined during design.

- FSA
  - **89** vertical filing cabinets, highest cabinet is **68**' high.
  - **1** of lateral filing cabinets
  - **2** of fire safes, dimensions (**31"** x **17"** x **57"**)
- NRCS
  - **63** vertical filing cabinets, highest cabinet is **72**' high
  - **0** of lateral filing cabinets
  - **0** of fire safes, dimensions (**0**' x **0**' x **0**')
- File cabinet quantities and sizes for NRCS Fit-Out Space will be negotiated directly with the Lessor.

Restrooms: Unless specifically called out in the table above as "USDA Dedicated Restroom" in the ABOA SF, restrooms shall be common shared spaces and incorporated into the agency RSF calculation. Refer to Lease Section 3 for restroom fixture requirements.

1.03 PARKING SCHEDULE

- Government Official Vehicle (GOV) Surface/ Outside Reserved Parking Spaces – 6 + 4 for Government Fleet
- Producer/ Visitor Surface/ Outside Reserved Parking – 26
- Employee Surface/ Outside Non-Reserved Parking Spaces – 44
- Ware Yard Space – 5,000 SF Secured (See Section 4.08 and 4.09 of this EXHIBIT B for additional information.)

SECTION 2 CONCEPT DESIGN, ROOM DESCRIPTIONS AND FINISHES

2.01 ADJACENCIES REQUIREMENTS

A. The concept design attached as **ADDENDUM 1 TO EXHIBIT B**, to be superseded by pending approved Design Intent Drawings (DIDs) is a rough representation of the layout needed for this Space. It depicts the USDA's preferred adjacencies and general locations for space functions.

B. The concept may not align with the ABOA SF and RSF described in Section 1 and should not be relied upon by the Lessor for space measurements purposes.

C. The Lessor is responsible for using the room schedules in Section 1 of these ASRs and this concept design (Addendum 1) to adapt the Governments requirement to proposed Space.

D. Specific questions regarding the concept design and layout should be directed to the Lease Contracting Officer or designee for resolution.

E. The Government shall not be responsible for errors, omissions, or assumptions made by the Lessor in the adaptation of the Government's requirements, concept design, test fit of space to the Lessor's space.

F. USDA Service Center

1. Farm Service Agency employee(s) group(s) shall be situated within the same general area of the space to facilitate effective collaboration and promote operational efficiency.
2. NRCS employee(s) group(s) shall be situated within the same general area of the space to facilitate effective collaboration and promote operational efficiency.
3. The layout of the USDA Service Center shall be designed in such a way that auditory privacy between the FSA and NRCS is provided with minimal permanent partitions and without being fully subdivided.

G. NRCS Fit-Out Space

1. NRCS Fit-Out Space reception shall be a separate, public-facing space, adjacent to common tenant lobby.
2. NRCS Fit-Out Space conference space shall be located adjacent to the USDA Service Center conference room. See paragraph 2.02.C for conference room specifications.

H. Adjacency Plan. (See Addendum 1 to EXHIBIT B)

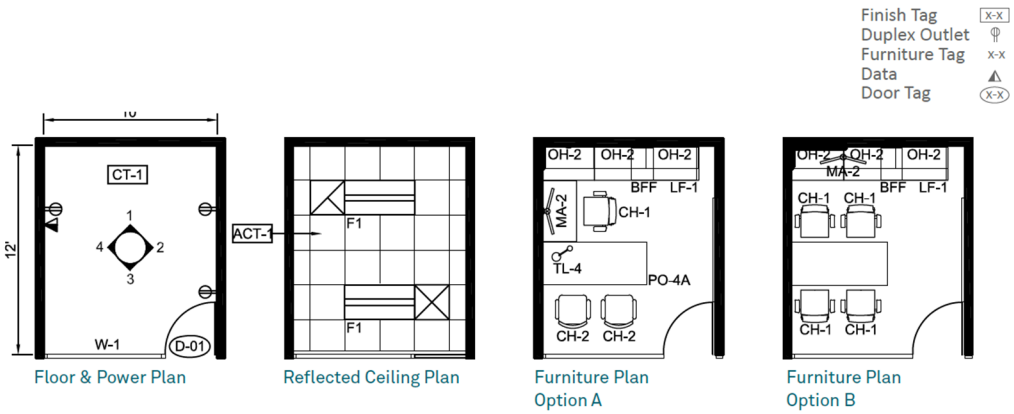
2.02 ROOM DESCRIPTIONS

A. Private Offices. Private offices shall be designed to accommodate one (1) individual seated at a desk, with space for two (2) additional seated guests. These Spaces are to be utilized by individuals who require acoustic and visual privacy for meetings and phone calls or tele/video conferencing.

1. Sound Transmission Class (STC) as specified in Lease.
2. Greater of three (3) double electrical outlets or local code.
3. Two (2) duplex telecommunication jacks, one on either side of the room.
4. Provide occupancy sensors as well as manual lighting controls.
5. Three (3) coat hooks on the wall next to the door.
6. An interior glass window with blinds shall be provided for visibility to the open office area and allow daylight to penetrate through to the open office areas while allowing the option for privacy. The size and location of the window shall be determined during design. The size and blind type, unless otherwise specified in the lease or requirements documentation shall be determined during design.

   Alternative: Glass walls meeting the STC and NIC ratings for interior partitions in the Lease, providing visibility to the open office and allowing for daylight to penetrate through, with film installed at seated height for partial privacy.
7. Key Schedule: All private offices shall be provided with an office function, individually keyed lock on the office master key. Reference Lease Section 5 for specific requirements.
8. Private offices shall have a minimum of 9'3" clear from the inside wall/ baseboard to inside wall/ baseboard to accommodate ABAAS clearances around USDA standard furniture installations.

DESIGN EXAMPLES – PRIVATE OFFICES



B. Open Office. A standard space for an individual to accomplish focused solo work and short-term collaboration work who spend most of their time at their desk. Individual workstations are provided in combination with easily accessible meeting spaces for group work and focus booths for concentration or private conversation. Pace near floor perimeter to maximize access to natural light.

1. This is open-plan office space where system (cubicle) furniture will be installed by the USDA in combination with touchdown stations as specified in Section 1.

   a. Lessor shall ensure electrical and data connections are available to be hard wired to the USDA's planned systems furniture, and that additional power and data are available throughout to support office space uses, such as touch down stations, printer or plotter locations (final locations of printers and plotters to be coordinated with USDA during design), and occasional convenience outlets for office activities and ease of use for janitorial equipment power.

   b. Lessor is responsible for providing an electrician to undertake or assist with the furniture installation connections of power and data to the systems furniture.

   c. Data and electrical for systems furniture shall be provided via ceiling drops (i.e. power poles) or wall connections with junction boxes prepared for USDA systems furniture whip connections. Floor boxes for provision of power and data to systems furniture may only be considered with prior written approval of the USDA LCO.

2. Coordinate locations of Wireless Access Points with USDA OCIO (IT), final quantity of locations to be determined during design by USDA OCIO based upon size and efficiency of the space layout. Provide CAT-6 data connection with face plate and RJ-45 connector in the ceiling at each location indicated for a Wireless Access Point during design.

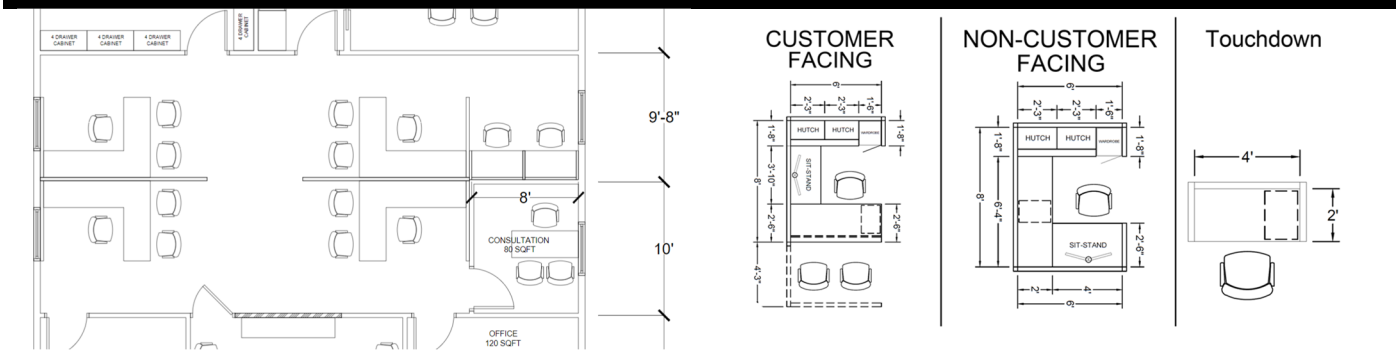
3. Flooring design load shall be able to accommodate storage for USDA lockable filing cabinets.

4. USDA is locating **4-5** standard multi-functional (MFD) printer / copier devices within the open office area, and **1-2** postage meters. The Lessor shall coordinate these locations during design and ensure that each location is provided with power and data for MFD and postage meter functionality.

5. USDA is locating **1** engineering plotter within the open office area. Plotter size will be provided during design. Plotter requires walking clearances around three sides and the fourth size located against a wall. The Lessor shall coordinate this location during design and ensure that each location is provided with power and data for plotter functionality.

6. See workstation and touchdown station standard dimensions and options below.

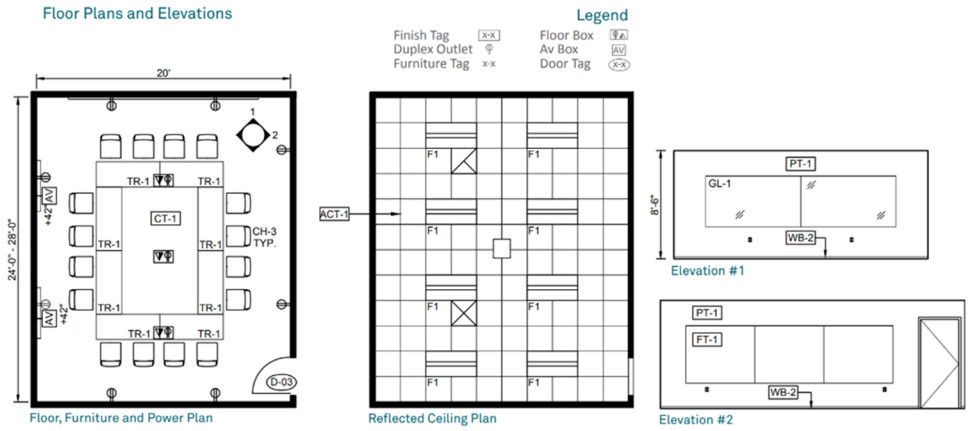
DESIGN EXAMPLES – OPEN OFFICES



C. Conference Room/ Training Room. Meeting rooms for 15-20 people for large meetings, tele /videoconferencing, as well as presentations. Locate centrally within the office and adjacent to the reception/service desk to provide immediate access for invited guests. Ideally, locate close to the break area for convenience for invited guests. Consider locating doors off the open office area for acoustic privacy. Provide access to daylight when possible.

1. Sound Transmission Class (STC) as specified in Lease.
2. Provide the greater of eight (8) double electrical outlets along the walls, or local code.
3. Five (5) telecommunication floor boxes (three (3) in USDA Service Center space and two (2) in USDA/NRCS Partner Space), providing (10) data jacks and (10) outlets through the floor. An alternate design with (3) floor box may be considered with written approval by the LCO for layout efficiency purposes, but quantity of floor boxes shall not impact the total quantity of provided data jacks and power outlets.
4. Lessor shall provide data jack and audio-visual (A/V) connection for installation of a wall mounted Government-provided televisions to use for presentations. Lessor is responsible for maintenance of connections/wiring and data jack, but television is the property of USDA and is to be installed and maintained by USDA. Lessor shall also provide connectivity for Government-provided ceiling-mounted LCD projector and a fully-recessed electronic projection screen.
5. Provide individual HVAC controls in each room.
6. Provide six (6) coat hooks on the wall next to the door.
7. Provide occupancy sensors as well as manual lighting controls.
8. Flooring, wall coverings, and window coverings according to Lease.
9. Movable walls or pivoting doors between USDA Service Center and NRCS Space conference/training rooms to increase flexibility and access to open areas. Where practicable, Sound Transmission Class (STC) as specified in Lease shall apply. Lessor shall coordinate finishes with the Government and the NRCS Partner.
10. Keying/ Door Hardware requirements: Provide storage function cipher lock with individual and Master Key with turn-thumbed lock and keyed override. Door shall be self-closing.

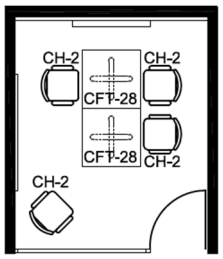
DESIGN EXAMPLES – TRAINING ROOM



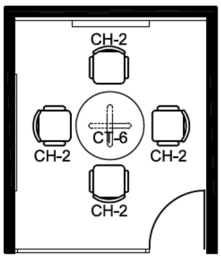
D. Consultation/ Huddle Room. Consultation/ Huddle rooms shall be designed to seat up to 4 individuals for hosting small meetings, phone calls, tele/video conferencing, or for individual working. The consultation room shall be accessible to producers and non-government visitors without going through the secure government area. When possible, provide access to natural daylight. Interior glass window with blinds to provide visibility to the open office and allow daylight to penetrate through. Provide film at seated height for partial privacy.

1. Sound Transmission Class (STC) as specified in Lease.
2. Greater of five (5) double electrical outlets or local code.
3. Lessor shall provide data jack and audio-visual (A/V) connection for installation of a wall mounted television to use for presentations. Lessor is responsible for maintenance of connections/wiring and data jack, but television is the property of USDA and is to be installed and maintained by USDA.
4. Two (2) telecommunication outlet.
5. Provide occupancy sensors as well as manual lighting controls.
6. Three (3) coat hooks on the wall next to the door.
7. Flooring, wall coverings, and window coverings according to Lease.
8. Keying / Door Hardware requirements: Provide storage function cipher lock with individually keyed override. Door shall be self-closing.

DESIGN EXAMPLES – CONSULTATION/ HUDDLE ROOM



Furniture Plan
Option A

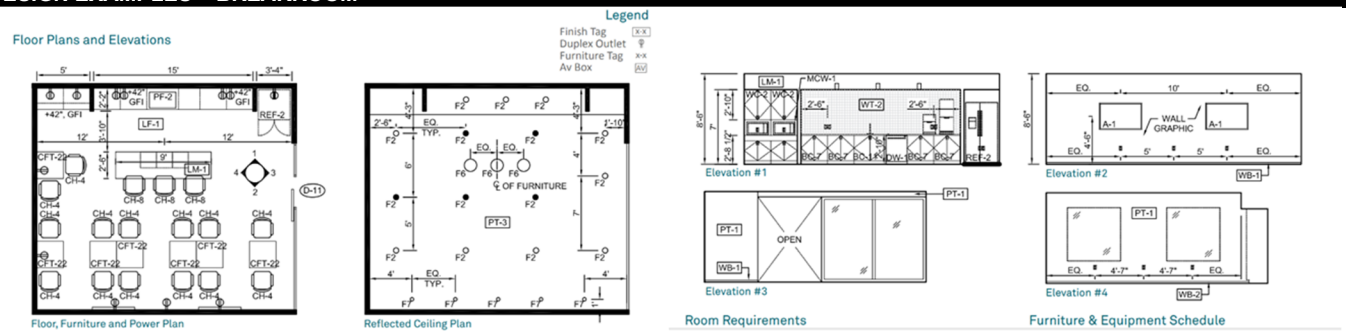


Furniture Plan
Option B

E. Breakroom. An enclosed or semi-private space to serve as designation for refreshment. The space is provisioned to support food preparation and storage, coffee machines and trash and recycling bins. Seated area shall be provided for socialization. Space shall be centrally located and adjacent to the conference room. Some enclosure is necessary to reduce transmission of noise and smells into the workplace. Where there is a glass window, blinds shall be provided to limit visibility from the outside looking in while allowing for daylight to penetrate through.

1. Sound Transmission Class (STC) as specified in Lease.
2. Provide the greater of **eight (8)** double electrical outlets or the number of outlets required by local code, in addition to the outlets required for refrigerator/freezer and microwave. Outlets shall be provided at counter per local code. Ensure outlet design includes GFCI outlets as required by state and local codes.
3. **TEN (10)** coat hooks on the wall next to the door.
4. Provide occupancy sensors as well as manual lighting controls.
5. Include waste, compost and recycling bins (according to lease).
6. Flooring, wall coverings and window coverings according to lease.
7. Where moisture or water (such as behind sinks) is present, a splash-guard or moisture resistant wall covering shall be installed and shall coordinate with other room finishes.
8. Cabinets and Countertops:
   a. Provide standard modular cabinet sizing.
   b. Provide a minimum of ten-feet (10’0”) of counter with base and overhead cabinets. The countertop shall be cut-out to accommodate a sink.
   c. Countertop with backsplash shall be of a standard depth to match the cabinets. Finish shall coordinate with cabinets and finish colors.
9. Appliances. Lessor shall provide, install, and maintain as part of operations and maintenance of the Premises, the appliances below. The Lessor shall retain ownership of these items, and associated costs shall be included in Operating Expenses on the form Lessor’s Annual Cost Statement, GSA Form 1217.
   a. **THREE (3)** breakroom refrigerators with freezer (at least 18 cubic foot in size), Energy Star® and ADA compliant. (Example: GE Profile Energy Star® ADA compliant top freezer (or equal). May be stainless steel, white, or black to correspond with finishes.
   b. **TWO (2)** breakroom countertop microwave ovens (2.2 cubic foot minimum in size). (Example: GE Profile or equal). May be stainless steel, white, or black to correspond with finishes.
10. Plumbing (may include, but is not limited to):
    a. The Lessor shall provide and install a garbage disposal unit in the kitchen sink at the Premises. The garbage disposal unit shall be of a size and capacity suitable for typical commercial use and comply with all applicable local building and plumbing codes.
    b. The Lessor shall install a dedicated cold-water line with shutoff valve for the connection of a two (2) plumbed coffee makers in the breakroom. The location of the shutoff valves and plumbing lines shall be in a logical location to ensure convenient access to proper placement for the coffee maker.
    c. The Lessor shall install an ADA compliant single-bowl or double compartment sink, undermount stainless steel in the breakroom. The sink shall be large enough to accommodate handwashing of mugs, dishes, and utensils typically used during break periods. The dimensions of the sink shall be selected to ensure a minimum basin depth and bowl size that allows for submerging a standard coffee mug or dish.
    d. The Lessor shall provide and maintain a breakroom faucet equipped with hot and cold running water. The faucet shall include a retractable hand-held spray option designed to facilitate cleaning and rinsing of dishes, utensils, and the sink area. The installation shall comply with all applicable building codes, health, and safety standards. The Lessor shall ensure the faucet remains in good working order throughout the term of the lease, performing all necessary repairs or replacements.
11. Keying/ Door Hardware requirements: Provide office function, individually keyed lock on USDA suite master key.

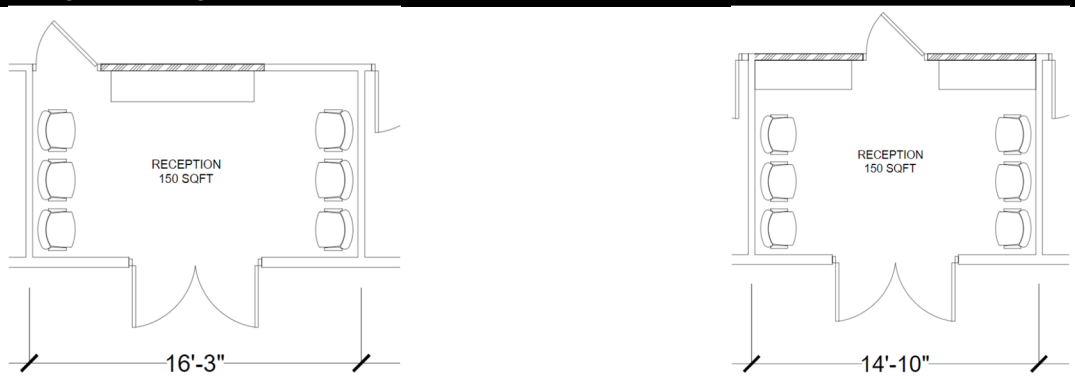
DESIGN EXAMPLES – BREAKROOM



F. Reception Area. The reception area serves as a welcoming space for both employees and guests. It serves as a buffer zone between public and private areas within the office. The reception counter shall be located adjacent to the main entrance or elevator lobby.

1. This area shall display USDA branding and identity. Lessor shall provide blocking for USDA bulletin board installation; location(s) to be determined during design.
2. The lobby/reception shall be located adjacent to the building entry and/or elevator lobby. The lobby/reception shall be adjacent to at lease one (1) meeting or conference room. Refer to Section 5 of this ASR EXHIBIT for appropriate security countermeasures.
3. Sound Transmission Class (STC) as specified in Lease.
4. Electrical outlets according to local code.
5. Provide one (1) duplex data outlet to and adjacent power outlets to accommodate planned kiosks; location(s) to be determined during design.
6. Provide power and data hookups with universal ceiling mount for ceiling mounted television monitor display.
7. Provide power and data ports along the inside (USDA-suite facing side) of the customer service counter and window.
8. Provide hard surface, slip-resistant flooring.
9. Keying/ Door Hardware requirements:
   a. Perimeter door locks must be either electronic access control, high security cipher, or high-security mechanical locks, preferably with a dead-bolt. Cipher locks are highly encouraged to avoid the need to issue keys.
   b. On door between the reception area and the USDA-internal office area, provide storeroom function cipher lock with key override on Masterkey with rest of the USDA suite. The Door shall be self-closing.
10. See Physical Security Requirements in Section 5 of this ASR for additional information regarding counter, exterior door keying, and sightline design requirements.
11. Ensure a minimum of one (1) workstation per agency is located within line of sight of the customer counter/ window(s) to allow for a staffed reception area. The final location will be determined during design.
12. The Lessor shall provide, install, and maintain a doorbell system with one (1) doorbell for each USDA agency housed on-site, with the doorbell annunciator communicating with the open office area of its dedicated agency. Signage shall be provided to direct customers to the appropriate doorbell for USDA- FSA, NRCS, etc.,

DESIGN EXAMPLES – RECEPTION



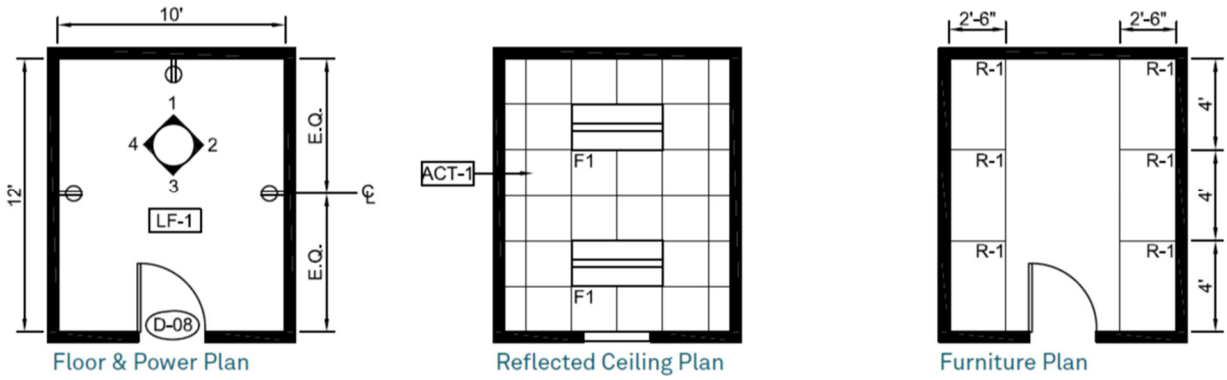
G. Secure Storage. This room is for equipment or other content that needs to be securely stored, but easily accessible within the office. Size and type of storage units will vary depending on content requirements.

1. Room shall not be accessible through the ceiling to prevent “up and over” access. Utilize slab-to-slab walls or installation of steel mesh to prevent intrusion. All walls shall be full-height walls, floor-to-deck. Where existing walls are reused during design for enclosing this room, existing

walls shall be topped off to go to deck. Alternative designs to meet this requirement would need prior, written approval from the USDA LCO before application to the project design.

2. Sound Transmission Class (STC) as specified in Lease.
3. Solid core door with door hinges installed inside the room. No windows or other openings.
4. Fire extinguisher shall be supplied, installed, and maintained by the Lessor.
5. Greater of three (3) double electrical outlets or local code.
6. Provide occupancy sensors as well as manual lighting controls.
7. Provide duplex data jacks every 10' on the walls, located opposite sides of the room, for future flexibility of function in this space.
8. Flooring and wall coverings according to Lease.
9. Keying /Entry Keying / Door Hardware requirements: Provide storeroom function cipher lock with keyed override, individually keyed and on the USDA suite Masterkey. Door shall be self-closing.

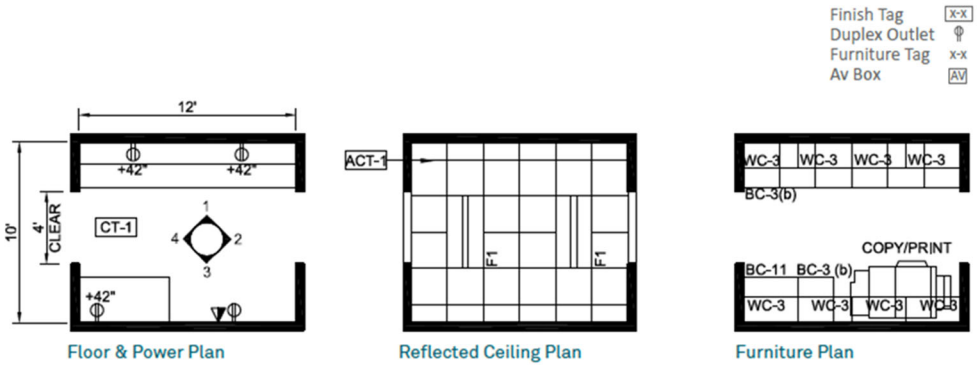
DESIGN EXAMPLES – SECURED STORAGE



H. Mail/ Copy Area. The functionality of this/ these area(s) shall support office functions such as multi-functional (MFD) printer/ copier devices, postage meters, paper and supplies, etc. and shall be centrally located to service all employees, unless not feasible due to existing building layout. The design and locations of these areas will be determined during design. The design must be accessible but should not cause acoustic disturbance.

1. Electric outlets according to local code.
2. Flooring, wall coverings and window coverings according to lease.
3. The Lessor shall provide exhaust ventilation where required by code.
4. Provide occupancy sensors as well as manual lighting controls.
5. The Lessor shall coordinate **4-5** printer / copier, and **1-2** postage meter locations and ensure access to a power outlet and a data port for each printer / copier multi-functional device (MFD) and USDA postage meter.
6. See Physical Security requirements below for additional information.

DESIGN EXAMPLES – MAIL/COPY ROOM



I. INTENTIONALLY DELETED

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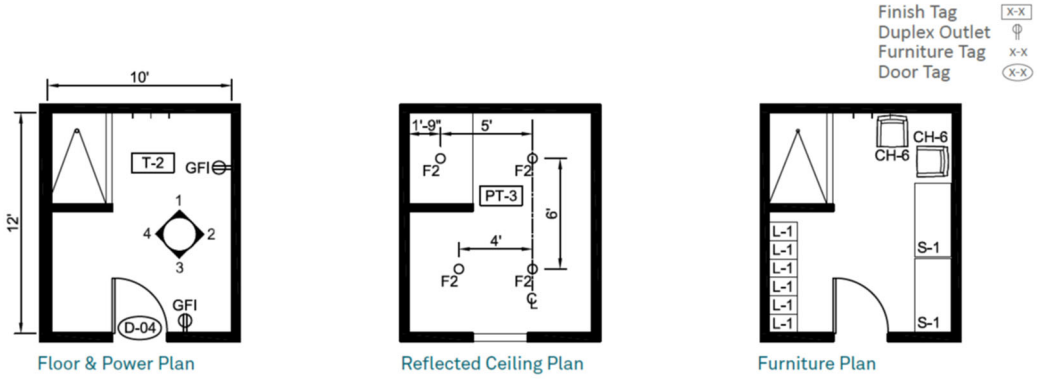
K. **Mud Room/ Shower/ Equipment Storage**: The mud room and equipment storage shall include a shower area for hygienic cleaning and decontamination of personnel and equipment and a janitorial mop sink/ service sink and commercial-grade retractable spray hose for cleaning and

washing field equipment. The room shall provide complete visual and acoustic privacy and shall be located away from open offices areas. Locate near lavatories or existing plumbing and adjacent point of entry to limit path of travel through office.

1. Sound Transmission Class rating as specified in Lease.
2. Ensure thermal comfort and visual and acoustic privacy from adjacent spaces. Space shall be fully enclosed; do not provide any transparency.
3. Provide exterior door with exterior convenience power and water connections adjacent to the mud room exterior door. Where this configuration is not possible, provide mud room directly adjacent to an exterior door with non-slip hard surface flooring for circulation to the mud room door.
4. Combined Shower and Changing Room:
   a. Privacy and Security. The space shall provide complete visual privacy through full-height partitions and a solid-core door. Each door shall include ADA-compliant privacy hardware with an external occupancy indicator (visual and tactile). Emergency override capability shall allow safe access in case of emergency
   b. Shower Construction. The shower shall include: A sloped floor with integrated drain and waterproof membrane. Walls shall be constructed of durable, non-porous, easy-to-clean material such as vinyl (FRP) or solid-surface panels. Showers shall be located within an enclosed, lockable room that meets ADA accessibility requirements and provides privacy and safe use.
   c. Ventilation. Each shower room shall have a dedicated exhaust fan with a timer or humidity sensor, separate from the light circuit, for proper moisture control.
   d. Changing Area. Fully enclosed, ADA-compliant changing space with floor-ceiling partitions and solid core door with sweeps and seals to prevent visibility through gaps. Provide dual-circuit lighting controls (ambient and task) with individual switches or occupancy sensors inside the room, ensuring minimum 20 fc and average 50 fc illumination. Include ADA-compliant grab bars, mirror, bench, and coat hooks. Provide at least one GFCI-protected duplex outlet mounted between 15"–48" AFF. Install tactile and visual signage indicating "Changing Room" per ADA signage guidelines.
5. Commercial-grade retractable spray hose: Provide faucet with threaded end for hose connection. Water supply and drainage required. Hot water required.
6. Electrical outlets per local code.
7. Provide three (3) coat hooks on the wall next to the door.
8. Provide occupancy sensors, as well as manual lighting controls.
9. Provide exhaust to dissipate humidity.
10. Provide non-slip floors. Wall coverings, and window coverings according to Lease.
11. Provide exterior entry door with cipher lock and individually keyed override, on the USDA suite master key.
12. Keying / Door Hardware requirements Provide office-function with occupancy indicator, individually keyed lock on USDA suite master key for the mud room door, with the key side of the lock facing the interior of the mud room to prevent unrestricted entry through the exterior door into the open office space, if access is gained through the cipher lock.

DESIGN EXAMPLES – MUDROOM



L. INTENTIONALLY DELETED

2.03 FINISHES

The following finishes shall apply throughout the USDA space, unless otherwise noted.

A. Flooring.

1. Carpet tile **All spaces except the ADP room, and those rooms noted for hard surface and anti-slip hard surface flooring below.
2. Hard surface flooring, commercial grade phthalate free Luxury Vinyl Tile, 2.5mm minimum thickness, Tarkett or equivalent. **Entryways, reception, breakroom, storage, corridors.

3. Hard-surface flooring for restrooms, shower/mudroom areas, and laboratory use, shall be commercial-grade, non-porous, water-resistant, slip-resistant, and sealed or heat-welded seams and an integral cove base to ensure durability, hygiene, and cleanability.

4. ADP (Server) Room Flooring shall be in accordance with the ADP and Wiring Guidelines Exhibit. Roppe ESD vinyl static control tile or equivalent.

B. Baseboard. 4" Vinyl or rubber – provide coved base for hard surface areas and straight base for carpeted floor. Phthalate free Roppe or equivalent.

C. Casework. Commercial-grade casework for the breakroom, kitchen, built-ins, and wellness room. Cabinets shall be constructed of durable laminate (HPDL or TFL) on industrial-grade cores, with soft-close doors and drawers, heavy-duty hardware, and commercial-grade finishes for ease of cleaning and long-term durability. Casework shall comply with recognized industry standards (e.g., AWI Architectural Woodwork Standards) and be installed plumb, level, and securely anchored.

D. Counters. Durable, commercial-grade countertops in the breakroom, kitchen, built-ins, and wellness room. Countertops shall be constructed of non-porous, easy-to-clean material such as quartz or equivalent, installed level and securely anchored for long-term durability and daily office use.

E. Paint. A minimum of 3 coats of Low-VOC latex, commercial grade, applied in accordance with manufacturer's specifications. Provide eggshell finish in low traffic areas and satin in high traffic areas. The mud room, break room, and other "wet" areas shall be provided with semi-gloss finish.

F. Blinds. Commercial-grade window blinds with professional appearance in all areas designated by the Government. Blinds shall be durable, easy to clean, and designed to allow light control and privacy, installed level and securely anchored for daily use.

G. Drywall ceiling. Provide moisture-resistant drywall ceiling in "wet" areas with flat latex paint finish.

H. Appliances. See clause 2.02.E of EXHIBIT B.

I. Hardware. Commercial-grade cabinet hardware, including handles, pulls, hinges, and full-extension drawer slides. All hardware shall be heavy-duty, corrosion-resistant, and include soft-close functionality for doors and drawers to ensure durability and ease of use.

J. Faucets. Commercial grade faucets with hot and cold running water. In breakroom and mudroom, retractable hand-held spray. All fixtures shall be durable, easy to maintain, and installed in compliance with applicable codes and standards.

K. Wall Protection. Durable wall protection in high-traffic and impact-prone areas, such as corridors, breakrooms, mudrooms, and near equipment storage or loading zones, as designated by the Government. Protection may include corner guards, chair rails, or wall panels constructed of impact-resistant, easy-to-clean materials, installed in compliance with applicable standards.

SECTION 3 MLRA SOIL SURVEY LABORATORY AND OFFICE SPECIFICATIONS

MLRA Office must be accessible through both the front and back doors. All MRLA Soil Survey Offices (SSOs) have necessity for separate lock suites to include laboratory and locked storage.

A. Soil Survey Field Laboratory Requirements.

1. 120 square feet acoustically treated insulated interior partitioning to provide STC 50 (suggested layout provided in Figure 1, attached.
2. Provide and install a stainless-steel double bowl sink in a minimum of 6-foot-long base kitchen-type locking cabinets with countertop and sink to measure 33" x 22" x 7" with hot and cold running water and high spout clearance faucet. Provide and install a minimum 3-foot-long overhead cabinet.
3. At opposite end of sink on the fixed counter, provide and install overhead vent outlet to accommodate benchtop fume hood (see attached example, Figure 2).
4. Provide two (2) 110-volt, 20 amp dedicated circuits, each with isolated grounding with 2 duplex outlets evenly spaced above the countertop.
5. Provide one (1) each 110-volt, 20 amp dedicated circuits with 2 duplex outlets at standard floor level on walls adjacent to and opposite the sink counter.
6. Provide one (1) 220-volt, 30 amp dedicated circuit with single outlet at countertop height on wall opposite of sink.
7. Provide and install OSHA certified combination eyewash station and emergency shower adjacent to sink area, with ground drain (see attached example, Figure 3).
8. Provide and install locking doorknob on exterior door and window for secondary egress.
9. Provide and install locking doorknob on interior door that accesses MLRA Office.

Figure 1: Example of MLRA SSO Laboratory layout

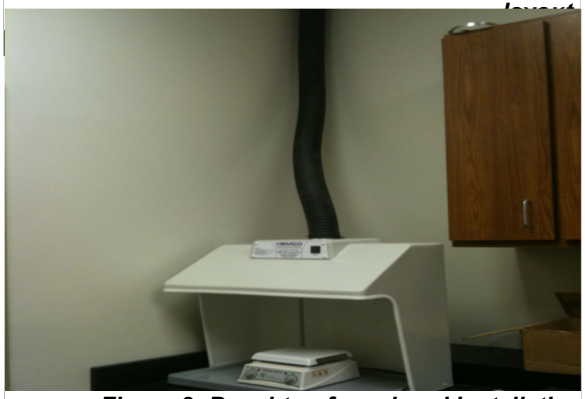


Figure 2: Benchtop fume hood installation

B. Soil Survey Equipment, Sample and Document Storage Requirements.

1. 120 square feet attached to laboratory space and accessible by a single door into the laboratory only.
2. Provide and install fixed 3/4" thick, 18" deep shelving on the shortest wall adjacent to the door opening wall (away from door area, not on wall with door installation. (See Figures 1 and 3 for examples of Laboratory layout, vent hood, and eye wash station.)

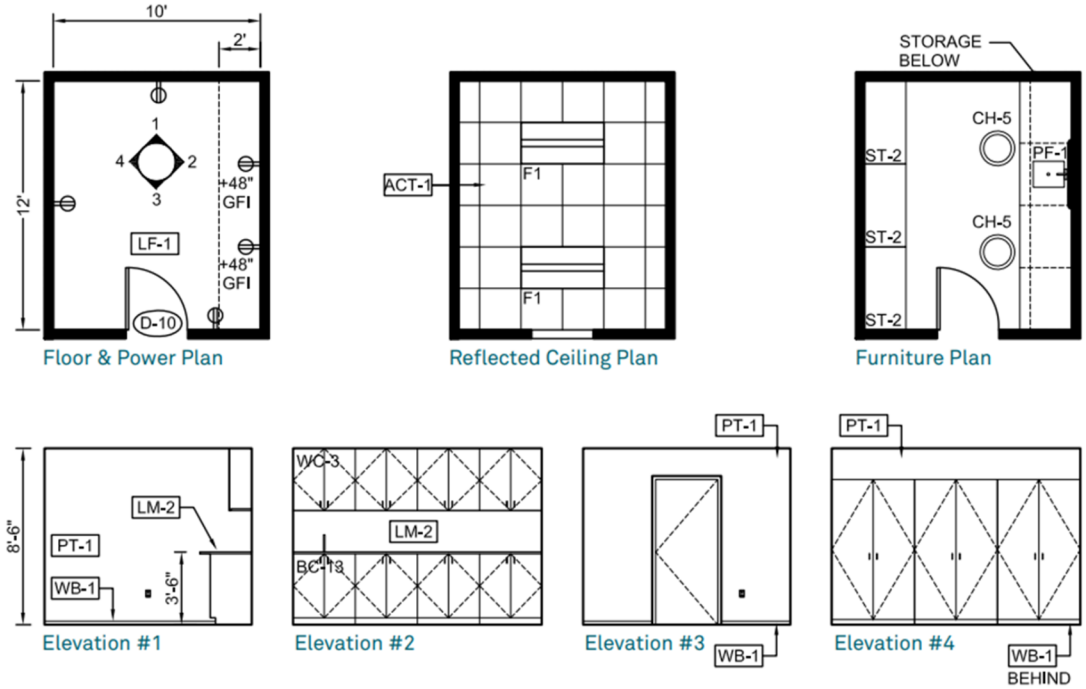
C. Lab Room.

The lab room shall be located away from the open office areas, near the core of the building. The room shall not have any openings or transparency looking into the open office area and should be acoustically separated from the rest of the office. Proper ventilation shall be provided.

1. Sound Transmission Class rating as specified in Lease.
2. Electrical outlets per local code.
3. HVAC Controls provided in Room
4. Wall mounted power outlets shall be GFI and mounted at counter height and should coordinate with the height of the counter.
5. Provide occupancy sensors, as well as manual lighting controls.
6. Laboratory-grade base cabinets, 24" wide x 30" deep x 32" high, white laminate, hardware satin chrome finish
7. Laboratory-grade upper cabinets, 36" wide x 15" deep x 34" high, white laminate, hardware satin chrome finish.
8. Counters shall be lab grade laminate. (ex. High Pressure Laminate, Arborite, Lab grade black)
9. Linoleum flooring. (ex. Forbo, Linoleum sheet, straito, grey, granite)

Figure 3: Example of combination eyewash/safety shower for laboratory

DESIGN EXAMPLES – LAB ROOM



SECTION 4 TENANT IMPROVEMENTS

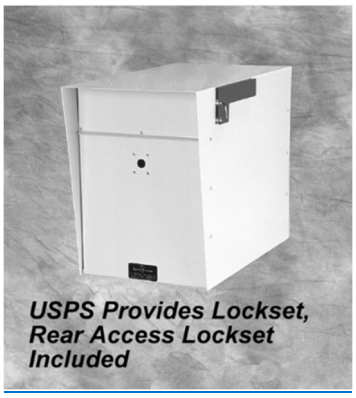
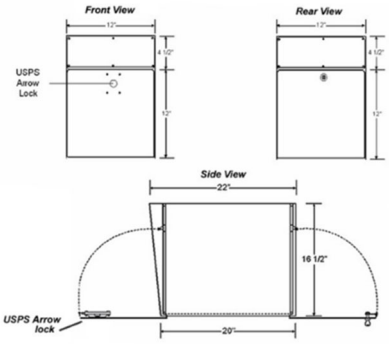
REQUIRED FEATURES NOT INCLUDED IN SHELL COSTS: For all of these items, purchase and installation should be included in the Lessor's Tenant Improvement costs and ongoing maintenance should be an Operating Cost included on GSA Form 1217.

4.01 DATA AND TELECOMMUNICATIONS REQUIREMENTS.

As outlined in the Lease, the Lessor shall install and maintain all telecommunications requirements such as development of the IT/ ADP room, CAT wiring, etc.

4.02 MAILBOXES

The Lessor shall provide, install, and maintain separate mailboxes for each USDA agency in the Premises, unless the Lessor is able to negotiate for secured in-office mail delivery and pick-up to and from the USDA with the U.S. Postal Service (USPS). The mailboxes shall be lockable and acceptable to both USDA and USPS and ADA compliant. The incoming mailboxes shall be of sufficient size to accept a single package of 9" wide x 11 ½" deep x 12" high, or a separate common oversized mailbox of that minimum size must be provided. A separate lockable outgoing mailbox capable of holding outgoing parcel of a minimum of 9" wide x 11 ½" deep x 12" high shall also be provided by Lessor. Location and design shall be approved by LCO or designated representative. The Lessor is responsible for coordinating with the USPS for approvals on mailbox design, type, locking device requirements, and location.

MAILBOX EXAMPLE 1	MAILBOX EXAMPLE 2
Interior apartment-style with hopper style collection box. This option will not fit large outbound packages to USPS. Tenant would be required to deliver large packages to the post office.	Exterior large capacity mailbox. This option will fit large outbound packages for USPS pick-up.
	
	

4.03 DEPOSITORY DROP BOX

Lessor to install and maintain an exterior locking depository drop box. Drop box should be secure and provide for the ability for receipt of documents from exterior of building without entering interior areas of the building. Location and design must be approved by the USDA Lease Contracting Officer or designated representative.

4.04 SIGNAGE

Lessor to provide, install, and maintain interior and exterior signage as outlined in the USDA Facility Signage Guide as furnished by the government.

A. The monument sign must be such that the sign is visible from both directions of traffic. Where the USDA location is in a strip mall or business campus, location of the signage in the mall / campus pylon sign is acceptable, as long as the sign is large enough to be legible and is able to comply with the USDA Signage Exhibit.

B. Sign locations and design shall be approved by LCO or designated representative prior to installation.

C. Should the location of the leased Premises not be evident to customers parking in the parking lot, the Lessor shall install and maintain directional or wayfinding signage from the parking area to the Premises.

D. Vector images of USDA lockup and logo shall be available upon request.

E. The Lessor shall confirm USDA desired text on exterior and interior signage through the submittal process prior to signage installation.

4.05 ADDITIONAL FIRE PROTECTION AND LIFE SAFETY COUNTERMEASURES

Lessor shall provide, install and maintain fire extinguishers, smoke detectors, carbon monoxide detectors, and automated external defibrillator (AED).

4.06 CIPHER LOCKS

Lessor shall provide and maintain keyless locking system/ mechanisms (i.e., cipher locks) in the following locations, all staff exterior access doors, the door between the reception room and the USDA internal open office area, the mud room exterior door, file storage doors (as many as are designed into the lease), public restrooms where restrooms are located in the common area/ otherwise acceptable by the public, and the ADP (IT Server Room) door. Cipher lock system shall provide for coded access to USDA space and shall have the following features:

A. Provide keyless entry to authorized personnel only, with keyed entry for emergency backup when the batteries expire.

B. All cipher locks shall be provided with individual keys and shall be keyed to the USDA office master key, except the ADP room door.

C. The ADP room door shall be provided with an individually keyed lock and shall not be incorporated with master key functionality.

D. Ability for local staff to change codes as needed.

E. If installed on main entry door, ability for local staff to turn off the need for a code during normal work hours.

F. Ability for local staff to lock door from exterior without having to use a physical key.

G. Provide emergency manual locking mechanism on interior door in case of security emergency.

H. Lessor will provide all maintenance and battery replacement.

I. A copy of cipher lock instruction manual provided to local staff.

J. Lessor retains ownership of system after lease termination.

4.07 INTENTIONALLY DELETED

4.08 WARE YARD

A. The ware yard shall be at least 5,000 square feet and shall be secured/ fenced.

B. The ware yard shall house **SIX (6)** reserved, on-site surface/ outside reserved spaces for Government Official Vehicles (GOVs) owned or leased on behalf of the Government or privately owned vehicles designated for official use in performance of the Government's mission. The size and configuration of the secured/ fenced parking/ ware yard shall be sufficient to allow for maneuverability without obstruction by adjacent buildings, structures, fencing and/or other tenant usage.

C. The ware yard shall have pull-through or able to accommodate turn around maneuverability.

D. ABAAS parking is required.

E. The ware yard shall be fully paved/ graveled/ striped for government official vehicles.

F. The ware yard shall be located on-site/ adjacent to the building/ in parking lot/ or in other area.

G. For ease of access of GOVs/ leased vehicles and for security purposes, the secured/ fenced parking/ ware yard shall be on-site and adjacent to the building, but not exceeding 25-walkable feet from the government employee entrance of the building, may be located on or off the parking lot/ area, shall be fenced with operable gates, and shall not obstruct or impede any pull-through requirements as per the Lease and/or any applicable municipal code.

H. INTENTIONALLY DELETED

4.09 SECURED FENCING

A. The fence shall be a minimum of 6-feet tall, topped with 1-foot high, triple-strand, barbed wire above the 6-foot fencing section. Tension wire shall be installed on both the top and bottom of the fencing. Ground anchors shall be utilized to secure the fence. Locate all posts, rails, bracing, tension wires and ground anchors on the secured/ protected side (interior) of the fence. Only minimal spacing shall be allowed between the gate and the fence posts.

B. The fencing material shall be commercial grade chain link, vinyl coated, with a minimum wire size of 6-gauge wire. Where local zoning ordinances or other local code does not allow for installation of chain link fencing, the Lessor shall identify that cost and the pertinent ordinance in their construction cost proposal **before award** for USDA to review and approve an alternate from the required fencing material.

C. The secured fencing area shall only be accessible to USDA. No other entities shall receive access rights to the secured fencing area (such as the fire department for use as fire lanes-unless required by code, waste service for dumpster / trash pickup, or utility service for meter readings).

D. The vehicle entry gate shall be installed to allow the easiest access from the road of travel. The local office shall be consulted as to the operation/flow of the gate. Provisions for snow removal shall be considered in the design (i.e. does the gate need to swing out; slide in; open in, etc., where will snow be stored); as well as any other factors unique to that location, that could impact the operation of the gate. The vehicle entry gate shall be secured with a cipher lock.

E. The size of the fence enclosure shall accommodate parking spaces to code for GOV reserved parking spaces identified in the lease, plus an additional **4** reserved parking spaces to accommodate TDY'ers/ GSA Fleet swap, etc. The secured fencing area layout shall also accommodate turnaround for vehicles where through-and-through, dual gate system is not utilized. A minimum of one (1) reserved GOV parking space shall be designed to ABAAS accessibility with an ABAAS accessible path through the pedestrian door to the ABAAS accessible facility entrance. All Government ATVs, trailers, boats, and other outdoor equipment shall fit inside with a minimum of 4-feet clearance between vehicles, and space for ingress/egress and site access for all associated trailers or other towing vehicles where equipment is not self-propelled. Adequate space shall be provided to connect a trailer/ turn around or an additional entrance/ exit may be needed.

F. The Government's exterior storage unit/shed shall be housed within the secured fencing. The Lessor shall be responsible to ensure that the exterior storage unit's location is compliant with all set-back requirements and allow space for routine maintenance access and ingress/ egress to and from the exterior storage unit without impinging upon the other parking and storage functions contained within the fenced area(s).

G. The Lessor shall supply within the path of the ABAAS access path from the GOV parking area and ABAAS compliant pedestrian gate secured with a cipher lock for keyless entry.

H. **(SHELL COST)** Exterior lighting standards per the Lease shall be met in this area (minimum of 1-foot candle throughout parking).

I. Provide, install and maintain overhead lighting at a minimum of 5-foot candles for security at the vehicular and pedestrian gates and entry lock/ device locations.

J. **(OPERATING COSTS)** Landscaping and exterior maintenance shall present a neat and professional appearance inside the fenced area as part of the lease operating costs, where landscaping is provided. Landscaping and exterior maintenance shall be evaluated by the USDA Lease Contracting Officer or designated representative for compliance with the Lease Section 6 where compliance issues are identified.

K. INTENTIONALLY DELETED

4.10 INTENTIONALLY DELETED

4.11 BOTTLE FILLING STATION REQUIREMENTS

The ADA/ABAAS height water fountain shall be replaced (if existing) or upgraded over the standard water fountain (if going in as new) to an ADA compliant stainless steel refrigerated cooler with bottle filling station. (Example: Elkay Model LZS8WSSP-W1 or equivalent.)

4.12 PARKING REQUIREMENTS

A. Reserved parking spaces shall be signed "**Government Vehicles Only**" or "**USDA Reserved**" and comply with Federal signage standards, including size, color, and reflectivity like MUTCD R7-8 signs. Parking spaces and signage must remain consistent for the duration of the lease, unless the Government provides written approval for changes.

B. The Lessor shall ensure that reserved parking spaces remain available for Government use at all times and shall enforce compliance with the designations, including preventing unauthorized vehicles from using these spaces. Enforcement actions may include signage, warnings, towing, or other measures allowed by local law.

4.13 CONSTRUCTION SUBMITTALS

The following submittals are required to be provided during the construction of Tenant Improvement:

A. Permit

B. Mailbox location and design

C. Security System (IDS) System

D. Signage Submittal

E. HVAC Test and Balance Results

F. Staff training and user manuals on:

   1. Security System

   2. Cipher Lock programming

G. Lease Administration/ Emergency Points of Contact and Procedures.

SECTION 5 SHELL COSTS

5.01 SHELL DEFINITION FOR GENERAL BUILDING USE

The building shell is defined as the complete enveloping structure, base building systems, and the finished common areas (building common and floor common) of a building that adjoin the occupant areas.

Base Building	Occupant Areas
Base structure and building enclosure components (windows with exterior finishes) are complete.	Broom-clean concrete floor slab, with a flat and level floor.
Base building mechanical, electrical and plumbing systems (e.g., central fire alarm, chiller plant, cooling tower) are complete and functional.	Gypsum wallboard, spackled and prime painted, on exterior perimeter walls and tenant demising walls, without suite entry door.
All common areas, such as lobbies, elevators, fire egress corridors and stairwells, garages, and service areas are complete. (Circulation corridors are provided as part of the base building only on multi- tenanted floors where the corridor is common to more than one tenant. On single tenant floors, only the fire egress corridor necessary to meet code is provided as part of the shell.)	Suspended acoustical ceiling system including grid and lay-in tiles (or other building standard). Lighting luminaires should be installed in the ceiling grid for an open office plan at the rate of one fixture per 80 USF.3 Lighting controls with ambient lighting adjusted per daylight availability, occupancy, vacancy, or other building automation system signals.
Building common restrooms are complete and operational.	
Building cores on each floor with assignable space contain the following: tappable domestic water riser, service sanitary drain, sanitary vent, ready for extension to tenant- demised areas. Electrical power distribution panels and circuit breakers available in an electrical closet, with capacity at 120/208 volt, 3- phase, 4-wire providing 4 watts per USF excluding lighting and HVAC. Designated connection point to the central fire alarm system for extension to tenant- demised areas. Distribution backboard within a wire closet for connection to tenant's telephone lines. Vertical conduit (empty sleeve) through building core, available for tenant wiring and cabling.	Central heating, ventilation, and air conditioning (HVAC) systems are installed and operational, including, as appropriate, main and branch lines, variable air volume boxes, dampers, flex ducts and diffusers, for open office layout. Conditioned air through medium pressure ductwork at a rate of .75 cfm per square foot of usable area is provided. Sprinkler mains and distribution piping in a protection layout (open plan) with heads turned down, concealed with an escutcheon or trim plate, are installed.

5.02 REQUIRED FEATURES TO BE INCLUDED SHELL COSTS

For all these items, purchase and installation should be included in Shell rent.

A. Shell costs for specific building assemblies are covered under Section 3 of the Lease.

B. The leased Premises must comply with accessibility requirements set forth in the Lease at the time of lease commencement and throughout the period of performance.

C. Lessor to provide an exterior area large enough for an 8-foot by 10-foot storage shed/unit at the Premises. Lessor shall note that USDA may store gasoline for ATV use, and the location of the shed/unit must meet all local building codes and required set-backs Shell/unit location to be coordinated with and approved by the USDA Lease Contracting Officer or designated representative. Shed shall be provided with a roll-up door to accommodate ATV and equipment entrances. Shed appearance shall match the overall appearance and design of the location, maintaining a professional appearance.

D. Parking lot requirements: All USDA parking areas shall be paved or asphalt, or other hard surface pavement such as pervious paving to be approved as an alternate in writing by the USDA Lease Contracting Officer or designated representative. All drives and access roads leading into the USDA parking area from the main road shall be paved or asphalt. All USDA parking spaces shall be freshly striped.

   a. The Lessor shall maintain the parking lot and parking lot signage in good/ like-new condition throughout the term of the lease as part of operations and maintenance of the Premises, up to and including milling and paving will be required where patching/repairs are not sufficient.

   b. Unique Parking Requirements: Pull-through parking for **2** grain haulers/ semi-length farm vehicles. All designated pull-through parking spaces shall be designed to accommodate the unobstructed entry and exit of large farm vehicles and trucks. This includes:

   c. Maneuverability: Sufficient space to allow for turning movements within the parking space itself, eliminating the need for backing up.

   d. Entrance and Driveways: Wide enough to accommodate the turning radius the turning radius of large vehicles ensuring smooth traffic flow throughout the site.

   e. Clearance: Free from obstructions both overhead (no low-hanging structures) and on the ground (no posts, curbs, or other obstacles) in both the front and rear of the parking space. This facilitates easy entry and exit for large vehicles.

   f. Paved road access to accommodate a loaded semi-truck and trailer is estimated at 80,000 pounds while a dual-wheeled truck and loaded livestock trailer is estimated at 50,000 pounds.

SECTION 6 PHYSICAL SECURITY REQUIREMENTS

In addition to the specifications set forth in Section 7.01 of the Lease, the Lessor is required to install the necessary improvements to meet the below requirements. Costs associated with the purchase and installation of improvements are considered Tenant Improvements (TI) and should be reflected in the Tenant Improvements Costs Summary (TICS) table. Costs to operate and maintain these improvements are considered operating expenses and should be reflected in the Lessor's Annual Cost Statement (GSA Form 1217).

A. **Hardened Customer Service Counter:**

1. A Hardened Customer Service Counter (installed in drywall or other permanent wall construction) with a lockable sliding glass Service Window shall be installed to separate the public lobby area from employee workspace. Counters shall be provided for each USDA agency and non-USDA partner site. It shall be designed in a way that customers cannot access USDA space (on the other side of the counter) unless permitted entry through a locked door.

2. This counter shall be a hardened barrier that requires employees to enter through a locked door to enter from the public side of the counter into USDA employee space. The door shall be self-closing, shall have a cipher lock with keyed override on the USDA suite Masterkey, and remain secured at all times. The counter shall be 42" to 48'' high but must also have a lower ABAAS/ADA height counter area to account for an Architectural Barriers Act Accessibility Standard (ABAAS) Compliance area.

2. The service window and counter shall be installed the full width of the interface between the reception area and the USDA open office space, less that space required for a locking door with ADA required door pull clearance. The service window shall be provided with operable, lockable pass-throughs to allow for customer service interactions at both the higher height counter and the ADA/ABAAS height counter portions.

3. Lessor shall provide built-in storage/ space for USDA supplied and installed file cabinets) below the counter on the USDA internal side of the customer service counter. Undercounter storage shall be determined during design.

4. Lessor shall supply glazing for visual inspection of visitors in the reception area with maximum sight lines from the open office spaces either through door lights or interior windows with blinds.

5. All glazing supplied in the reception area shall be shatter-proof laminated glass with 3-5mm of impact-resistant film.

6. In limited circumstances, offices can also elect to keep the main customer entrance door secured at all times and have a buzzer or intercom installed at the secure door to communicate with visitors. In this configuration, a hardened customer service counter is not required since the office is secure.

B. **Entrance Door Chime:** An entrance door chime shall be installed on the main/customer entrance to notify employees when a visitor enters the facility to increase employee situational awareness. The chime shall be supplied with remote annunciators to be located in each USDA agency area and non-agency partner areas open office space on site to ensure that all agencies in the office receive the notification.

C. **Duress/Panic Buttons:**

1. All **USDA** Main Entrance/Reception areas shall have a duress/panic alarm installed. Additional duress/panic buttons shall be placed in all areas that employees routinely service customers. Duress buttons shall be wireless. Anticipate a minimum of **8**, but final quantity shall be confirmed with USDA Security during design based upon the efficiency and layout of the space.

2. These alarms shall be tied to the IDS system to ensure annunciation to a monitoring service (i.e., 911, local police station, or approved 3rd party monitoring service).

D. **Intrusion Detection System (IDS) Coverage and Monitoring:** The Lessor shall design, install and maintain an Intrusion Detection System (IDS) consisting of door contacts for all perimeter entry and exit doors to USDA space; magnetic contacts for operable ground floor windows, acoustic glass break detectors for glass doors, doors with glass windows, or ground level windows; passive infrared motion sensors (if needed). In the open office spaces, an alarm keypad (one needed per office suite); and an auto-dialer for alarms to annunciate to a monitoring service for after-hours monitoring.

E. **Main/Customer Entrance Emergency Lockdown:** A locking device is required on the main/customer entrance that will easily allow for locking/**unlocking** the door in emergencies. To support an emergency lockdown, a thumb turn deadbolt, or some other device shall be installed on the main entrance door so the door can be locked immediately in an emergency.

F. **Space Compartmentalization - False Ceiling:** Any suspended (false) ceilings that lead into USDA-FPAC space from a wall in a common hallway or other tenants' space must be secured in a manner that no individual can enter USDA space undetected or unmonitored by exploiting the gap

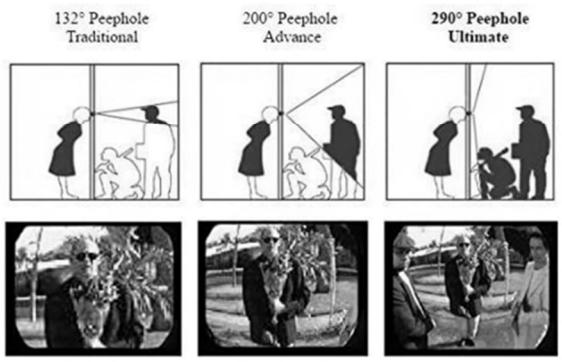
above the false ceiling wall. The preferred method of securing the space is to install “slab to slab” walls that separate the USDA space from the rest of the facility. However, installing steel fencing mesh affixed to the true ceiling and the existing walls or drywalling the open area are also acceptable. Any deviations due to unique building layouts must be discussed with USDA Security during design and approved in writing by the USDA Lease Contracting Officer.

G. **Perimeter Doors and Door Locks Leading to USDA-FPAC Space:**

1. Perimeter doors to USDA space shall be either glass storefront doors, metal high-security doors, or solid-core wood doors. Hollow core doors are not permissible.
2. Door hinges shall be located on the inside of the door (non-public side), or exposed door hinge pins must be permanently secured to prevent removal. Approved methods include tack welding or locking screws to hold pin in place. Astragals shall be supplied for all double door applications.
3. Perimeter door locks must be either electronic access control, high security cipher, or high-security mechanical locks, preferably with a dead-bolt. Cipher locks are highly encouraged to avoid the need to issue keys.
4. All exposed door locking mechanisms, except for deadbolts, must be covered by a door strike plate cover to prevent the mechanism from tampering.
5. All doors without a window, shall have a peephole installed in the door.
6. All door locks shall be rekeyed prior to USDA leasing the space and all keys must be accounted for.

H. **Emergency Exit Doors:**

1. Emergency exits doors, any doors to the exterior, and USDA suite entry doors, shall include an automatic door closer and exit hardware that is compliant with applicable life safety codes and standards. All emergency exits doors shall have signage posted on the interior side of the door stating, “Emergency Exit Only”.
2. Astragals shall be supplied on all double door applications and all exterior doors.
3. A 290-degree wide-angle door viewer shall be installed on all exit doors if an exterior window is not adjacent to the door or if it is not a glass door.



High Security New 290 Degree Peephole Wide Angle in Black Door viewer

4. Emergency Exit doors shall have no visible hardware on the exterior.

I. **Window Air-Conditioning (A/C) Unit Protection:** If window A/C units are provided as part of the USDA suite space HVAC system, they must be secured with a lockable cage or window bars in a way that prevents the window unit from being pushed in or removed.

J. **Protection of Exterior Gas Mains or Propane Tanks Adjacent to Premises:** If applicable, exposed gas mains, meters or propane tanks containing flammable or explosive gasses / liquids are located on premises near a facility façade or in a parking lot, the mains, meters, or tanks and all associated appurtenances must shall be supplied with bollards (typically yellow safety bollards) or some other barrier alternative to be approved in writing by the USDA Lease Contracting Officer (i.e., boulder crash-rated planter or boulder) around it to protect it all vulnerable parts of the system from a vehicle strike.

K. **Security of Exterior Electrical Panels and Switches:** Any exterior electrical panels located on the outside of the building or in common/public spaces shall be secured via a locking device, unless not permitted by local code. All panels that feed the USDA suite shall be located inside the USDA space or in a secured area on the interior of the building. Any deviations from this shall be approved during design in writing by the USDA Lease Contacting Officer.

L. **Public Restroom Access:** Lessor shall secure public restrooms (restrooms located in the building common area) in a manner that only facility tenants can access them and not the general public through the application of a cipher lock on either each individual restroom door or application of a cipher lock to the restroom access corridor.

M. **Fire and Carbon Monoxide Detection:** Lessor shall provide, install, and maintain appropriate amount and type of smoke and carbon monoxide detection devices in accordance with local code. Where there is no local code requirement for a carbon monoxide detector, the Lessor shall provide, install, and maintain a minimum of (1) carbon monoxide detector on the premises.

N. **Perimeter Lighting:** Ensure that the building exterior entrances/exits are illuminated to a minimum of 5 foot-candles; Sidewalks and walkways illuminated to a minimum of 3 foot-candles; and Parking lot surfaces illuminated to 1 foot-candle throughout the parking areas. Lighting must meet this standard at all times in periods of darkness. Only having motion activated lighting is not sufficient.

O. **Interior Office Doors:** Interior doors to offices, conference rooms, restrooms, and break rooms shall not be hollow core wood or any other interior residential use door. Doors shall be solid core wood or equivalent. All doors to private offices shall have door **locking** mechanism (residential use internal locks are not permitted).

P. **Landscaping:** Landscaping shall be maintained and trimmed as needed to prevent it from creating areas of concealment around the facility and parking areas. Landscaping shall not be overgrown where it impacts lighting illumination, camera views (if **applicable**), and a clear line of sight.

Q. **Janitorial and Maintenance Staff Access**. Any lessor provided maintenance/janitorial staff must undergo a Special Agreement Check (SAC) background investigation before being granted unescorted access. This check will be conducted by USDA-FPAC HSD. USDA-FPAC reserves the right to request daytime cleaning in USDA space. Due to the highly field-based nature of USDA's work at certain locations, background checks may be required even for janitorial staff who will be performing duties during daylight to ensure no disruptions to janitorial service where USDA staff may not be present for the day. SAC background checks shall be sent to the USDA local lease contact, which will then be requested by the State Office through ServiceNow, routing the ticket to Homeland Security Division.

SECTION 7 CEC SPACE (OCIO) AND ADP GUIDELINES

7.01 ADP ROOM GUIDELINES (TENANT IMPROVEMENT COSTS) – Tenant improvement costs

The Lessor shall provide, install, and maintain all tenant improvements of the ADP (IT Server) Room as required in the ADP and Wiring Guidelines EXHIBIT. This EXHIBIT covers the ADP (IT Server) Room. Demarcation Point, wiring, distribution cabling, wireless access points, fiber, LAN/WAN Voice Cabinet, and physical and security requirements.

The below information is supplemental and explanatory, to be used in addition to the ADP and Wiring Guidelines exhibit.

A. **Telecommunications Service Entrance**. The telecommunications service entrance shall be supplied with a pull string between the pole and the demarcation point to enable USDA's utility provider to pull in their new telecommunications service.

B. **Electrical Power**. New and refurbished ADP rooms shall have the ability to shut off power to a malfunctioning information system component.

C. **Plumbing**. Because of the danger of water damage, wet piping shall NOT be routed over the top of the ADP room, unless directly associated with the functions of that room (i.e. - sprinkler piping, condensate drainage, and humidifier feed piping). All room-related wet piping shall be routed to avoid running over the rack and equipment locations. Condensate piping shall be supplied with a fail-safe containment system, such as a drain pan with overflow and auto shutoff, or as required by code, whichever is more stringent.

D. **Flooring**. The flooring shall be ESD/anti-static hard surface as light in color as possible.

E. **Shared Space**. ADP rooms shall only contain OCIO equipment and other OCIO designated uses. No other uses shall be allowed within the ADP room, unless expressly permitted in writing by the USDA Lease Contracting Officer (i.e., storage, security system head end, etc.,).

F. **Patch Panel**. A modular, pass-through type patch panel is acceptable with written approval from the USDA Lease Contracting Officer.

G. **Wiring and Cabling Requirements**.

- Wiring shall enter the ADP room in an overhead configuration, taller than the server rack, to ensure overhead equipment rack connections with a minimum of stress and strain put on the wiring, and to avoid tripping hazards or other blockages of the server rack clearance space.
- Supplemental to the ADP and wiring guidelines v. 3 page 7, the lessor shall provide, install, and maintain the LAN/WAN/voice cabinet, wiring, cabling, and patch panels in the cabinet.

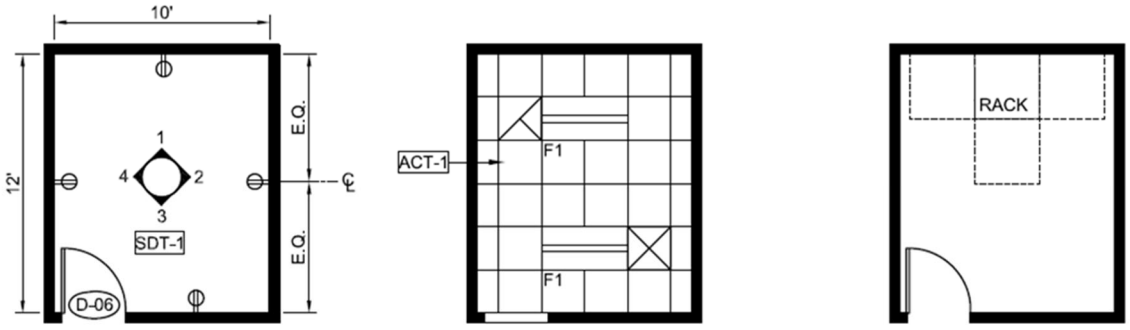
7.02 ADP/ IT SERVER ROOM

A secure, enclosed space to store the servers on site. The location shall be adjacent to building core, away from public areas, mailrooms and loading docks. Locate away from areas where water bearing pipes would be overhead. Configuration of the room shall allow a three-feet clearance around equipment.

A. All walls surrounding the ADP room shall be full height walls, floor to deck. Where existing walls are being utilized for portions of the ADP room enclosure, those walls shall be topped off to comply with the full-height wall requirement.

B. Keying/ Door Hardware requirements: provide storeroom function cipher lock with individual keyed lock override for emergency situations. This is the only keyed lock in the USDA suite that shall not be placed on the USDA suite master lock. Door shall be self-closing.

DESIGN EXAMPLES – ADP/IT SERVER ROOM



Floor & Power Plan | Reflected Ceiling Plan | Furniture Plan