

CHAPTER 110 - AGRICULTURE PROPERTY MANAGEMENT REGULATIONS
SUBCHAPTER N - PROPERTY MANAGEMENT
PART 110-52 - REGULATIONS APPLICABLE ONLY TO THE
METROPOLITAN WASHINGTON, DC AREA

Subpart 110-52.2 - General Buildings and Space Management

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**PART 110-52 - REGULATIONS APPLICABLE ONLY TO THE
METROPOLITAN WASHINGTON, D C AREA**

Subpart 110-52.2 - General Buildings and Space Management

110-52.200 Scope of Subpart.

This subpart contains regulations applicable only within the District of Columbia.

110-52.201 Lost and Found Articles.

Privately-owned articles found in departmental buildings or premises are to be delivered to the building's Security Office. Persons who lose such articles should notify the building's Security Office. If there is any reason for suspecting theft, the matter should be reported at once to the Captain of the Guards.

NOTE: This item is pending removal upon completion of Departmental Regulation (DR) 4620-3.

110-52.203 Keys.

Keys may be obtained from the Office of Operations (OO), Washington Area Service Center (WASC). Requests for keys must be submitted to WASC Repair and Alterations Branch on Form AD-311 (Speed Memo). Cost for keys will be charged to the requesting agency using a reimbursable agreement established with WASC. If keys are lost or stolen, immediately contact the Office of Security Services (OSS), Protective Operations Division.

110-52.204 Secured Areas.

Agencies requesting specific space needing security should contact the OSS, Protective Operations Division. Requests, including justification should be submitted in triplicate. The Protective Operations Division will make the appropriate security arrangements and notifications.

110-52.207 Construction and Alteration.

110-52.207-1 General.

A building permit is required for all work and relocation requests within the USDA Headquarters Complex (South and Whitten Buildings) and the George Washington Carver Center (GWCC). You will need a permit for:

- New Construction/Renovation
- Furniture Installation
- Carpet and/or Floor Covering
- Demolition
- Space Alterations
- Moves and/or Relocations
- Excess Bulk Furniture
- Supplemental Heating, Ventilation and Air Conditioning
- Alterations to Utilities
- Supplemental Plumbing
- Hazardous Materials Abatement
- Holiday Trees and Lighting

Requests for all construction and alterations required by an agency within the South and Whitten Buildings in Washington, DC will be submitted to the WASC for review and approval. All requests within the GWCC will be submitted to the Customer Service Center for approval.

110-52.207-2 Headquarters Complex.

All construction or alteration projects required by an agency within the Headquarters Complex in downtown Washington, DC, will be submitted to WASC for approval. These buildings are the Jamie L. Whitten Building, South Building, and the GWCC (Beltsville, MD). The objectives of the WASC review are to:

- (a) Coordinate present and future design and construction activities with departmental master plans.
- (b) Determine whether the project is consistent with departmental plans and policies.
- (c) Ensure that the project has no adverse impact on the building architecture and structure, or mechanical and electrical systems.
- (d) Ensure that project design complies with applicable codes, laws, and regulations.
- (e) Ensure that construction activities comply with safety regulations and are not disruptive to operations of the Department.

USDA agencies will comply with the following requirements when planning construction or alterations in the Headquarters Complex:

- (a) If the proposed project involves the acquisition of additional space or change in the classification/use of space, prior written approval from the Space Management Branch, Design and Construction Division, OO is required. A copy of the approval memo must accompany the project request.
- (b) If the proposed project requires a major new or expanded IT or telecommunications system, prior written approval by the Information Resources Division (IRD) Office of Management Services is required. A copy of the IRD approval memo must accompany the request.
- (c) If the proposed project involves the use of modular or systems furniture, mechanical, electrical, telecommunications, and architectural changes may be necessary to accommodate the furniture. When designing a project you must do the following:
 - (1) Maintain adequate air circulation. As an example, furniture or partitions must not be placed in front of coil induction units in the typical South Building office. Any disruption of air circulation will reduce the effectiveness of the HVAC system. Additional equipment and improved space utilization will increase the heat load and may result in the need for additional HVAC to maintain comfort.
 - (2) Provide accessibility to HVAC, electrical and telephone equipment for maintenance and repair.
 - (3) Provide power for each workstation and upgrade electrical service as needed.
 - (4) Provide for ceiling and lighting adjustments as needed due to new workstation locations.
 - (5) Provide for telephone and data service to each workstation.
 - (6) Comply with historic preservation principles. For example, the appearance of windows as viewed from the outside cannot be modified, and the appearance of the public corridor cannot be changed.

- (d) If the project includes cabling for telecommunications, the following requirements must be met:
 - (1) Cabling design and installation will meet the National Electrical Code and National Fire Protection Association Standards.
 - (2) The existing departmental local area network will be used.
 - (3) Cabling will not run exposed in any public areas (corridors, lobbies).
 - (4) All holes in walls, floors, and ceilings must be properly repaired and fire-stopped.

- (e) All proposed work will comply with the Historic Preservation Act of 1966 (PL 89-665), as amended, and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The Jamie L. Whitten Building and Sidney R. Yates Buildings are listed on the National Register of Historic Places, and the Agriculture Cotton Annex and South Buildings are eligible to be nominated for listing.

- (f) Along with the letter requesting approval for construction, submit a project data package to WASC prior to procurement action. The project data package must include the following:
 - (1) A location plan showing location of work site in the building, including exact room numbers.
 - (2) Construction plans (drawings or sketches), as appropriate, showing a larger scale plan of the area involved in the proposed project, sections, elevations and details of the work to be done. Plans will be clear enough to define the extent of the work, type, and quantity of materials to be used.
 - (3) Specifications establishing the quality of materials to be used, stating the installation requirements. The specifications will also include provisions for security, fire safety, daily clean-up of site, and restrictions on use of building facilities. A list of these special conditions and safety regulations will be provided by the WASC.
 - (4) A cost estimate.

- (g) All construction projects will be submitted to WASC for review and approval prior to procurement and at least two weeks prior to the start of any major construction project. Construction will not commence until written approval has been received by the requesting agency. Emergency needs will be handled on a case by case basis.

- (h) Once a project has been approved, the agency will notify WASC of the proposed start and completion dates. This will be done at least five work days in advance of the proposed start date.
- (i) The agency will be responsible for arranging a preconstruction conference with WASC, contractor, and agency representatives to discuss requirements and procedures for proper execution of construction by the contractor. This conference will be arranged at least five workdays in advance of the scheduled construction start date.
- (j) At the pre-construction conference, WASC will issue a construction permit, and necessary building passes. Limitations on construction activities will be discussed. The construction permit will be posted at a conspicuous location at the work site until completed. Any burning (i.e., soldering/welding) will require an approved burn permit be issued to the contractor by the WASC. The burn permit must also be posted in a conspicuous location at the work site along with the construction permit.
- (k) The agency will be responsible for inspecting the construction work to ensure compliance with the contract. WASC will, however, conduct periodic inspections for safety and building regulations compliance. WASC will have authority to issue a stop work order if safety and building regulations are violated, with concurrent notification to the agency contact.
- (l) All proposed revisions to the contract will be approved prior to incorporating a change in the construction.
- (m) Upon completion of the construction work, the agency will notify WASC for a joint final inspection. If the work has been completed satisfactorily with respect to building code compliance, a notice of acceptance will be issued to the agency. The agency will not occupy the space until the notice of acceptance has been issued.
- (n) At the conclusion of the construction, the agency will provide WASC with a complete set of plans and specifications showing all changes made to the original documents to reflect the as-built conditions. This information will be used to maintain a complete and current record of the building floor plans and utilities.
- (o) The agency may elect to utilize resources of OO to accomplish the design, procurement, and construction management of projects. The cost of such services will be paid by the agency. Requests for construction or alteration projects to be accomplished through WASC can be submitted by Speed Memo (AD-311) if Blanket Agreements have been established with WASC, or by reimbursable agreement (AD-672 or AD-742).

110-52.208 Acquisition by Lease.

No building or part of any building will be leased or rented in the District of Columbia for any purpose without a specific appropriation (40 U.S.C. 34). For the purpose of this regulation, the procurement of conference and meeting facilities for short terms is considered to be a service contract rather than a lease. Such facilities may be procured under that authority without regard to the above limitation.

To ensure proper utilization of existing Federal facilities, informal clearance must be obtained from GSA prior to procuring the use of conference and meeting facilities.

Subpart 110-52.3 - Assignment and Utilization of Space

110-52.300 Scope of Subpart.

This subpart contains regulations applicable to the District of Columbia (DC).

110-52.301 Space Assignments in the DC Area.

- (a) Authority and responsibility. The Director, OO is responsible for final space assignments and utilization of buildings in DC (See [DR 1620-2](#), dated May 17, 2004.)
- (b) Concessions and employee activities. All space assignments for eating facilities, concessions and employee activities in DC will be made by the Director, OO. Requests which involve the use of space for employee activities will require a statement from the Director, Human Resources Management that the assignment is essential to health, comfort or efficiency of employees and the specific services to be provided are not reasonably obtainable from nearby facilities.
- (c) Removal of wall-to-wall carpeting. Carpeting permanently installed by gluing, tacking or placed with trackless strips, will be considered as part of the room and left in place by the agency vacating the space.