

United States Census 2020

Study Plan for the 2018 End-to-End Census Test Operational Assessment Decennial Logistics Management Space Acquisition and Lease Management

Decennial Logistics Management
Integrated Project Team (IPT)

Draft Pending Final Census Bureau Executive Review and Clearance.

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I. Introduction

The 2020 Census Decennial Logistics Management Operation (DLM) coordinates space acquisition for and lease management of six Regional Census Centers (RCCs), the Puerto Rico Area Office (PRAO), and up to 250 Area Census Offices (ACOs) in collaboration with the Census Bureau’s Field Division (FLD) and the General Services Administration (GSA) (e.g. secure bids, award contracts/ leases). The other major DLM activity is in collaboration with FLD and the National Processing Center (NPC) to provide logistics management support services for the decennial census. Examples of DLM activities include but are not limited to:

- Developing a space acquisition plan and program schedule in coordination with GSA for the RCCs, PRAO, and ACOs.
- Monitoring the procurement and build-out of space (i.e., specifications, schemas, designs, etc.).
- Ensuring all office locations meet physical security requirements.
- Closeout of the offices.
- Providing logistics management support services, including procuring warehouse space, warehousing, inventory management, kit assembly, deployment of materials, and receiving and excessing materials. Services include but are not limited to:
 - Procuring and setting-up warehouse space to support RCCs, PRAO, and ACOs.
 - Provisioning RCCs, PRAO, and ACOs with office furniture, supplies, operating materials and non-IT equipment.
 - Provisioning RCC, PRAO, and ACO field staff with supplies.
 - Inventory management.
 - Kit assembly (e.g., recruiting, hiring and training kits).
 - Deploying materials to RCCs, PRAO, and ACOs.
 - Receiving and excessing remaining materials after the operation concludes.
 - Printing and shipping – NPC or external print vendor (e.g., Government Publishing Office (GPO)).

The 2018 End-to-End Census Test (2018 E2E CT) is an important opportunity for the Census Bureau to ensure an accurate count of the nation’s increasingly diverse and rapidly growing population. It is the first opportunity to apply much of what has been learned from census tests conducted throughout the decade in preparation for the nation’s once-a-decade population census. The Address Canvassing portion of the 2018 E2E CT will be held in three locations: Providence County, Rhode Island; Pierce County, Washington; and Bluefield-Beckley-Oak Hill, West Virginia. The remaining operations, including the self-response phase, will take place in Providence County, Rhode Island.

The 2018 E2E CT will be a dress rehearsal for most of the 2020 Census operations, procedures, systems, and field infrastructure to ensure there is proper integration and conformance with functional and non-functional requirements. The test also will produce prototypes of geographic

and data products. Note that the 2018 E2E CT results cannot be generalized to the entire United States.

This study plan documents how DLM’s space acquisition and lease management activities will be assessed, as guided by questions to be answered. DLM has generated a separate, companion study plan for Logistics Management Support.

II. Background

The following sections present an overview of space acquisition and lease management activities conducted during the 2010 Census and those planned for the 2018 E2E CT.

The 2010 Census

For the 2010 Census, the Census Bureau opened twelve Regional Census Centers (RCCs), the Puerto Rico Area Office, and 494 Local Census Offices (ACOs).

Planning for the 2010 Census was more complicated than for the 2000 Census due to much stricter security measures enacted for federal offices after the September 2001 terrorist attacks. The National Institutes for Standards and Technology rewrote regulations for cyber security. Field Data Collection security was increased. For example, telecommunications cable connections were required to be inside of the Census Bureau’s controlled space, or if the connections occurred outside of the Census Bureau’s space, the point of connectivity had to be securely protected, such as with a locked covering. These new regulations increased the complexity of planning the layout and the deployment of RCCs and ACOs.

For the 2010 Census, the Census Bureau collaborated with the General Services Administration (GSA) to lease space that met federal government space requirements. The Census Bureau provided GSA with the space requirements to meet office operational needs, which included electrical and logistical needs. As in the 2000 Census, coordination between GSA, the Census Bureau, and contractors to secure and build out office space on time and within budgetary constraints was critical to the program’s success.

Based on their experience in the 2000 Census, GSA knew that they would need additional resources to effectively process the huge workload increase for the 2010 Census space acquisition. GSA awarded a national contract to EQUIS, a global commercial real estate firm, to assist them with the space acquisition of 494 ACOs.

A 2010 Census requirement for ACO placement was to locate an ACO in every congressional district. Based on this requirement and operational workloads, GSA collaborated with EQUIS to solicit offers for office space in Census Bureau-defined areas of consideration. Once GSA received and negotiated an acceptable offer, the lessor and GSA signed the lease (i.e., “Lease Execution”).

At this point, Census Bureau staff worked with the lessor’s architect to prepare Design Intent Drawings (DIDs) for each office space. Subsequent construction documents (CDs) were

prepared from the DIDs to use for cost estimates and build-out of the space in accordance with the Census Bureau's requirements.

Field Division (FLD) and the Field Data Collection Automation (FDCA) contractor (Harris Corporation) staff reviewed the DIDs to ensure they reflected the correct number of telecommunications outlets, telephones, computers, and related FDCA equipment. In addition, FLD reviewed the DIDs to ensure compliance with the space requirements, the required room sizes, quantities of furniture and equipment, and the necessary electricity, security system components, door hardware, and floor coverings.

Once design work was completed, GSA and Census Bureau staff solicited and reviewed construction bids. GSA issued a Notice to Proceed (NTP) following bid acceptance for build-out to commence. When construction was completed, GSA and the Census Bureau inspected and accepted the space, regional Census Bureau staff took possession of the office keys, and the Census Bureau began paying rent. The FDCA contractor and their affiliated sub-contractors coordinated with the Census Bureau for the delivery and installation of telecommunications circuits, telecom network equipment, cabling, telephones, computers, and printers.

The RCCs were the first decennial census offices to open beginning in early 2008. The RCCs assisted with opening the Early ACOs (EACOs) within their regions during the winter of 2008 and spring of 2009. The field staff assigned to the EACOs performed the Address Canvassing operation from February through June 2009 and Group Quarters Validation from September 2009 through October 2009.

The ACOs opened between July and December 2009. The ACOs closed in stages between September 1, 2010 and November 30, 2010. RCCs underwent a reduction in size starting in June 2011, with furniture removal and eventual closing by December 30, 2011.

The 2018 End-to-End Census Test

This operational assessment will evaluate the U.S. Census Bureau's efforts to secure RCC and ACO space to conduct the 2018 E2E CT.

The Census Bureau selected the sites based on the following criteria:

- Sites in 3 or more time zones.
- Type of Enumeration Areas (TEAs) = Self Response, Update Enumerate, Military.
- Mix of urban/suburban/rural addressing.
- Mix of address types (i.e., multi-units, conversions).
- Mix of address styles (i.e., city-style, non-city-style, location description).
- Entire Mid-Sized Designated Market Areas (DMAs).
- High and low match rate for Non-ID Processing.
- Areas with low internet usage.
- Areas with high internet usage.
- Area with large multi-units.
- Area with large Housing Unit (HU) counts at basic collection unit (BCU) level.
- Area with a variety of Group Quarters types.

- Area where Verizon, Sprint, T-Mobile and ATT are not preferred cellular providers for Decennial Device as a Service (dDaaS).

Square footage for the office space is categorized based on the number of CFMs per office, as depicted below:

2018 E2E CT ACO	Overall Recommended Space Category	Low	High	Average
Beckley, WV	C	7600	7900	7750
Providence, RI	B	7000	7300	7150
Seattle, WA	B	7000	7300	7150

5 or Less CFMs	A	6300-6600 sq ft usable
6-7 CFMs	B	7000-7300 sq ft usable
8 or More CFMs	C	7700-8000 sq ft usable

DLM will evaluate the effectiveness of the space acquisition and lease management process for the procurement of both RCCs and ACOs. The DLM for the 2018 E2E CT has the added function to evaluate physical security measures for all RCCs and ACOs. This assessment will address if the operation was completed on time, within budget, and in scope. This assessment will also provide details on the overall program’s successes and weaknesses, in order to effect process improvements for the 2020 Census.

Field Division (FLD) will collaborate with GSA in conducting the design and build-out of all field offices.

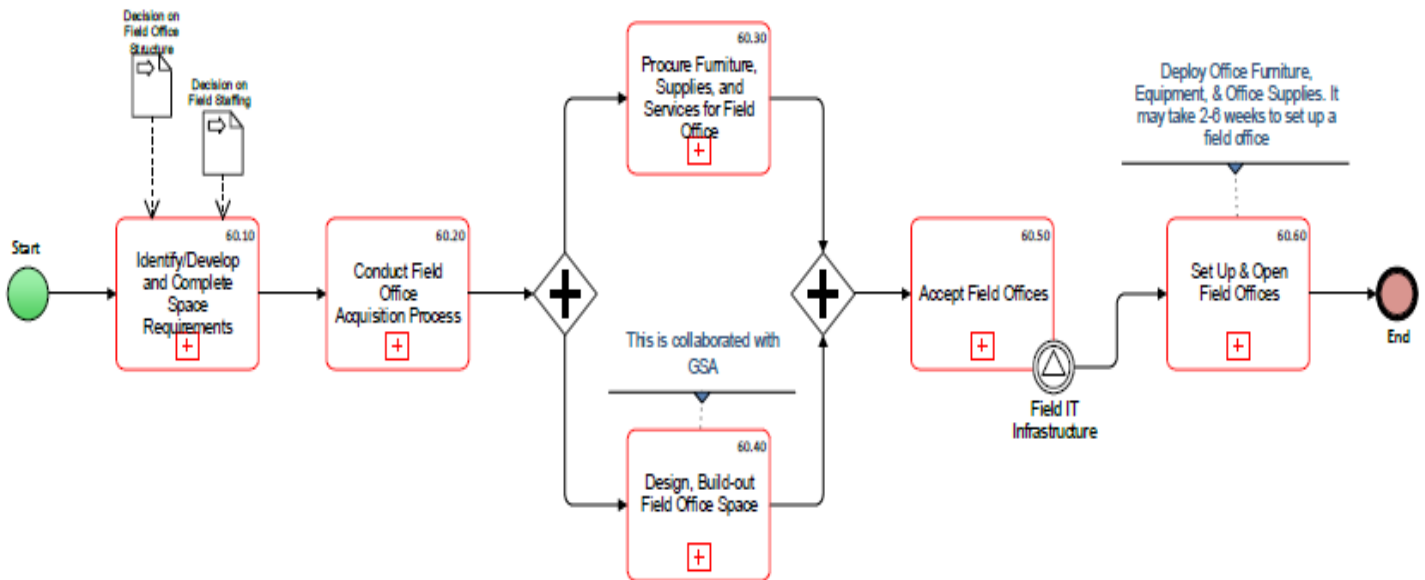
III. Assumptions

Key assumptions for the 2018 E2E CT DLM Space Acquisition and Lease Management activities are as follows:

- Embedded RCCs participating in the 2018 E2E CT will be open. These are RCCs collocated in the Regional Offices (ROs): Los Angeles, New York, and Philadelphia, and are utilizing already available space.
- ACOs (Seattle Federal Center South, Washington; Providence, Rhode Island; and Beckley, West Virginia) will be open by July 2017. These sites have signed lease awards/ occupancy agreements.

IV. Scope of Assessment Content and Questions To Be Answered

The high-level business process flow for space acquisition and lease management is depicted below:



DLM will evaluate the following areas of space acquisition and lease management:

A) Partnership with GSA

- 1) What was GSA obligated to do for the Census Bureau? What did GSA fully complete?
- 2) What were the costs associated with GSA's involvement?
- 3) Were there any impediments to GSA fulfilling their roles and responsibilities to the Census Bureau, and if so, how were they resolved?

B) Space Acquisition Process/Schedule

- 1) How much time was allocated for the space acquisition process? Was it enough time to meet the needs of the 2018 E2E CT?
- 2) Were baseline dates met? If not, why not?
- 3) How many schedule change requests were needed? Why were these change requests required?
- 4) How were the space acquisition program/process changes communicated to the regional staff? Based on regional and headquarters staff feedback, what was the most effective method for communicating these changes?
- 5) What obstacles were encountered during the space acquisition phase of the 2018 E2E CT?
- 6) How could the ACOs be procured more efficiently?
- 7) Was the Space Leasing Training sufficient for regional staff to perform their duties?
- 8) What program and/or process changes were made for the opening of the ACOs?
- 9) Were baseline dates met for delivery of non-IT equipment and furniture to field offices?

C) Budget

- 1) What was the cost of RCC and ACO space for the 2018 E2E CT?
- 2) Did the total cost of RCC and ACO space stay within budget? Where did under and overspending occur and why?
- 3) What were the costs for 2018 E2E CT non-IT equipment (supplies)?

D) Space Design

- 1) Were the tools and aids provided for Design Intent Drawings (DIDs) preparation effective?
- 2) How useful was the DID review process?
- 3) Were the DID training workshops effective? Was additional training needed for the DID process?
- 4) Did the leased space design address overtime heating, ventilation, and air conditioning requirements, in addition to requirements for restrooms, janitorial services, and parking?

E) Physical Security

- 1) Did the Intrusion Detection System (IDS) conform to Census Bureau's requirements and standards?
- 2) Was sufficient training provided to regional staff regarding the IDS?
- 3) Were physical security requirements met?
- 4) Did physical security requirements complicate the timing and cost of space acquisition?

V. Methodology

The DCMD Decennial Logistics Management Branch and FLD Field Infrastructure Branch are responsible for implementing the assessment methodology, which includes analysis and output from debriefings, the 2018 E2E CT Integrated Master Schedule, office deployment status reports, and budget records. A description of each source is below:

Budget Records

Budget records will provide the amount spent versus the amount budgeted for the 2018 E2E CT DLM operation. In addition, budget records will be used to determine the timing of the expenditure.

Integrated Master Schedule

The 2018 E2E CT Integrated Master Schedule (IMS) will be used to track the beginning and ending baseline dates for all operations. The IMS enables DLM to track logistics support and other related activities. The IMS also provides DCMD with the opportunity to mitigate potential problems before they occur if an activity falls behind schedule.

Debriefings

DLM’s debriefings for the 2018 E2E CT will involve best practice methods and future operational recommendations to be shared with HQ staff. Lessons learned from these debriefings will provide feedback on how these operations were implemented. The debriefings will also help to answer the questions posed in this study plan.

Office Deployment Status Reports

Office deployment status reports provide a weekly snapshot of space acquisition activity. For the 2018 E2E CT, these reports detail the location, current status, next steps, planned ACO high-level requirements (Estimated Usable Square Footage [USF] Requirement, and Term of Occupancy) and the current risk assessment.

Methodology Areas and Associated Study Plan Questions	
Methodology Area	Study Plan Questions (A: Partnership with GSA, B: Space Acquisition Process/ Schedule, C: Budget, D: Space Design, E: Physical Security)
Budget Records	C: 1-3; E: 4
Integrated Master Schedule	B: 1-3, 9; E: 4
Debriefings	A: 1-3; B: 4-8; D: 1-4
Office Deployment Status Reports	B: 4; E: 1-4

VI. Risks/Limitations

There are no risks or limitations at this time.

VII. Measures of Success

Criteria used to define successful completion of space acquisition and lease management are a combination of cost, process, and quality measures, and come directly from the DLM Baselined Requirements:

Success Measures and Associated Study Plan Questions	
Success Measure	Study Plan Questions (A: Partnership with GSA, B: Space Acquisition Process/ Schedule, C: Budget, D: Space Design, E: Physical Security)
1. The DLM operation negotiates the proposals and executes leases with all lessors to obtain space for all field office locations.	A: 1-3

Success Measures and Associated Study Plan Questions	
Success Measure	Study Plan Questions (A: Partnership with GSA, B: Space Acquisition Process/ Schedule, C: Budget, D: Space Design, E: Physical Security)
2. The DLM operation accepts space based on "Acceptance Checklist" indicating/ ensuring that the space is at least "substantially complete."	D: 1-2, 4; E: 1, 3-4; Space Acceptance Checklist
3. The DLM operation activates security at all field offices with the Department of Homeland Security (DHS), before equipment or furniture deployment.	E: 1-4
4. The DLM operation deploys office furniture at all field offices to provide a functional office environment.	B: 9
5. The DLM operation deploys non-IT equipment at all field offices to provide a functional office environment.	B: 9; C: 3
6. The DLM operation opens all field offices based on developed business requirements.	B: 8

VIII. Data Requirements

Data on timing, cost, and results of space procurement will be provided by May 1, 2019.

IX. Division Responsibilities

Various divisions of the Census Bureau have coordinated to create this operational assessment study plan, and will provide the information to evaluate the DLM space acquisition and lease management activities.

Name	Organization
Bryn Johnson	Decennial Census Management Division (DCMD)
Latrice Brogsdale-Davis	DCMD
George Jones	DCMD
Linwood Hall, Jr.	DCMD
Ed Kobilarcik	DCMD
David Buckholtz	DCMD
Edmond Jarrell	NPC
John Donnelly	FLD
Jana Smith Post	FLD
Lou Konya	FLD
Gary Padgett	DOC

For this operational assessment report, FLD will provide data on space acquisition and lease management activities in coordination with GSA. FLD will also provide status updates on the schedule to DCMD.

DCMD will provide budgetary and schedule data and will be responsible for writing and delivering the operational assessment report.

X. Milestone Schedule

Activity ID	Activity Name	Orig. Duration	Start	Finish
Decennial Logistics Management Operational Assessment Study Plan (Space Acquisition and Lease Management)				
First Draft				
	Prepare First Draft of DLM Assessment Study Plan	5	7/10/17	7/14/17
	Distribute First Draft of DLM Assessment Study Plan to the Assessment Sponsoring DCMD DLM Branch Chief	4	7/14/17	7/18/17
	Incorporate DCMD DLM Branch Chief feedback to DLM Assessment Study Plan	1	7/18/17	7/20/17
	Submit revised First Draft to DCMD ADC for review	1	7/20/17	7/20/17
Initial Draft				
	Prepare Initial Draft DLM Assessment Study Plan (Incorporate ADC feedback/ input)	3	7/20/17	7/25/17
	Distribute Initial Draft DLM Assessment Study Plan to Evaluations & Experiments Coordination Branch (EXC)	1	7/26/17	7/26/17
	EXC Distributes Initial Draft DLM Assessment Study Plan to the DROM Working Group for Electronic Review	1	7/27/17	7/27/17
	Schedule the DLM Study Plan for the IPT Lead to Meet with the DROM Working Group	6	8/3/17	8/11/17
	Distribute revised Initial Draft DLM Assessment Study Plan to Evaluations & Experiments Coordination Branch (EXC)	1	9/14/17	9/14/17
	EXC Distributes revised Initial Draft DLM Assessment Study Plan to the DROM Working Group for Electronic Review	1	9/15/17	9/15/17

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Activity ID	Activity Name	Orig. Duration	Start	Finish
	Receive Comments from the DROM Working Group on the revised Initial Draft DLM Assessment Study Plan	13	9/18/17	10/4/17
	Discuss DROM Comments on revised Initial Draft DLM Assessment Study Plan	1	10/5/17	10/5/17
Final Draft				
	Prepare Final Draft of DLM Assessment Study Plan	15	10/6/17	10/27/17
	Distribute Final Draft of DLM Assessment Study Plan to the DPMO and the EXC	1	10/30/17	10/30/17
	Schedule and Discuss Final Draft DLM Assessment Study Plan with the 2020 PMGB	14	10/31/17	11/20/17
	Incorporate 2020 PMGB Comments for DLM Assessment Study Plan	5	11/21/17	11/28/17
	Prepare FINAL DLM Assessment Study Plan	5	11/29/17	12/5/17
	Distribute FINAL DLM Assessment Study Plan to the EXC	1	12/6/17	12/6/17
	EXC Staff Distributes the DLM Assessment Study Plan and 2020 Memorandum to the DCCO	3	12/7/17	12/11/17
	DCCO Staff Process the Draft 2020 Memorandum and the DLM Assessment Study Plan to Obtain Clearances (DCMD Chief, Assistant Director, and Associate Director)	30	12/12/17	1/25/18
	DCCO Staff Formally Release the DLM Assessment Study Plan in the 2020 Memorandum Series	1	1/26/18	1/26/18
DLM – Space Acquisition and Lease Management Assessment Report				
First Draft of Assessment Report				
	Receive, Verify, and Validate DLM Assessment Data	20	4/3/19	5/1/19
	Examine Results and Conduct Analysis	20	5/2/19	5/30/19
	Prepare First Draft of DLM Assessment Report (Includes Branch Chief review)	15	5/31/19	6/20/19
	Distribute First Draft of DLM Assessment Report to the Assessment Sponsoring DCMD ADC	1	6/21/19	6/21/19
	Incorporate DCMD ADC comments into DLM Assessment Report	7	6/24/19	7/2/19

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Activity ID	Activity Name	Orig. Duration	Start	Finish
Initial Draft of Assessment Report				
	Prepare Initial Draft DLM Assessment Report	8	7/3/19	7/16/19
	Distribute Initial Draft DLM Assessment Report to Evaluations & Experiments Coordination Br. (EXC)	1	7/17/19	7/17/19
	EXC Distributes Initial Draft DLM Assessment Report to the DROM Working Group for Electronic Review	1	7/18/19	7/18/19
	Receive Comments from the DROM Working Group on the Initial Draft DLM Assessment Report	10	7/19/19	8/1/19
	Schedule the DLM Assessment Report for the IPT Lead to Meet with the DROM Working Group	10	8/2/19	8/15/19
	Discuss DROM Comments on Initial Draft DLM Assessment Report	1	8/16/19	8/16/19
Final Draft of Assessment Report				
	Prepare Final Draft of DLM Assessment Report	25	8/17/19	9/23/19
	Distribute Final Draft of DLM Assessment Report to the DPMO and the EXC	1	9/24/19	9/24/19
	Schedule and Discuss Final Draft DLM Assessment Report with the 2020 PMGB	14	9/25/19	10/15/19
	Incorporate 2020 PMGB Comments for DLM Assessment Report	10	10/16/19	10/29/19
Final Assessment Report				
	Prepare FINAL DLM Assessment Report	10	10/30/19	11/14/19
	Deliver FINAL DLM Assessment Report to the EXC	1	11/15/19	11/15/19
	EXC Staff Distribute the FINAL DLM Assessment Report and 2020 Memorandum to the DCCO	3	11/18/19	11/20/19
	DCCO Staff Process the Draft 2020 Memorandum and the FINAL DLM Assessment Report to Obtain Clearances (DCMD Chief, Assistant Director, and Associate Director)	30	11/21/19	1/3/20
	DCCO Staff Formally Release the FINAL DLM Assessment Report in the 2020 Memorandum Series	1	1/6/20	1/6/20
	EXC Staff Capture Recommendations of the FINAL DLM Assessment Report in the Census Knowledge Management SharePoint Application	1	1/7/20	1/7/20

XI. Review/Approval Table

Role	Electronic Signature	Date
Fact Checker or independent verifier	Latrice Brogsdale-Davis	
DCMD ADC	Bryn Johnson	
DROM DCMD co-executive sponsor (or designee)	Deborah Stempowski	
DROM DSSD co-executive sponsor (or designee)	Patrick Cantwell	
Associate Director for R&M (or designee)	John Abowd	
Associate Director for Decennial Census Programs (or designee) and 2020 PMGB	Albert Fontenot	

XII. Document Revision and Version Control History

VERSION	DATE	REVISION DESCRIPTION	AUTHOR/ EDITOR
V 1.0	7/14/17	First draft	Amaka Ndubueze
V 1.1	7/19/17	Post-review updates for DLM Chief Review	David Buckholtz
V 1.2	7/20/17	Post-DLM Chief review updates	David Buckholtz
V 1.3	7/25/17	Post-ADC Review – updated document review schedule, format updates	David Buckholtz
V 1.4	9/14/17	Removed AAAP references, updated Review/ Approval Table, Study Plan Milestone Schedule, and formatting	David Buckholtz
V 1.5	11/9/17	Post-DROM Review Updates	David Buckholtz
FINAL DRAFT V 1.0	11/20/17	Post- 2 nd DROM Review Updates – approved for PMGB submission	David Buckholtz

XIII. Glossary of Acronyms

Acronym	Definition
ACO	Area Census Office
ADC	Assistant Division Chief
CD	Construction Drawing
DID	Design Intent Drawing
DCCO	Decennial Census Communications Office
DCMD	Decennial Census Management Division
DHS	Department of Homeland Security
DLM	Decennial Logistics Management
DMA	Designated Market Area
DOC	Department of Commerce
DPMO	Decennial Program Management Office
DROM	Decennial Research Objectives and Methods Working

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Acronym	Definition
	Group
DSSD	Decennial Statistical Studies Division
EACO	Early Opening Local Census Office
EXC	Evaluations & Experiments Coordination Branch
FLD	Field Division
GPO	Government Publishing Office
GSA	General Services Administration
HQ	Headquarters
IDS	Intrusion Detection System
IPT	Integrated Project Team
ACO	Local Census Office
NPC	National Processing Center
PMGB	Portfolio Management Governing Board
PRAO	Puerto Rico Area Office
RCC	Regional Census Office
RO	Regional Office
R&M	Research & Methodology Directorate
TEA	Type of Enumeration Area

XIV. References

U.S. Census Bureau (April 2010), “Study Plan for the Regional Census Center/ Local Census Office Assessment of the 2010 Census,” March 18, 2010.

U.S. Census Bureau (February 2012), “2010 Census Space Acquisition Assessment Report,” February 24, 2012.

U.S. Census Bureau (November 2016), “2020 Census Operational Plan, Version 2,” October 31, 2016.

XV. Attachment – DRAFT ACO Space Acceptance Checklist (Example)

ACO SPACE ACCEPTANCE CHECKLIST EXAMPLE			
GENERAL	YES	NO	COMMENTS
Chilled drinking fountain is provided on each floor of Government-leased space			
Exterior door hinge pins are concealed			
Doorbell is installed at the main entrance and delivery door: a. Have distinctly different rings b. Can be heard throughout the space			
A peephole is installed at delivery door,			

ACO SPACE ACCEPTANCE CHECKLIST EXAMPLE			
Vestibule with teller window, entry door equipped with door lock release and intercom – all working.			
Door stops (floor or wall mounted) are installed at each perimeter and interior door			
Door Hardware (Best or Equal) Exterior: a. Main – Deadbolt w/1” throw - (single cylinder) b. Training Room – Cipher w/deadbolt c. Rear delivery – Cipher w/deadbolt d. Other – Deadbolt/Viewer/Local Alarm (ck for panic bars, emergency exits) Interior: a. Training Room – Cipher w/viewer b. ACOM – lockset c. CM – Deadbolt d. Storage Room – Deadbolt e. HHC Room – Cipher f. Server Room – lockset (?)			
Best Access or Equal System Key Cores installed in cipher and deadbolt locks.			
Two Master patented keys and one core key are provided			
Automatic door closers are installed on each door with cipher lock			
Deadbolt locks with a minimum throw of 1” are installed on each perimeter door or are built in the Best Access System cipher lock			
Two keys are provided for each lock and keyed off the Master.			
Restrooms are complete, functioning and equipped with supplies			
Carpeting or tile is properly installed throughout space (there are no tears or stains)			
A uniform lighting level at working surface height is provided throughout the space			
All designated or newly installed wall or surfaces have been painted			
Window coverings (shades or blinds) are installed			
Surrounding, perimeter walls are slab-to-slab – (Floor to next floor or roof, not just to ceiling)			
If the cost of utilities is not included in the rent, a separate meter is provided (obtain			

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ACO SPACE ACCEPTANCE CHECKLIST EXAMPLE			
meter number)			
ELECTRICAL	YES	NO	COMMENTS
(X) Dedicated circuits are provided to NEMA 5-20R duplex receptacles (or power poles) as shown on floor plan.			
(X) dedicated circuits are provided to NEMA 5-20R Quad duplex			
Electrical distribution panel and circuit breaker numbers are identified and labeled on the (X) dedicated outlets			
Circuit breaker numbers are identified on the electrical distribution panel directory			
Power poles with correct outlets each are installed per Floor Plan (X)			
VoIP / Data Drops are provided per floor plan. (X)			
Convenience outlets are available throughout space			
Two (2) separate enclosed stairways are provided for each floor of Government occupancy			
Emergency lighting is provided throughout exit path(s)			
FIRE SAFETY	YES	NO	COMMENTS
Lighted exit signs identify escape route through each door in exit path			
Portable fire extinguishers are provided (in space or on floor)			
Sprinkler system exists throughout space, if leased ACO space is above the 6 th floor in the building			
If the space is not fully sprinklered (ACOs on the 5 th floor or lower) , smoke detectors are installed inside Government space			
Sprinkler or smoke detection system is monitored (also obtain monitoring service name/phone number)			
SECURITY	YES	NO	COMMENTS
Glass break detectors are installed per DID			
Motion sensors are installed per DID			
Keypads are installed (3) per DID			
Analog line installed (2) one dedicated and one for backup			
Alarm system test			

ACO SPACE ACCEPTANCE CHECKLIST EXAMPLE	
DATE OF INSPECTION	NAME OF PERSON COMPLETING FORM