

REAL PROPERTY SPACE  
REQUEST FORM

## SECTION 1: SPACE REQUEST INFORMATION

**Instructions:** See last page of this document for detailed instructions and a flow chart for how to complete this form. Please complete section 1 by completing blocks 1-7 using the definitions for each space request type listed below.

**1. Space Request To:** *(Check appropriate boxes below, see MRP DR 1620.1)*

**New space** – Establish a new facility/space, i.e., a location that is not already part of the real property inventory. If you already have a lease, this would not be the appropriate type of action. If you don't have any space and require space for the MRP Mission Operation, this is appropriate type of action.

**Relocate space** – Move existing space to a different facility/site/location.

**Replace lease at current location** – Stay at current location, replacement lease required with new terms and conditions and new lease contract number. Program may still be required to move upon lease expiration or award of replacement lease.

**Expand space** – Increase square footage at current location during existing lease term.

**Reduce space** – Reduce square footage at current location during existing lease term.

**Exercise a renewal option** – Existing lease includes renewal option which the program requests to exercise. *(only requires page 1 of the MRP-114 form)*

**Close space** – The facility/site/location will be permanently closed; this does not include a facility that is relocating. This decision may be made by the program at any time. If the program wished to close space during the lease term, need to consult with AAMD Realty to determine when they can terminate and if there will be any financial implications of closing the space. *(only requires page 1 of the MRP-114 form)*

**2. Type of Action:** *(Check the appropriate box below)*

Note: The program should discuss any organizational change with human resources division prior to implementation to review the full scope of the changes. Section 716 of our appropriations law establishes the criteria for number of people and [DR 1010-001](#), section 5 further outlines the policy for which OSEC approval is required.

**Routine** – Location with 9 or fewer employees *(full time, part time, seasonal, interns, state, etc.)*

**Non-Routine** – Location with 10+ employees *(full time, part time, seasonal, interns, state, etc.)*

**Major organizational change** – Establish close, or relocate Agency headquarters or regional level office headquarters unit or field unit that reports directly to an administrator or to the head of a Departmental office. Close or relocate a field unit to another Congressional District.

**3. Notes****4. Target Date for Change:****5. Present Address (if applicable):****6. Agency, Program, and Functional Area:****7. Program Project Point of Contact:**

## APPROVAL SIGNATURE ROUTING

**Instructions:** Email completed form to Acquisition and Asset Management Division (AAMD) Realty to review before routing for signatures. Approval signatures are required to be completed in sequential order indicated below, from top down. Return disapproved request directly to the originator and AAMD Realty with written reasons for disapproval. DO NOT sign if the requested action is not approved.

TITLE	SIGN NAME	DATE
Agency Security Representative <i>(Complete and attach the Federal Security Level (FSL) Matrix and sign MRP-114)</i>		
Agency Health and Safety Representative <i>(If required, AAMD Realty will request CATEX completion within 12 months of lease award, not required upfront with requirements.)</i>		
Agency IT/Telecommunications Representative <i>(Not required if block 1 is replace at existing location or exercise renewal option)</i>		
Program Originator		
Regional/Program Division Director or Equivalent		
Program Deputy Administrator		

## SECTION 2: SPACE REQUEST INFORMATION

**Instructions:** This section of the MRP-114 form is only required to be completed when section 1, block 1 selection is to establish space, relocate space, replace lease at current location, expand space, or to reduce space. If section 1, block 1 selection is to close a leased space or exercise a renewal option, the remaining pages of the MRP-114 form can be deleted and only page 1 of the form routed for signature and returned to AAMD Realty.

1. Are funds available to meet space requirements?		If no, explain
Yes	No	

2. Delineated Area:
- Delineated area is that portion of a State or territory, county, and city your space needs to be within to meet the program's mission requirements. The boundaries must be identified by roads, bodies of water, county lines, etc., and form a complete closed loop. Mileage/radius is not an acceptable delineated area.
  - Agencies to give priority to rural areas in locating facilities ([Rural Development Act of 1972](#)).
  - If located in urban area, consideration must be given to the Central Business District (CBD) ([EO 12072](#)). If delineated area is outside of a rural area or CBD, the AAMD realty specialist will reach out for more information.
  - Provide a map of the area with the delineated area highlighted (REQUIRED).

Delineated Area (city, state) (boundaries must connect) -

Northern Boundary -

Southern Boundary -

Eastern Boundary -

Western Boundary -

3. Mission Based Justification for Delineated Area -

4. Desired full term of lease:	5. Termination rights after:
10 years      15 years      20 years      years	5 years      10 years      years

6. You will have 24-hour access to your space, but heating, ventilating, and air conditioning (HVAC), and electrical service may not be available more than 10 hours per weekday unless additional payment is made for overtime utilities.

7. Normal hours of operations – Weekdays -      Weekends -

If you anticipate the need for overtime utilities, estimate the number of hours or days per year.

8. Leases must be fully serviced, which means the lessor will be responsible for providing and paying for janitorial and utilities, unless the program has a mission-based justification for not having a fully serviced lease. The program is responsible for directly paying for non-fully serviced lease services. If not fully serviced lease, please justify.

9. Janitorial services will be performed during normal working hours. If the program has a mission-based reason for not having them performed during normal business hours, please justify.

10. How frequently would the program like the space repainted? Typically, every 5-10 years.

Frequency of repainting will depend on the needs to the program. Repainting after 10 years is highly recommended but not always necessary. Repainting could be disruptive to operations, so that needs to be factored in on the repainting cycle desired. Repainting of space damaged by the government must be paid for by the government, excluding normal wear and tear.

11. How frequently would the program like the space re-carpeted? Typically, every 10 years.

Frequency of recarpeting will depend on the needs to the program. Recarpeting after 10 years is recommended but not always necessary. Recarpeting could be extremely disruptive to operations, so that needs to be factored in on the desired cycle. Replacement of carpeting damaged by the government must be paid for by the government, excluding normal wear and tear.

12. Will interior columns cause a problem?      Yes      No, explain

13. Can the space be divided between floors?      Yes      No, explain

14. Can the space be divided by a building common hallway?      Yes      No, explain

15. Does the space need to be on a particular floor?      Yes, which floor?      No, explain

16. Is a flagpole required?      Yes      No

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17. Is a concept drawing of space attached?	Yes	No
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Concept drawings are required for highly specialized spaces and is a high level/rough markup to identify space adjacencies i.e. cotton facilities, PIS, and other highly specialized space.

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18. Provide a name and phone number of program contact authorized to approve Design Intent Drawings (DIDs).

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19. Are there any potential properties the program would like AAMD Realty to investigate further? If so, please provide details here or attach a separate document to this requirements package.

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20. Please provide any additional information to help explain the space requirements.

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### SECTION 3: EXISTING SPACE INFORMATION

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**Instructions:** This section of the MRP-114 form is only required to be completed when the when section 1, block 1 selection is to relocate space, replace lease at current location, expand space, or to reduce space. If request is to establish new space, section 3 can be left blank. If the request is to close a leased space or exercise a renewal option, the remaining pages of the form can be deleted and only page 1 of the MRP-114 form routed for signature and returned to AAMD Realty.

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#### BASIC INFORMATION

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1. Would the program like to remain in their current space if possible?      Yes      No, explain

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2. Is the program satisfied with the current space and space configuration?      Yes      No, explain

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3. Has the lessor's performance been acceptable?      Yes      No, explain

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If no, have any deficiencies in the current space been documented by the program?

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4. Are there any outstanding maintenance issues that the program would like addressed at the current space?      Yes      No, explain

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#### EXISTING SPACE MODIFICATIONS

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5. List of requirements for the current space, in the event the agency remains at the same location:

A. Re-paint at start of new lease action      Yes      No, explain

B. When was the facility last painted?

C. Re-carpet at the start of new lease action?      Yes      No, explain

D. When was facility last carpeted?

E. When were the carpets last cleaned?

F. Are there any other flooring replacement needs (*i.e., tile, linoleum, vtc, etc.*)?      Yes      No, explain

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6. What new or replacement requirements are needed for your current space? I.e., if program needs a sink or countertop replaced in a lab or don't have an eye wash station but need one, this would be a new requirement in the current space. Please explain.

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7. Are security changes needed in your current space?      Yes      No, explain

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## SECTION 4: AGENCY SPECIFIC REQUIREMENTS (ASR's)

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**Instructions:** Section 4 of the MRP-114 form requires the completion of an space requirements summary table (attached excel spreadsheet) and Agency Specific Requirements (ASRs) outline in the sections below with pages covering each type of space requested.

Complete all applicable pages of this form Section 4 ASRs, for each room type listed in the space requirements summary table and delete unneeded pages/types of spaces. If your program requires more than one of each type of space, add additional pages with the required questions for each type of space and name/identify each type. I.e. conference room 1, conference room 2, lab 1, lab 2, etc.

Accurate and detailed completion of these forms is critical to the successful procurement of space. Lack of detail or ambiguous information could result in future project delays and increased lease costs. The ASR section of this form is included as part of the request for lease proposal (RLP) package that is sent out to prospective offerors and ultimately included in the awarded lease contract. Offerors base their rental rates on these requirements. Requirements that are not included could result in change order fees and an increase in rental rates.

**The ASRs and space requirements summary table must be reviewed by AAMD realty prior to approving officials signing the MRP-114 form. Space requirements summary table should reflect all areas as described in MRP-114 form Section 4 ASRs.**

**See attachment - to edit the space requirements summary table, double click the image.**

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### GENERAL INFORMATION

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1. Has the program consulted with their agency security officer to determine whether this site has any specific additional security requirements?

Yes

No

If yes, explain additional security requirements or validate that they are already included within this document.

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2. Does the space require window coverings, such as blinds or curtain?

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3. Does the space require backup emergency power?

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4. Does the exterior property require a gated/enclosed fence?

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5. Does the program require the lessor to provide signage? Check all that apply

Each room in suite

Business directory in lobby

Exterior signage to suite

Exterior building

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### INDIVIDUAL WORKSPACE (ENCLOSED AND OPEN OFFICE SPACE)

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Office space is designed to provide an acceptable environment which is suitable for standard office operations and includes adequate lighting, heating, ventilation, and air conditioning (HVAC), floor covering, and finished walls. Office space may consist of a large open area (preferred) or be partitioned into rooms. Private offices are limited to individuals who are identified as official supervisors or who regularly require privacy to conduct confidential activities, per [USDA DR 1630-003](#).

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain

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3. What are the program's plans for furniture?

Use existing furniture *(if using existing furniture, please coordinate furniture move through AAMD Household Move Coordinator)*

Purchasing new furniture

Other

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4. If purchasing new furniture, who is the purchasing authority?

GSA

AAMD-contracting

N/A-if using existing

If program is purchasing new furniture and not utilizing GSA, the program needs to coordinate with AAMD-contracting.

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5. The following private office specific requirements may be considered above standard and may increase rent or project build-out costs. Please check if required and explain if necessary.

Private offices with observation windows/sidelight glass panels. Please notate the number and size of private offices:

Private offices with noise reduction required, i.e., insulation in walls and ceilings. Please notate the number and size of private offices:

Private offices. Please notate the number and size of private offices:

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6. Other specifics.

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## STANDARD SUPPORT SPACE

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### RECEPTION AREA

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in the reception area that may require increased floor load?

No

Yes, explain

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3. Does the reception area need to be its own separate room?

Yes

No

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4. Should the door of the suite have (select from the following):

Doorbell

Intercom

Strike release

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5. Does the program require a secured partition between the waiting room and reception area?

Yes

No, explain

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6. Should the reception area have the following:

Built-in counter

Pass-through window

Cameras

Access control measures and other mechanisms

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Please consult your agency security staff when determining reception area security requirements.

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7. Other specifics.

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**COPY/MAIL SPACE**

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain.

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3. Does this need to be its own separate room?      Yes      No

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4. Does this space require additional services / utilities as identified below? If yes, check the box next to the applicable items.

Telephone service. Number of outlets

Data service. Number of drops

Electrical outlets. How many at countertop height?      How many at standard height?

Special electrical requirements for copier/printer

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5. Other specifics.

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## GENERAL OFFICE STORAGE ROOM

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

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General office storage space is used for office supplies and normally has finishes similar to, or the same as the office space.

1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in this area that may require increased floor load?      No      Yes, explain.

---

3. Does this need to be its own separate room?      Yes      No

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4. The following special requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Flooring other than carpet, if so, explain what type of flooring is needed.

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5. Other specifics.

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## CONFERENCE/TRAINING ROOM

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This is space used for conferences, training, meetings, or hearings. Frequency of use should determine the need and size of this space. Note: average attendance for a conference training room space should be about 30 square feet per person.

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain

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3. Does this need to be its own separate room?      Yes      No

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4. If Government owned property (*provided by the program*) is to be installed by the lessor, list items below.

**Example:** overhead projector


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5. The following specific requirements may be considered above standard and may increase rent or require a lump-sum payment. Please check if required and explain if necessary.

Separate HVAC zone controls to maintain adequate ventilation and temperatures when occupied by      persons.

Telephone service. Number of outlets

Data service. Number of drops

Multiple light zones with dimmer switches

Electrical outlets. How many at countertop height      Standard height      In-floor

Acoustical wall treatment/noise reduction

Noise reduction required, i.e., insulation in walls and ceilings

Blackout drapes

Folding partition/accordion door

Equipment/furniture storage closet. How many and size?

Counter/cabinets/backsplash/sink (*describe length, width, material, etc.*)

Cabinets:	Upper cabinets	Lower cabinets
Sink type:	Single bowl	Double bowl
Spray nozzle:	Household type	
Garbage disposal:	Household (1/2 horsepower)	

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6. Other specifics.

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## NURSING MOTHERS' ROOM

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This space is designed for the physical welfare of nursing mothers and is not to be used as a sick or wellness room. This space is required to be its own designated room with door locks.

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1. Identify any program area or space adjacency requirements, explain.

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2. The following specific requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Counter/cabinets/backsplash/sink (*describe length, width, material, etc.*)

Cabinets:	Upper cabinets	Lower cabinets
Sink type:	Single bowl	Double bowl

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3. Other specifics.

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## BREAK ROOM

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This space is intended for storage, preparation, and consumption of food and must not be used for non-related storage or activities. Vending machines are allowed.

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in that area that may require increased floor load?

No                      Yes, explain

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3. Does the program want Randolph-Sheppard Act provided vending machines?                      Yes                      No

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4. Does this need to be its own separate room?                      Yes                      No

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5. The following specific requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Tile floor or                      Vinyl floor

Counter/cabinet/backsplash/sink (*describe length, width, material, etc.*)

Cabinets:                      Upper cabinets                      Lower cabinets

Sink type:                      Single bowl                      Double bowl

Spray nozzle:                      Residential type

Garage disposal:                      Residential type (*1/2 horsepower*)

Electrical outlets. How many at countertop height?                      How many at standard height?

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6. What appliances will be government/employee provided and used in this room? (*may require a dedicated circuit or water line*): check all that apply.

Microwave                      Refrigerator                      Coffee maker                      Other

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7. Other specifics.

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## OFFICE SPECIAL SUPPORT SPACE

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### SECURED STORAGE ROOM

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

Secured storage room is used for items that are required to maintained in a secured storage space.

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1. Identify any program area or space adjacency requirements, explain.

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2. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

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No                      Yes, explain

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3. Does this need to be its own separate room?                      Yes                      No

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4. What type of lock is required for this space?                      Cypher lock                      Card reader                      Other-explain

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5. The following special requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Flooring other than carpet, if so, explain what type of flooring is needed.

Built-in shelving, if so, explain what type of shelving is required.

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6. Other specifics.

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## SERVER ROOM/CLOSET

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Instructions: Please consult your Information Technology (IT) department regarding what type of server/network requirements are needed for your space.

This space is used for housing computer/network/LAN equipment. IT should complete this section.

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1. Does this need to be its own separate room?

No – 1 to 4 people can operate with a router and patch panel mounted directly on the communication backboard. There is no dedicated server room, the equipment is open in the leased space.

No – 5 to 10 people small switch with 24 ports patch panel, with an insulated wall mounted communication rack. This should not be in an area where personnel sit as it will generate a small amount of heat. There is no dedicated server room, the equipment is open in the leased space.

Yes – 11+ people, typically requires a room, wall mounted communications rack and some switches, with dedicated HVAC with approximately 120 square feet. This square footage needs to be accounted for in the space requirements summary table. 120 APOA SF of the premises shall receive cooling at all times (24 hours a day, 365 days a year) for purposes of cooling the designated server room. The BTU output of this room is established as \_\_\_\_\_ BTU per hour. The temperature of this room shall be maintained at \_\_\_\_\_ degrees F, with humidity control not to exceed 60% relative humidity, regardless of outside temperature or seasonal changes.

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2. Identify any program area or space adjacency requirements, explain.

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3. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain

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4. What type of lock is required for this space?

Cypher lock

Card reader

Other-explain

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5. Is the Lessor responsible for installing wiring and cabling per the agency provided cabling standards?

Yes

No, explain

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6. Will wi-fi access points be required?

Yes

No

If yes, then we will request the lessor to wire to the access points to those locations. Access points are typically installed by the agency.

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7. IT racks required?

No

Yes, specify size and whether they will be lessor provided and installed or moved from existing space, explain.

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8. Other Specifics.

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**SCIENTIFIC SUPPORT/LAB SPACE**

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**Instructions:** If more than one scientific support/laboratory space is needed, complete the following on separate pages for each space and name/identify each one. For example, if you have two lab spaces, copy, and paste the items 1 through 10 below to duplicate as many lab areas as needed and complete for each lab space. If your space does not require scientific support/lab space, delete this page from the space requirement package.

This space is used for qualitative and quantitative analysis of matter, experimentation, and the processing of materials. **Items used for human consumption must not be stored in this room.**

1. Describe type of work that will be performed in this area.

2. Identify any program area or space adjacency requirements, explain.

3. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain

4. Does this need to be its own separate room?      Yes      No

5. If Government owned property/equipment (provided by the program) is to be installed by the lessor, list items in the table below and include size and/or electrical needs to ensure items fit within designed space.

<b>examples:</b> lab table-8-inch stainless steel; 25.6 cu ft refrigerator	

6. Does this space store flammable or hazardous materials?      Yes      No

7. If yes, describe chemicals, materials, and quantities to be generated, stored, or used in this space. Programs consult the agency safety and environmental program manager before signing the mrp-114 form. If have chemicals, program is required to attach chemical list/inventory.

Name of material	Quantity of material	Special storage requirements

Additional comments.

8. Volumes of chemicals/materials flushed down the drains on a weekly basis.

Chemicals/materials	Gallons per week	Special storage requirements

Additional comments.

9. The following special requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Special flooring materials such as laminate, tile, epoxy, or chemical resistant. Specify type:

Special color for floor

Special wall, grid, or ceiling colors and/or matte finish

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Floor drains with <i>(select all that apply.)</i>			
Sediment trap and	Sump	Sump pump: Drain size	
Counter/cabinets/backsplash/sink <i>(describe length, width, material, etc.)</i>			
Cabinets:	Upper cabinets	Lower cabinets	
	Non-standard backsplash <i>(describe length, width, height, material, etc.)</i>		
	Countertop-height outlets		
Sink type:	Single bowl	Double bowl	
Spray nozzle:	Household type	Industrial type	
Garbage disposal:	Household <i>(1/2 horsepower)</i>	Special horsepower	
Built-in inspection tables/grading tables/workstations <i>(describe length, width, material, etc.)</i>			
Microscope drop down (29") counter			
Emergency shower – if required, program must provide/attach a specification sheet.			
Stovetop – if required must explain mission-based reason			
Provided by:	Government	Lessor	
Type:	Gas	Electric	
Special HVAC to treat and exhaust noxious or otherwise offensive gases, higher levels of fresh air <i>(up to 100 percent fresh air)</i> , and special temperature control <i>(up to +/-2 degrees)</i>			
Negative air pressure			
Fume hood: Size		or Exhaust fan with screen: Speed	CFM
If a fume hood is required, does it need to be vented outside or not?			
Vented or	Not vented to the outside		
Provided by:	Government	Lessor	
Maintenance of fume hood and exhaust fan will always be the lessor's responsibility.			
Special lighting			
Telephone service – Number of outlets			
Data service – Number of drops			
10. Other specifics.			



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## NON-OFFICE SPECIAL SUPPORT SPACE

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### UNFINISHED STORAGE SPACE

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

Unfinished storage space is space that is not finished to office standards. Make sure square footage for this type of space is not already accounted for within other areas of the agency specific requirements pages.

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1. Describe how this space is used and what is stored.

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2. Identify any program area or space adjacency requirements, explain.

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3. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No                      Yes, explain

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4. Does this need to be its own separate room?                      Yes                      No

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5. Can this space be within any other space (*such as a warehouse*)? Explain

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6. The following special requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Door lock, if so, what type?      Cipher lock      Link pass swipe      Other - explain

Security partitioning (*slab to slab, wire mesh, etc.*) required, explain.

Minimum ceiling height

Shelving (*describe length, width, height, material, etc.*)

Provided by:                      Government                      Lessor

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7. Other specifics.

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### SPECIALTY SPACE

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This is a catchall for any space that was not captured in other sections above.

1. Describe how this space will be used.

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2. Identify any program area or space adjacency requirements, explain.

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3. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No      Yes, explain

4. Does this need to be its own separate room?      Yes      No, indicate if this space is reflected somewhere else within your requirements.

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5. Will the space be used for any of the following? Check all that apply.

Hazardous materials

Aircraft hangar

Walk-in cooler

Firearm room

Explosive magazine (*outside of building*)

Other

6. If Government owned property (*provided by the program*) is to be installed by the lessor list items in the table below.

<b>Example:</b> special file systems	

7. Other specifics.

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**WAREHOUSE/LIGHT INDUSTRIAL SPACE**

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**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This space is enclosed space used for program operations and storage requirements/needs.

1. Describe type of work that will be performed in this area.

2. Identify any program area or space adjacency requirements, explain.

3. Does the program require high density files or other heavy equipment in this area that may require increased floor load?

No

Yes, explain

4. Does this need to be its own separate room? Yes No

5. Does the space need to have vehicle parking inside the warehouse/light industrial area? **Note:** agency safety recommends avoiding indoor parking in warehouse/light industrial space due to exhaust/ventilation issues if possible. No Yes

If yes, provide type and number of vehicles in parking section of this form and whether ventilation is required.

6. If Government owned property/equipment (*provided by the program*) is to be installed by the lessor, list items in the table below.

<b>Example:</b> lockers	

7. Does this space store flammable or hazardous materials? No Yes

If yes, describe materials and quantities to be stored.

Name of material	Quantity of material	Special storage requirements

Additional comments:

8. The following special requirements may be considered above standard and may require a lump-sum payment. Please check if required and explain if necessary.

Minimum ceiling height	Ceiling fan	How many?
Ceiling hoist	Floor load capacity exceeding 100lb./sf.	
Tile or identify other finished flooring needs ( <i>more than sealed concrete</i> )		
Security requirements ( <i>i.e., alarms, special locks</i> ) explain		
Heating above 50 degrees Fahrenheit. Required temperature		
HVAC equivalent to office space		
Exhaust fan: Speed	CFM	Vented or Not vented to the outside How many?
Lighting in excess of 10 foot-candles	120v, dedicated electrical outlets	How many?
Special electrical service (240v, 30 amp standard	30 amp	50 amp)
Counter/cabinets/backsplash/sink ( <i>describe length, width, material, etc.</i> )		
Cabinets:	Upper cabinets	Lower cabinets
	Non-standard backsplash ( <i>describe length, width, height, material, etc.</i> )	
Sink type:	Single bowl	Double bowl
Spray nozzle:	Household type	Industrial type
Garbage disposal:	Household ( <i>1/2 horsepower</i> )	Special horsepower

Floor drains with	Sediment trap and	Sump	Sump pump - drain size
Laundry sink	Hot and cold water	Cold only	
Mop sink	Hot and cold water	Cold only	
Hose bib	Inside	Outside	
Emergency shower ( <i>per attached specifications</i> )			
Emergency eyewash station ( <i>per attached specifications</i> )			
Shower/locker room	Number of showers	Number of lockers	
Walk-in cooler - how many?	Size	Power requirements	
Large vehicles will need maneuvering space to the overhead doors or loading dock ( <i>indicate size of vehicles</i> )			
Overhead door	Manual	Electric door opener – size	How many?
Loading dock – How many?			
Personnel door to provide access to ware yard or parking area			
Shelving ( <i>describe length, width, height, material, etc.</i> )			
Provided by	Government	Lessor	
Telephone service – number of outlets		Data service – number of drops	
Janitorial service			

## NON-OFFICE SPECIAL SUPPORT SPACE

(EXCLUDED FROM CIRCULATION CALCULATION)

### WARE YARD

**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

This is open outdoor space used for storage of vehicles, equipment, or materials.

1. Describe type of work that will be performed, or equipment stored/parked in this area.

2. Ware yard located contiguous to building where warehouse/office is located?

Yes – explain

No - explain

3. Will this space be used for vehicle parking?      No      Yes – if yes, provide type and number of vehicles in parking section of this form.

4. If Government owned property (provided by the program) is to be housed in this space, list items and their sizes in the table below.

**Example:** 3 utility trailers 5'x10'; 1 Conex box 8'x40'


5. The following special requirements may be considered above standard and may require a lump-sum payment. Please check all that are acceptable and explain if necessary.

Gravel	Concrete	Asphalt
Hose bib		
Special drainage	Drain size	Material to be drained
Lighting in excess of 3 foot-candles		
Canopy – size		
Fence – height minimum 6 feet, unless specified otherwise – if so, explain		
3 strand barbwires		
Pedestrian gate in fence		
Vehicle gate in fence	manual	automatic      gate size
Security requirements ( <i>i.e. alarms, special locks</i> ) – explain.		

6. Other specifics.

## PARKING

**Instructions:** If this type of space is not required, delete this page. If more than one of this type of space is required complete the following on separate pages, one for each space and name/identify each.

Parking is covered under the federal property management regulation 41 CFR, 102-74.300 & 305 and [MRP Directive 5400.2](#). General employee parking will not be paid from the rent appropriation unless supplied as part of a lease (i.e., where the lessor offers parking at no cost as part of the deal, not in response to a requirement in the solicitation for offers that result in a specifically stated charge for parking spaces). Exceptions are explained in [MRP Directive 5400.2](#). Visitor and GOV parking spaces may be included in rent costs.

Type of parking	Number of parking spaces	Security measures (secured/fenced)	Unsecured
Surfaced/structured (not included in warehouse or ware yard)  (lessor may charge for these parking spaces)	#Combustible GOV	only for program use access <b>or</b>	#Reserved
	#EV GOV	other tenants have access	#Unreserved
	#Visitor	If secured with other tenants, does it need to be reserved?	
	#Government Equipment	Describe additional security measures	
Warehouse /light industrial parking	#Combustible GOV	Security measures contained in above warehouse/light industrial requirements above.	#Reserved
	#EV GOV		#Unreserved
	#Government Equipment		
Ware yard parking	#Combustible GOV	Security measures contained in above warehouse/light industrial requirements above.	#Reserved
	#EV GOV		#Unreserved
	#Government Equipment		
<b>TOTAL GOVs</b>			

1. E.O. 14057 requires federal entities to electrify the fleet. Programs consult AAMD-Fleet to determine if electric vehicles are or will be located at this site. The lessor will provide the following as tenant improvements:

EVSE, what type?

electrical connection/hookups (lessor provide)

Level 1 charging ports – how many?

Level 2 charging ports – how many?

DC fast charging ports – how many?

Individually metered tenant electricity usage reports. If, charging unit itself doesn't internally meter electricity usages.

2. A minimum of \_\_\_\_\_ employee public parking spaces must be available within a walkable ½ mile of offered space.

3. Public transportation must be available within a walkable ½ mile of offered space.

Yes      No, explain

4. Other specifics.

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## APPENDIX I: INSTRUCTIONS FOR COMPLETING THE MRP-114 FORM

### MRP-114 form instructions:

Program point of contacts complete the form to articulate the specific location's space needs clearly and concisely. Guidance for the field can be found in or near that block of the form. If you have questions, please reach out to your AAMD Realty specialist directly to discuss.

### File naming convention/revision control:

When the program is working through the process of completing the mrp-114 form, the AAMD realty specialist will re-name the file according to the step of the process being completed i.e., status, form name, agency, program, city, state, date completed or updated last.

1. DRAFT- MRP-114 APHIS PPQ Madison, WI 09.01.23.
2. AAMD Realty Draft Approved-MRP-114 APHIS PPQ Madison, WI 10.15.23
3. Final-MRP-114 APHIS PPQ Madison, WI 12.1.23
4. Amended-Final-MRP-114 APHIS PPQ Madison, WI 5.31.23

### MRP-114 form routing process:

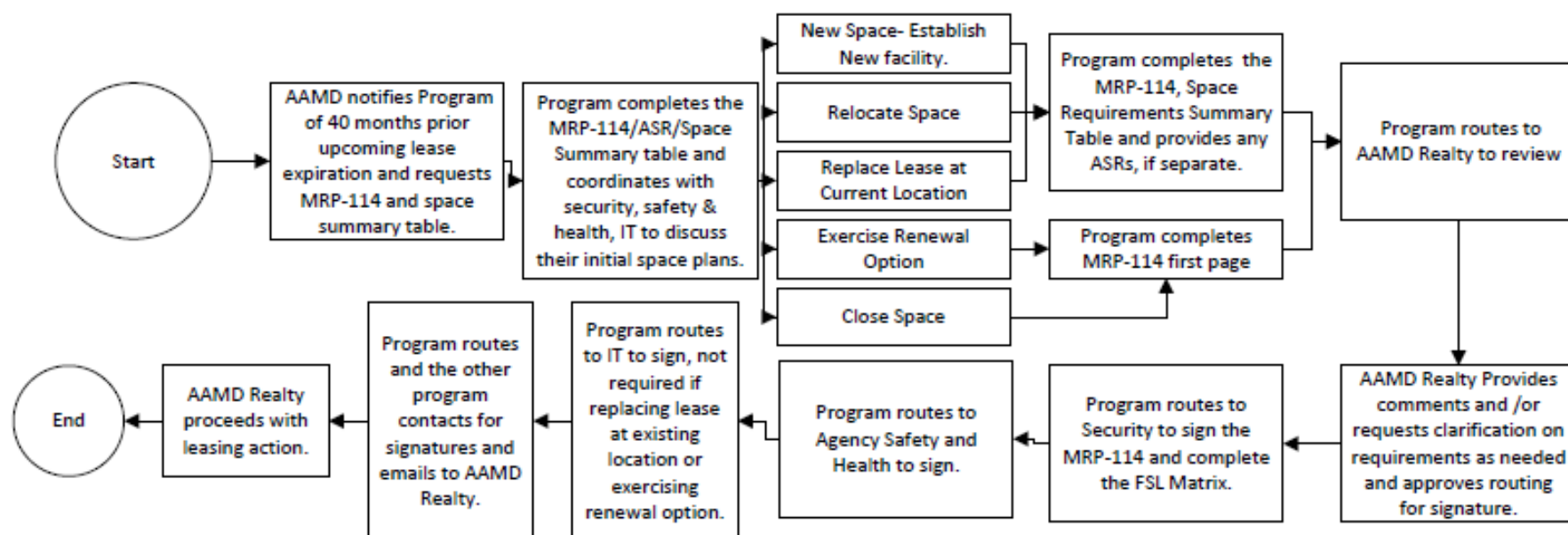
1. Program complete draft of the MRP-114 /Agency Specific Requirements (ASRS) form according to internal program procedures.
2. Email draft version to AAMD Realty for review prior to routing for signatures.
3. AAMD Realty coordinates and schedules project kickoff call/meeting.
4. Program routes for signatures.
  - a. Agency Security: Jeffery Zimmerman (APHIS), Francis Dymond and Lawrence McNamee (AMS). Agency security review and sign MRP-114 notifying them of the project and requirement to plan resources as necessary. Security needs to sign the MRP-114 and complete the [FSL MATRIX](#).
  - b. Agency Safety and Health: Jim McKee (APHIS), Mark Kemp (AMS). Agency Safety and Health review and sign MRP-114 notifying them of the project and requirements. AAMD Realty will send the MRP-114 and [CATEX](#) 12-month prior to award to have the CATEX signed.
  - c. MRP Information Technology – Infrastructure Services Directorate network and Unified Communications Branch – Jack Tiger's Team.
  - d. Program contacts
5. Program email final MRP-114 form to AAMD Realty.
6. Please contact the AAMD Realty if assistance is needed.

### MRP-114 form reference material:

- See [Departmental Regulation 1630-003, dated December 20, 2022](#), "Space Utilization", provides for the following: "Private Offices are limited to individuals who are identified as official supervisors or who regularly require privacy to conduct confidential activities."
- Delineated area guidance: [Rural Development Act of 1972](#) requires agencies to give priority to rural areas in locating facilities. [EO 12072](#) requires if space is in urban area, consideration must be given to the Central Business District.
- USDA personnel are not presently required to have a USDA Background Investigation (BI) completed ([Departmental Regulation 1650-002](#))
- Parking is covered under the Federal Property Management Regulation 41 CFR, 102-74.300 & 305 and [MRP Directive 5400.2](#)

## Appendix II: MRP-114 Routing Flow Chart

### Lease Expiring within 40 Months



### Program Change Requests Within Lease Term

