

AGPMR ADVISORY

ADVISORY No. 16-01, Rev. 2

EFFECTIVE: July 25, 2017

Title: Space Utilization Rate Policy

1. SUMMARY

This Advisory:

1. **Revises AGPMR Advisory No. 16-01, “Space Utilization Rate Policy” Rev. 1 (April 06, 2017).** This is Revision No. #2. This Revision:
 - a) **Revises circulation multipliers (CM) and Circulation Area (CA) formulas** on page 4-6 in accordance with a General Services Administration (GSA) Circulation Guide (CirculationV2_140120), titled “Circulation: Defining and Planning”;
 - b) **Clearly breaks out Individual Workspace between Open and Enclosed categories;**
 - c) **Issues a “USDA Space Requirements Summary Table”** that replaces the Request for Space (RFS) Template issued February 04, 2016. See Attachment 2;
 - d) **Updates the Advisory’s running Utilization Rate (UR) calculation example** that reflects the new circulation calculation methodology;
 - e) **Replaces the term Usable Square Feet (USF) with ANSI/BOMA Office Area (ABOA) Square Feet (SF).** This has been done to reflect greater consistency with GSA leasing language. However, the terms are essentially interchangeable, and USF continues to be used on GSA rent bills and in the U.S. Department of Agriculture’s (USDA’s) enterprise asset management system, or Corporate Property Automated Information System (CPAIS);
 - f) **Miscellaneous edits for clarification purposes.**
2. **Affirms USDA’s policy goal to not exceed a maximum 150 UR in all USDA leased, owned and GSA–assigned office space occupied by USDA.**

3. Adopts a **USDA National Space and Design Guide**. This document, and related information and tools, such as the recommended **USDA Space Requirements Summary Table** and GSA's Circulation Guide are posted on the Office of Procurement and Property Management's (OPPM), Property Management Division (PMD) web page under "Information for USDA Employees/Real Property/Asset Management Reference Material." Use this web link to access: http://www.hqnet.usda.gov/pmd/physical_sec_library.html.
 - a) **Purpose**. The USDA National Space and Design Guide was developed based on studies conducted at various USDA offices nationwide. Its purpose is to promote space design standardization among agencies and facilitate the ability to meet the Department's 150 UR. It provides strategies to align workplaces with organizational goals and staff work patterns and offers design options of different space types and sizes.
 - b) **Application**. The USDA National Space and Design Guide and this policy apply to all new USDA owned, leased, and GSA-assigned office space nationwide, regardless of the building's Predominate Use classification in CPAIS. Planning strategies in the USDA National Space and Design Guide should be implemented in existing space to the extent it is considered to be practical and feasible. Specifically covered are:
 - i. New and replacement leases and GSA Occupancy Agreements (except lease extensions and renewal options);
 - ii. Owned space acquisitions (e.g. property obtained via purchase/donation/construction/transfer).

Note: The competitive square foot (SF) range in a lease acquisition should not exceed the 150 UR, so that the space that is accepted meets this policy.
4. Provides guidance for drafting and executing an **Exception Memorandum** when compliance with the 150 UR maximum cannot be achieved.

2. DEFINITIONS & CALCULATIONS

The terms presented in this Part are provided as a basis for space planning and calculating a UR. They are supplemented with a running example of an office with 21 full time permanent employees, and Office and Non-Office Special space, which illustrates how the terms and associated SF are used to calculate a UR number.

1. **Utilization Rate (UR).** This is a space management ratio based on occupancy that gauges space use efficiency. UR is calculated by dividing the total ANSI/BOMA Office Area (ABOA) square feet (SF), minus total Special space, by the organization's total Personnel Count.

$$UR = (ABOA\ SF - Special) / Personnel\ Count$$

USDA's policy is to not exceed a 150 UR without a written Exception Memorandum which includes a justification. A lower UR indicates more efficient use of space compared to a higher number. The example that is shown in paragraph 6 on page 9 results in a 118 UR. This is 32 SF per person less than the allowable 150 UR and meets the policy.

2. **ANSI/BOMA Office Area Square Feet (ABOA SF).** ABOA SF is derived from a combination of several space components. It is the sum total of all Individual Workspace, Standard, Office Special, Non-Office Special, and Circulation Area (CA) space. ABOA SF, minus total Special space, is the numerator in the UR calculation. After defining these space components, an Example will be provided.
 - a) **Individual Workspace:** Space where personnel primarily conduct their work. Broken into two categories:
 - i. **Open:** individual workstations, touchdown stations, benching, etc.;
 - ii. **Enclosed:** private offices.
 - b) **Standard.** This shared support space is broken out into two categories:
 - i. **Meeting:** Includes Quiet Room / Phone Booth; Meeting / Conference Room; Training Room; and Open Meeting / Lounge Area.
 - ii. **Resource:** Includes space for lateral files away from desk; Standalone Printer; Copy / Print Room; Plotter Room; Service Desk (Field office); Reception Area; Coat Closet; Pantry; Break Area; Mail Room; Storage Room; and Wellness/Mother's Nursing Room.

- c) **Office Special**. Provides for programmatic needs in addition to Individual and Standard space needs.

Examples: Mud / Shower Room; Information Technology (IT) or Automated Data Processing (ADP) Server Room; IT/ADP Storage Room; IT/ADP Staging Room; High Density Storage Room; Exercise Room; Class room; Aerial Photo / GIS – Open Storage and/or File Bar; Evidence Room; Lab Room; Exterior Processing Space; Secured Storage Room. The majority of these spaces are explained and defined in the USDA National Space and Design Guide.

- d) **Non-Office Special**. Provides for specialized needs that are not directly related to office work or functions. In facilities that have building Common Area (See paragraph 4.a) for definition) - usually multi-tenant or multi-story structures - include only those spaces that are exclusively used by or service USDA. Otherwise, in facilities that do not have any building Common Area, such as standalone or single tenant locations, include everything that is located within USDA's demised space.

Examples: Auditorium; Cafeteria; Child Care Center; Commercial kitchen; Credit Union; Courtroom; Data Center (typically raised floor); Employee Association; Fitness Center (with lockers and showers); Training Center; Garage; Greenhouse; Health / Medical Unit; Laboratory; Law Library; Light Industrial; Mechanical rooms; Private Toilet / Restrooms; Janitor closets; Shed; Storage – including cold storage rooms such as walk-in freezers or coolers; Retail Space; Vault; Warehouse; Workshop; Ware yard.

Note: For Space types not specifically identified in the above examples, Agencies have the discretion to classify as they see appropriate.

- e) **Circulation Area (CA)**: Refers to the internal “spaces between the spaces” that personnel travel within a workplace setting. Includes the aisles between individual spaces, such as offices and cubicles, and support spaces. A **Circulation Multiplier (CM)** is applied to the sum total of the Individual Workspace, Standard, Office Special, and Non-Office Special space (with exception of Ware Yard) to provide adequate circulation area.

The following CMs are recommended for each layout type:

- i. **Mostly Enclosed**: Total Individual Workspace (Open) < 25% of Total Individual Workspace + Standard + Office Special + Non-Office Special. **CM of approximately 1.40**;
- ii. **Mixed Open and Enclosed**: Total Individual Workspace (Open) is ≥ 25% and ≤ 75% of Total Individual Workspace + Standard + Office Special + Non-Office Special. **CM of approximately 1.50**;

- iii. **Mostly Open:** Total Individual Workspace (Open) > 75% of the Total Individual Workspace + Standard + Office Special + Non-Office Special. **CM of approximately 1.60.**

Note: Agencies may apply other Circulation Multipliers to meet their individual circumstances; however the requirement to meet the 150 UR overall remains. The CM should rarely be less than 1.39 in space that is mostly enclosed (see i. above), or exceed 1.72 in totally open space (see iii. above). CM recommendations reflect PMD’s discussions with industry professionals and the analysis contained in GSA’s Circulation Guide (CirculationV2_140120), titled “Circulation: Defining and Planning.”

This is an example of how to calculate the total CA that is included in the ABOA SF. Numbers are from the ABOA SF Formula example on page 7.

CIRCULATION AREA (CA) FORMULA

$$CA = [CM \times (Total\ Individual\ Workspace + Standard + Office\ Special + Non-Office\ Special)] - (Total\ Individual\ Workspace + Standard + Office\ Special + Non-Office\ Special)$$

CA EXAMPLE

This office’s total Individual Workspace (Open) area is 912 SF. This is 36% of 2,552 SF, or the Total Individual Workspace + Standard + Office Special + Non-Office Special. Therefore, per ii) above, a CM of approximately 1.50 should be applied to 2,552. Based on a CM of 1.50, the resulting CA is 1,276 SF. It is calculated as follows:

$$1.50\ CM \times 2,552\ SF = 3,828\ SF$$

$$3,828\ SF - 2,552\ SF = 1,276\ SF$$

There are two sub-categories of circulation area (CA) that are pro-rated based on the type of space to which each one relates. These sub-categories are called “CA Within UR” and “CA Outside UR.” Both of them are included when calculating ABOA SF, but only “CA Within UR” is included in the UR calculation. Definitions are as follows:

CA Within UR. This is circulation space that corresponds to the Individual Workspace and Standard space. As with all Individual Workspace and Standard space, this circulation space is included in the UR calculation.

CA Outside UR. This is circulation space that corresponds to Special space. As with all Special space, this circulation space is excluded from the UR calculation.

The following example shows how to calculate these pro rata shares of total CA space. Numbers are from the ABOA SF Formula example on page 7.

CIRCULATION AREA (CA) PRO RATA SHARE FORMULAS

CA Within UR = [(Total Individual Workspace + Standard) / (Total Individual Workspace + Standard + Office Special + Non-Office Special)] x CA

$$[(1,152 + 500) / (1,152 + 500 + 400 + 500)] \times 1,276 = 826 \text{ SF}$$

CA Outside UR = [(Office Special + Non-Office Special) / (Total Individual Workspace + Standard + Office Special + Non-Office Special)] x CA

$$[(400 + 500) / (1,152 + 500 + 400 + 500)] \times 1,276 = 450 \text{ SF}$$

CA Within UR SF + CA Outside UR SF = CA Total SF

$$826 \text{ SF} + 450 \text{ SF} = 1,276 \text{ SF}$$

3. The example below shows how to calculate the ABOA SF using the previously described space components.

ABOA SF FORMULA

ABOA SF = Individual Workspace + Standard + Office Special + Non-Office Special + CA

EXAMPLE

Individual Workspace (Open):	912 SF (19 people x 48 SF workstation)
Individual Workspace (Enclosed):	<u>240 SF</u> (2 people x 120 SF office)
Total Individual Workspace:	1,152 SF
Standard (Meeting):	300 SF
Standard (Resource):	<u>200 SF</u>
Total Standard:	500 SF
Secured Storage:	200 SF
Lab Room:	<u>200 SF</u>
Total Office Special:	<u>400 SF</u>
Workshop:	100 SF
Warehouse:	<u>400 SF</u>
Total Non-Office Special:	500 SF
<i>Sub-Total:</i>	<i>2,552 SF</i>
Circulation Area (CA):	1,276 SF (see CA Example on page 5 for computation)
TOTAL ABOA SF:	3,828 SF

ABOA SF = 1,152 SF + 500 SF + 400 SF + 500 SF + 1,276 SF
ABOA SF = 3,828 SF total

4. **Other Space.** In addition to Non-Office Special space, the following areas are **not included in the UR calculation** because they are typically not part of the office space that is under the occupant's direct control and use. However, they may be used for other purposes such as space inventory tracking and the basis for rent or other charges.

a) **Common:** This is typically fixed building support space that is usually located outside the tenant's demised space – because it is either public or used by all tenants and building management. This is not part of ABOA SF.

Examples: Atriums; Courtyards; Electrical/Telephone/ Mechanical Rooms; Janitorial Closets; Lobbies; Public Corridors, Restrooms; Vestibules.

b) **Rentable:** A tenant's rentable space is calculated by adding a pro rata share of the Common SF to the tenant's ABOA SF. Rentable space is always equal to or larger than ABOA SF because it consists of ABOA SF plus the Common SF. A Common Area Factor (CAF) of between 10% and 15% is typical for commercial office buildings and facilities and can be up to 35% in federally owned facilities. The USDA National Space and Design Guide assumes a CAF of 15% as a general standard.

5. **Personnel Count.** The denominator of the UR calculation consists of the organization's total personnel count. This is the total number of:

a) Full and part-time employees who are permanently assigned to the office facility;

b) Seasonal hires, interns, and other temporary staff if they predominately work in the office and are employed for three months or longer;

c) Individuals who telework less than five days a week but are permanently assigned to the location;

d) Resident contractors whose primary work location is the facility in question. The term "resident contractor" excludes janitorial staff, construction workers, movers, security guards, and all other contractors who do not work from a desk and are not typically considered "office workers." USDA also includes in this category all State, county and local government employees, and non-federal partners and local cooperators.

6. **UR Calculation Example.** Now that all of the necessary variables have been identified, the following example shows how the UR is calculated. The UR in this example is 118, which is an average of 32 SF/person less than the maximum UR threshold. Thus, this example conforms to this policy.

UTILIZATION RATE (UR) FORMULA

$$UR = (ABOA SF - Special SF) / Personnel Count$$

Note: Special SF is the total of Office Special + Non-Office Special + CA Outside UR. In this case, it equates to 400 SF Office Special + 500 Non-Office Special + 450 CA Outside UR, or 1,350 SF total Special SF.

EXAMPLE

$$3,828 ABOA SF - 1,350 Special = 2,478 SF$$

$$2,478 SF / 21 people = 118 ABOA SF/person$$

3. EXCEPTIONS

“USDA Space Policy” (Departmental Regulation 1620-002) requires Administrative Services Division Directors (ASD) (or equivalent) to ensure that field office locations do not exceed the 150 UR, without issuing a written Exception approval. Similarly, the Director, Office of Operations, must approve Exceptions to the 150 UR in the National Capital Region (NCR).

1. **Exception requirements are listed below:**

- a) Applicable space actions (see Par. 3.b) under 1. SUMMARY) require an Exception Memorandum to be submitted if it is clear that achieving the 150 UR is either impractical or cost ineffective. An Exception Memorandum is not required for lease extensions and renewal options.
- b) Exceptions to the 150 UR are to be issued only after tools such as open concept space planning, teleworking and other flexible workplace strategies have been employed to the maximum extent possible.
- c) When an ASD Director (or equivalent) - or the Director, Office of Operations - determines that space under his or her purview cannot feasibly meet the 150 UR, this person must issue an Exception Memorandum for the space at issue and ensure a copy is forwarded to PMD within 30 calendar days according to e) below.
- d) **In collocated situations, an Exception Memorandum must be submitted for each Agency’s space that is non-compliant.** Otherwise the requirement must be met in full.
- e) **A copy of the approved Exception Memorandum must be provided to OPPM/PMD within 30 calendar days of signature and included in the lease or project file.**

2. ATTACHMENT 1 to this Advisory provides additional guidance related to drafting and issuing an Exception Memorandum.

4. SIGNATURE & CONTACT

Departmental AGPMR Advisories are posted at the following web link: <http://www.dm.usda.gov/pmd/>. If you have questions or comments regarding this Advisory, please contact Paul Walden, Chief Property Management Division on (202) 720-7283, or by sending an email to Paul.Walden@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until canceled.

A handwritten signature in blue ink that reads "Paul G. Walden".

Paul Walden, Chief, PMD

ATTACHMENT 1

UTILIZATION RATE EXCEPTION GUIDANCE

1. INTRODUCTION

The Department's 150 UR is always the standard to be met whenever possible. However, it is recognized that there may be occasions when meeting the UR is not practically feasible. Reasons may include the cost to reconfigure and fit out space, compliance would hinder fulfillment of the Agency's mission/program, space cannot be returned to the Lessor or GSA because it is considered unmarketable, or it is not physically achievable (e.g. a load-bearing wall cannot be removed or the building has an inefficient shape).

The ASD Director (or equivalent) - or the Director, Office of Operations for NCR space - is responsible for evaluating and approving any Exception to the UR. An Exception may only be granted after space reduction efforts – like occupying open concept space, and flexible workplace strategies like hoteling, desk sharing and teleworking - have been considered and implemented to the maximum extent possible.

A copy of the signed Exception Memorandum must be submitted to Paul Walden, Chief, Property Management Division (PMD), OPPM, within 30 calendar days after signature. The scanned copy may be emailed to: Paul.Walden@dm.usda.gov. A copy must also be included in the lease or project file.

2. EXCEPTION ELEMENTS

An Exception approval package should include the following elements:

SITUATION: Describe whether the space is a direct USDA lease, USDA owned property, or a GSA space assignment.

ACTIVITY: Describe the space-related action that is prompting the UR review for implementation. For example, a direct leasing action (specify type of action), owned building acquisition or a new GSA Occupancy Agreement (OA).

IDENTIFICATION #: Provide the applicable identification number for the Lease or OA, and Real Property Unique Identification (RPUID) number from USDA's Corporate Property Automated Information System (CPAIS).

CURRENT UR: Provide the office's current UR.

PROPOSED UR: Provide the office's proposed UR.

JUSTIFICATION: If the proposed UR is expected to exceed 150 ABOA SF/person, explain why meeting the UR is not feasible for the proposed activity. Include details and supporting documentation like:

- Floor plan – existing and proposed conceptual space layouts, if available.

- Reasons UR target threshold cannot be met. Examples:
 - Uneconomical; Costs more to make physical changes (e.g. relocate walls and/or install new furniture) than to continue occupying the additional space;
 - Negative impact on ability to provide customer service (e.g. large counter space/reception area required due to high-traffic office);
 - Conflicts with other Departmental requirements (e.g. information technology space specifications or on-site file storage). Provide a copy of such requirements or reference;
 - Structural limitations of the building, such as shape or column spacing, that preclude downsizing;
 - Reducing space would leave a portion of the building unmarketable to the owner or Lessor;
 - Other unique requirements, such as a mission requirement for a specific location.

FUTURE IMPLEMENTATION PLAN: Describe how the Agency plans to fully implement the 150 UR in the future, and approximately when this is expected to be achieved. Example: when a new lease is solicited and it is cost-effective for the office to relocate and downsize, or space becomes available that better accommodates a more efficient, open concept layout.

3. COLLOCATED OFFICES

In collocated situations, each Agency's ASD Director or equivalent must sign an Exception Memorandum for their respective space. This can be accomplished either by using a single Memorandum signed by all, or by preparing a separate document for each Agency that is consolidated and presented to PMD as a package. Shared space is prorated to each Agency based on the percentage of space occupied by each organization. The lead Agency is responsible for submitting the Exception Memorandum documentation to PMD.

4. SAMPLE

The following is sample Exception Memorandum language appropriate for a lease procurement that involves a single USDA agency. The Agency is lowering its UR, but still exceeds the Policy. The Memorandum can be modified to fit other situations as needed. Reasons listed for requesting an Exception are not sanctioned or required, and are only provided as potential examples. Underlined items below are place holders for information that is to be provided on a case-by-case basis.

“An Exception is hereby granted to the 150 UR threshold prescribed by AGPMR Advisory 16-01, titled “Space Utilization Rate Policy.”

The present USDA lease (lease #) for the building located at (address) expires on (date). The RPUID for this location is (RPUID #). (Agency Name) is the sole USDA occupant. The current amount of office space is (#) ABOA SF. The number of personnel housed at this location is (provide # according to the Advisory definitions). Therefore, the UR is (#) ABOA SF/person. See attached floor plan for the distribution of space. This exceeds the 150 UR by (#) ABOA SF.

(#) ABOA SF of space is being sought under a new lease using full and open competition procurement methods. See attached draft conceptual floor plan. A slight space reduction is considered to be achievable because of an increase in open space (elimination of (#) private offices) and reduction in the amount of support space used for meetings, duplicating activities, mail sorting, and supply storage. However, these measures will only lower the UR to (#), which still exceeds the maximum threshold.

The decision to grant an Exception to the UR policy for this office is based on a determination that additional strategies to lower the UR are not feasible at the present time. Reasons include:

- Increasing the amount of open concept space is cost-prohibitive due to a lack of available suitable furniture - and the amortized cost to reconfigure/buy new furniture would offset any rent savings that could be realized;*
- Reconfigured, open space would not be conducive to office work patterns, which require a closed environment – in this case consisting of a small block of private offices for work that involves a high degree of concentration and confidential information;*
- The office or the local area lacks the necessary technology and equipment for employees to telework at home, which reduces opportunities for desk sharing or hoteling;*
- Reducing the SF to meet the 150 UR would negatively impact the ability to provide critical services and programs to the public. It would not provide adequate room for a reception area with a counter, for public and client meeting space, as well as for files that must be retained on site in accordance with the Office of the General Counsel and/or Office of Records Management Directives. A copy of the legal requirement is attached.*

Therefore, this office's UR of (#) SF/person is approved. This decision will be reviewed again when the lease expires in approximately (X) years. Meanwhile, if conditions change and it becomes feasible, this office is instructed to take action to lower the UR at the earliest practical opportunity, and to notify me.

Questions related to this Exception may be directed to (contact name and information.)”

Signed by (ASD Director Name) on (Date)

Attachments

cc: Paul Walden, OPPM/PMD

ATTACHMENT 2

USDA SPACE REQUIREMENTS SUMMARY (SRS) TABLE

1. Pre-Filled SRS Table Documents

These documents reflect this Advisory's UR calculation example. The first is a static .pdf and the second is an interactive spreadsheet.



USDA Space Reqs
Summary Table Advis



USDA Space Reqs
Summary Table Advis

2. Blank SRS Table Documents

PMD recommends that this Table, which is blank, be used as a template to calculate space requirements in either the same, or a modified format that captures the intent and meaning of this Advisory. The first is a static .pdf and the second is an interactive spreadsheet.



USDA Space Reqs
Summary Table 07201



USDA Space Reqs
Summary Table 07201

3. Blank SRS Table View

USDA Space Requirements Summary Table					
Functional Description	Space ABOA SF	Quantity	ABOA SF	Part of UR	Comments
Individual Workspace (Enclosed)					
Office			0	Yes	
			0	Yes	
			0	Yes	
			0	Yes	
			0	Yes	
Total Individual Workspace (Enclosed)			0	Yes	
Individual Workspace (Open)					
Workstation			0	Yes	
			0	Yes	
			0	Yes	
			0	Yes	
			0	Yes	
			0	Yes	
Total Individual Workspace (Open)			0	Yes	
Total Individual Workspace (Enclosed & Open)			0	Yes	
Standard Support Space (Includes Resource and Meeting Type Space)					
Reception Area			0	Yes	Resource
Copy Room/Mail Room			0	Yes	Resource
General Office Storage Space			0	Yes	Resource
Conference/Training Room			0	Yes	Meeting
Nursing Mothers' Room			0	Yes	Resource
Break Room			0	Yes	Resource
			0	Yes	
Total Standard Support Space			0	Yes	
Office Special Support Space					
Secured Storage Room			0	No	
Server Room/Closet or Data Center			0	No	
Lab Room			0	No	
			0	No	
Total Office Special Support Space			0	No	
Non-Office Special Support Space					
Data Center with Raised Floor			0	No	
Unfinished Storage Space			0	No	
Light Industrial Space			0	No	
Warehouse Space			0	No	
Lockers, Shower, Toilet			0	No	
			0	No	
Total Non-Office Special Support Space			0	No	
Circulation Multiplier					
MOSTLY ENCLOSED. If Total Individual Workspace (Open) < 25% of Total Individual Workspace + Standard Support + Office Special Support + Non-Office Special, then apply 1.40 CM.	MIXED OPEN AND ENCLOSED. If Total Individual Workspace (Open) is > 25% and < 75% of Total Individual Workspace + Standard Support + Office Special Support + Non-Office Special, then apply 1.50 CM.	MOSTLY OPEN. If Total Individual Workspace (Open) > 75% of the Total Individual Workspace + Standard Support + Office Special Support + Non-Office Special, then apply 1.60 CM.	Calculated Internal Circulation Multiplier (CM)		
1.40	1.50	1.60	#DIV/0!		
Total ABOA SF (Max ABOA SF for Competitive Range; includes circulation)			#DIV/0!		
Circulation Area Pro Rata Share Calculation					
Circulation Area			#DIV/0!	Yes/No	
ABOA SF Within UR (Excludes Circulation)			0	Yes	
ABOA SF Outside of UR (Excludes Circulation)			0	No	
Total ABOA SF (Excludes Circulation)			0	Yes/No	
% of SF Within UR			#DIV/0!		
% of SF Outside of UR			#DIV/0!		
Circulation Area Within UR			#DIV/0!	Yes	
Circulation Area Outside UR			#DIV/0!	No	
Non-Office Special Support Space (*excluded from circulation area calculation)					
Ware Yard				No	
UR Calculation					
Personnel Count					
UR Rate			#DIV/0!		
Advertisement Requirements					
Minimum ABOA SF					
Maximum ABOA SF			#DIV/0!		
Ware Yard			0		
GOV Parking					
Employee/Visitor Parking					

Form date: 07/20/2017