

SUBPART 101-47.49 ILLUSTRATIONS

101-47,4902-4

§ 101-47.4902-4 Instructions for the preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

(a) Page 1 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

REPORT OF EXCESS REAL PROPERTY STANDARD FORM 118

General Instructions.

Standard Form 118 shall be used by holding agencies to report to the General Services Administration excess real property and related personal property therein as defined by § 101-47.103. Each report shall cover excess property at a single location only. The original and first four copies, with supporting schedules, shall be filed with the GSA regional office for the region in which the excess property is located.

All figures of this report shall be shown in terms of whole numbers, without the use of fractions, decimals, etc., except for blocks 10 and 12.

This form, conspicuously stamped "correction", shall be used to withdraw or correct reports of excess previously filed with the Administration. Blocks 1 through 12, 18 and 19 shall be completed in the manner prescribed in the Specific Instructions, below, except that blocks 9 through 12 shall pertain to the property remaining after the correction. Block 18, Remarks, shall indicate in summary form the nature of the correction. Each such corrected report shall reflect the same holding agency identifying number in block 1 as the original report.

Specific Instructions.

- Block 1 - Enter the number assigned by the holding agency to identify the report.
- Block 2 - Enter the date on which the report is forwarded by the holding agency to the General Services Administration.
- Block 3 - Enter the address of the appropriate office of the General Services Administration to which the excess property is being reported.
- Block 4 - Enter the name and address of the office transmitting the report. Show department and bureau, or other subdivision involved.
- Block 5 - Enter the name and address of the holding agency's representative to be contacted for further information about the reported property.

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(b) Page 2 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Block 6 - Enter the name and address of the custodian of the reported property.

Block 7 - Enter the official title or name used by the holding agency to identify the reported property. Enter also the number assigned by GSA for the purpose of the annual report on Federal real property holdings, using the number shown on the machine listing of the latest inventory supplied by GSA to the holding agency (use all nine digits, e.g. 1413 - 07984).

Block 8 - Enter the street address, city, county, and State for urban property, or the RFD address, county and State for rural property. Attach a map showing the property location and surrounding area.

Block 9 - Item A - Office.

Column 1. Number of buildings. Enter the total number of buildings which are being reported in whole or in part and which contain excess office space. (Count of buildings coded "e" in Column (f) on Schedule A.)

Column 2. Floor Area. Enter the gross floor area (in terms of square feet) of all this excess office space in all buildings reported in column 1. (Sum of all entries coded "a" in column (f) on Schedule A.)

Column 3. Number of floors. Enter the total number of floors which contain excess office space in all of the buildings reported (Sum of all entries coded "a" in column (g) on Schedule A.)

Column 4. Floor load capacity. Enter the range of the load capacity (in terms of pounds per square foot) of all floors containing excess office space as shown in column (i) on Schedule A. For example, "30 - 40" where the lowest capacity is 30 and the highest is 40.

Column 5. Clear head room. Enter the range of the clear head room of the excess office space as shown in column (h) on Schedule A.

Item B - Storage.

Enter the information for excess storage space in the appropriate columns, in accordance with instructions set forth in 9A above.

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(c) Page 3 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Item C - Other.

Enter the information for other types of space formally used for such purposes as manufacturing, etc., but which are now excess, in the appropriate columns, in accordance with the instructions set forth in 9A above. Enter the "floor load capacity" only if available. Specify "other uses" in Block 9F provided for this purpose.

Item D - Total.

Enter the total number of buildings reported excess in whole or in part and the total excess floor area, in columns 1 and 2 respectively. The figure for the total number of buildings shall represent an unduplicated count of the buildings reported excess on Schedule A, and shall not be the total of the figures entered on lines A, B, and C, which may contain duplications, if one building is used for more than one purpose. The figure for the total floor area shall equal the total of column (f) on Schedule A and will also be the sum of the figures entered directly above on lines A, B, and C of Standard Form 118.

Item E - Government Interest.

Indicate the number of buildings and total excess gross floor area where the Government's interest in the property is as:

- (1) Owner
- (2) Tenant

Note: The sum of the excess floor areas in each category shall equal the total excess gross floor area reported in Item 9D.

Block 10 - Enter the number of excess acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

- A. Fee
- B. Leased
- C. Other
- D. Total - this figure shall equal the total of column (e) on Schedule B.

Block 11 - Enter in block 11 the detailed cost data for each category of the excess Government-owned property shown on the schedules as follows:

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(d) Page 4 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Schedule A (Standard Form 118A) - Buildings, Structures, Utilities, and Miscellaneous Facilities.

Schedule B (Standard Form 118B) - Land.

Schedule C (Standard Form 118C) - Related Personal Property (Include installed machinery and equipment).

Cost Column - Enter the total cost of the different types of excess property on lines A to C as follows:

The cost shall include the original cost plus the costs of installation, improvements, betterments, etc. If the cost is not available, please estimate. (If portions of properties are being reported excess, report only the cost of the excess portion.)

Item A - Buildings, Structures, Utilities, and Miscellaneous Facilities. This figure shall equal the total reflected in column (d) of Schedule A.

Item B - Land. This figure shall equal the total of column (f) of Schedule B.

Item C - Related Personal Property. This figure shall equal the total of column (h) of Schedule C.

Item D - Total of Items A, B, and C.

Item E - Enter the total estimated direct annual cost to the holding agency of protecting and maintaining the property reported herein while it is excess. Attach a sheet giving a breakdown of such cost, as follows:

<u>Item</u>	<u>Annual Cost</u>
Personnel (number and types of positions)	\$
Water	
Electricity	
Gas	
Sewage disposal	
Telephone	
Heating	

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<u>Item (Cont'd)</u>	<u>Annual Cost</u>
Automatic protection devices	\$
Vehicles	
Other (specify)	_____
	\$

Block 12 - Where the Government's interest is that of a lessee, enter the following data:

- A. Total amount of rent paid annually. This figure shall equal the sum of block 3 on Schedule A and the total of column (g) on Schedule B. (If the annual rent includes services, enter an "S" after the amount.)
- B. Annual rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- C. Date lease(s) expires.
- D. Notice required for renewal.
- E. Termination date of renewal rights.
- F. Annual renewal rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- G. Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for Items B and F. Use separate sheet if necessary, when more than one lease is reported, to indicate data for items C, D, E, and G with respect to each lease.

Block 13 - If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government Corporation to receive the proceeds.

Block 14 - Enter a brief description of the construction of the building, as for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is

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- (f) Page 6 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

involved. Instead, this information will be shown in column (c), Schedule A. Indicate where complete plans and official specifications may be examined.

Block 15 - Specify use made by the holding agency of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product, etc.

Block 16 - Specify any possible uses of the property other than shown in blocks 9 and 15, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or if used for manufacture, what other products could be made in addition to those reported in block 15.

Block 17 - Specify the names and addresses of any Federal or other governmental agencies or private parties known to be interested in the property reported as excess.

Block 18 - Insert a concise but adequate general description of the property, and state the general types of properties in the vicinity, such as "farmland," "residential," "industrial," etc. Give a brief history of the use of the property, including the purpose for which it was acquired by the Government. State if there is any indication of mineral development in the vicinity of the property, giving sources of information. Also, state any special circumstances affecting the property not elsewhere covered.

Block 19 - Self-explanatory.

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- (g) Page 7 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE A

BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES STANDARD FORM 118a

General Instructions.

Schedule A shall be used by holding agencies to report to the General Services Administration the details concerning each of the buildings, structures, utilities and miscellaneous facilities reported as excess on Standard Form 118. Exclude installed machinery and equipment which shall be reported on Schedule C as related personal property. Schedule A shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings such as office, institutional, housing, storage, industrial and service shall be listed first on the schedule. Include such fixtures and equipment as are normally required for the functional use of the building reported and are built into or permanently affixed thereto; the removal of which would materially damage the building (e.g., plumbing, heating and lighting fixtures, elevators, and built-in safes and vaults).

Structures, utilities and miscellaneous facilities which lend themselves to separate reporting and delineation shall be listed on the schedule after buildings. These shall include items such as railroad trackage, communication systems, storage tanks, wash racks, silos, docks, piers, fences, and heating, sewage and electrical systems which serve more than a single building.

This schedule, conspicuously stamped "correction", shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule A shall be reported in the manner prescribed in these instructions except that: (a) the totals for column (d) and column (f) on the previous Schedule A shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided for column (d) and column (f); and (d) the resulting totals for column (d) and column (f) shall be entered.

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(h) Page 8 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

Block 3 - Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities and miscellaneous facilities. If the annual rental includes services, enter an "s" after the amount. Where the annual rental for land and buildings, etc., cannot be separated, the total annual rental for land, buildings, etc., will be shown in this block and the entry "NS" for not separable made in column (g) on Schedule B.

Column (a) - Self-explanatory.

Column (b) - Enter the number assigned in the official general layout plan, identifying the specific building, structure, utility, or miscellaneous facility. Attach, where applicable, a copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

Column (c) - Describe the property, indicating:

- (1) Type of building or structure such as office, hospital, prison, school, housing, storage, industrial and service;
- (2) Type of construction, such as brick, steel, frame, concrete, or combination thereof;
- (3) Date of construction; and
- (4) Enter a general description of the utilities and miscellaneous facilities connected with the excess real property. Attach map showing the location of utilities.

Column (d) - Where the Government is the owner, enter the actual cost to the Government, if known, (if not known enter estimated cost) for each excess building, structure, utility and miscellaneous facility.

- (1) A subtotal of the cost of all buildings reported shall be shown immediately following the listing thereof.

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(i) Page 9 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

(2) A subtotal of the cost of all structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column will be the amount reported in Item A, Block 11 of Standard Form 118.

Column (e) - Enter the over-all outside dimensions of rectangular building or structure described in column (c), excluding buildings of irregular shape. Enter "IR" for irregular shaped buildings.

Column (f) - Enter gross excess floor area for each building, and in appropriate instances, enter such area for each structure, utility or miscellaneous facility reported.

(1) A subtotal of the floor area of all buildings reported shall be shown immediately following the listing thereof.

(2) A subtotal of the floor area given for the structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column shall equal the total figure reported in the column "Floor Area," Item D, Block 9, Standard Form 118.

Column (g) - Indicate number of floors (excess) in the building or structure excluding the basement. If the building has a basement, indicate by entering the letter "B".

Column (h) - Enter the range of clear head room in the excess building or structure. For example, "10 to 15 feet".

Column (i) - Enter the range of the floor load capacity of the excess building or structure, by type of building or structure, if available and if significant.

Column (j) - Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

Note: For columns (f), (g), (h), and (i) prefix figures with symbols to denote type of space as follows:
(a) for office; (b) for storage; and (c) for other.

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(j) Page 10 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE B

LAND
STANDARD FORM 118b

General Instructions.

Schedule "B" shall be used by holding agencies to report to the General Services Administration the details concerning land reported as excess on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule "B" shall be reported in the manner prescribed in these instructions except that: (a) the total for columns (d), (e), (f), and (g) on the previous Schedule "B" shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided in columns (d), (e), (f), and (g); and (d) the resulting totals for columns (d), (e), (f), and (g) shall be entered.

Specific Instructions.

- Block 1** - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.
- Block 2** - Self-explanatory.
- Block 3** - Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet.
- Column (a)** - Self-explanatory.
- Column (b)** - Enter the tract number(s) of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess.
- Column (c)** - Self-explanatory.

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(k) Page 11 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- Column (d) - Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract(s) which includes the property being reported.
- Column (e) - Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on Item D, Block 10, in Standard Form 118.
- Column (f) - Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column will be the amount reported on Item B, Block 11, on Standard Form 118 (rounded to the nearest dollar).
- Column (g) - Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only, or where the annual rental of land and buildings can be separated. Where the lease covers land and buildings and the annual rental for the land and the buildings cannot be separated enter "NS".
- Column (h) - Describe the method whereby the land was acquired, such as condemnation, purchase, lease, etc.
- Column (i) - Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, rights-of-way, railroads, and contamination. Attach a report on the Government's legal title to the excess property (§ 101-47.202-2(b)).

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- (1) Page 12 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE C

RELATED PERSONAL PROPERTY
STANDARD FORM 118c

General Instructions.

Schedule "C" shall be used by the holding agencies to report to the General Services Administration the details concerning the excess personal property, including installed machinery and equipment, which is related to the excess real property (Government-owned and leased) reported on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures shown on this report shall be in terms of whole numbers, except column (g), "unit cost".

Related personal property consisting of installed machinery and equipment shall be listed first on the schedule.

Other related personal property such as consumable materials, supplies, and other expendable items shall be listed on the schedule after installed machinery and equipment.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule C shall be reported in the manner prescribed in these instructions, except that: (a) the total for column (h) on the previous Schedule C shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) a subtotal shall be provided in column (h); and (d) the resulting total for column (h) shall be entered.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

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(m) Page 13 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- Block 3** - Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2-digit commodity classification.
- Column (a)** - Enter consecutive numbers for each line item, starting with "1".
- Column (b)** - The holding agency shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference number, etc.
- Column (c)** - Whenever practicable, enter the detailed classification numbers, for each item according to the Standard Commodity Classification.
- Column (d)** - Indicate condition of property by the following combination letter - number code:

Means

N - New
E - Used, reconditioned
O - Used, usable without repairs
R - Used, repairs required
X - Items of no further value for use as originally intended, but of possible value other than as scrap

Means

1. Excellent
2. Good
3. Fair
4. Poor

In stating the condition of consumer goods (excluding food) use only the letter code. For capital and producer goods, a letter - number combination must be used, except in the case of Code "X". For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in Column (b) "Description". If any legal restrictions exist (including patent restrictions) as to the power of holding agencies to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restrictions.

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(n) Page 14 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Form 118a, 118b, and 118c.

Column (e) - Indicate unit of measure for the container package or other applicable customary sales unit, such as pounds, tons, dozens, gross, thousands, etc. Distinguish between long, short and metric ton.

Column (f) - Specify the quantities of each item reported excess in terms of the "unit" used in Column (e).

Column (g) - Insert the recorded procurement cost per unit or, in its absence, the estimated original cost per unit (in dollars and cents), including the transportation or installation costs.

Column (h) - Compute total costs, that is "number of units" multiplied by "unit costs" equals "total cost".

- (1) A subtotal of the cost of all related personal property reported as installed machinery and equipment shall be shown immediately following the listing thereof.
- (2) A subtotal of the cost of all other reported related personal property shall be shown immediately following the listing thereof.
- (3) The total cost of all items reported in Schedule C shall equal the figure reported in Item C, Block 11, on Standard Form 118.

Column (i) - DO NOT FILL IN.