

contacts with lessor. Document and report to the real estate representative as appropriate, significant or continuing failures of lessors to perform in accordance with the terms of leases. In case of controversy and doubt, request interpretation of the lease provisions from the real estate representative as appropriate. Recommend to the real estate representative any necessary modifications of lease provisions.

- f. Follow requirements of ASM 513.2 and 513.3 for lease cancellation and vacating leased facilities.

2-11 METHODS OF COMPUTING BUILDING AREAS

2-1101 GENERAL

When including building areas in the measurement of space, use gross area and total net area. Definitions for, and prescribed methods of, computing building areas are covered in this part.

2-1102 GROSS AREA

2-1102.1 Gross area is the sum of the floor areas including the normal outside faces of exterior walls, disregarding architectural setbacks or projections. It pertains to all stories or areas which have floor surfaces.

2-1102.2 Compute gross area by measuring from the normal outside face of exterior walls, disregarding cornices, pilasters, and buttresses, which extend beyond the wall face.

2-1102.3 Do not include a ground level or intermediate story, or part of it, which is left unenclosed, as part of the gross area of the building.

2-1102.4 In addition to areas obviously in this category, gross area

includes basements (except unexcavated portions), attics, garages, roofed porches, mezzanines, shipping platforms, penthouses, and mechanical equipment floors, lobbies, and corridors, provided they are within the normal face lines of the building. Since post office mailing platforms are always included in net assignable area, they must be included in gross area, regardless of whether they are within or outside of the exterior wall lines of the building.

2-1102.5 The gross area does not include open courts, light wells, upper portions of rooms, or lobbies which rise above the story being measured or extend beyond the principal exterior walls of the building.

2-1102.6 Do not include unroofed features, such as cooling towers, in gross area.

2-1103 NET ASSIGNABLE AREA

2-1103.1 General

Net assignable area is that portion of the gross area which is assigned or available for assignment to using agencies, including space which is available jointly to the various occupants of the building. It also includes space provided for the operation and maintenance of the building. Typical uses of net assignable area, classified by types, are listed in 2-1109.

2-1103.2 Office Type

Space which provides an environment suitable for an office operation. This requirement includes, but is not limited to, suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large openly planned area generally laid out on a