**Leased Space Unescorted Access Questionnaire**

**Purpose:** The purpose of this questionnaire is to gather information to identify the ***unescorted*** access needs of the potential lessor’s employees and contractors so the FAA may determine the appropriate background investigation requirements and PIV badging needs in the event of lease agreement.

**Instructions:** Lessor employees and contractors who need to access FAA leased space are required to be escorted while in FAA controlled space. If lessor employees and contractors need ***unescorted*** access due to the nature and frequency of the access please complete this questionnaire and return to the FAA Real Estate Contracting Officer.

* What is the estimated number of employees (to include contractor and subcontractor personnel) that will require ***unescorted*** access to FAA controlled space to support this lease? \_\_\_
  + If available, attach a list of the personnel.
* Please provide the following information for each employee position (e.g. janitor, maintenance worker, repairman etc.) requiring ***unescorted*** access to support this lease:

Lessor Employee Position Category 1

* + - Position Title(s)­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Estimated number of employees in this category \_\_\_\_\_\_\_\_\_\_
    - Will employees in this category require routine (defined as more than (1) day per week), access to FAA space for more than 180 days. YES ☐ NO ☐

Lessor Employee Position Category 2

* + - Position Title(s)­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Estimated number of employees in this category \_\_\_\_\_\_\_\_\_\_
    - Will employees in this category require routine (defined as more than (1) day per week), access to an FAA facility for more than 180 days. YES ☐ NO ☐

Lessor Employee Position Category 3

* + - Position Title(s)­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Estimated number of employees in this category \_\_\_\_\_\_\_\_\_\_
    - Will employees in this category require routine (defined as more than (1) day per week), access to an FAA facility for more than 180 days. YES ☐ NO ☐

(Add additional employee positions as necessary)