|  |  |
| --- | --- |
| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **STANDARD SPACE LEASE** |

**Lease/Contract #:** [XXXXX-XX-X-XXXXX]

**Location/Facility:** [INSERT CITY/STATE/ATID/FACILITY TYPE]

| **CHECKLIST ITEM**  **(“/” means “or”)**  NAMING CONVENTION | **AMS Reference** | **IN FILE?** Y / N or N/A | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
| --- | --- | --- | --- |
|
| **SECTION 1 – LEASE CONTRACT DOCUMENTS** |  |  |  |
| File Checklist & Form with QA Approval  LEASE # FC/FCA | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form with QA Approval  LEASE # CC/CCA |  |  |  |
| Supplemental Agreement(s)  LEASE # SA 1 | T3.10.1 (5b) |  |  |
| Executed Lease Document with certification  LEASE #\_EXECUTED LEASE | T3.8.8, RP Procurement Templates & Samples |  |  |
| Previous Lease(s) with Amendment(s)  LEASE#\_PREVIOUS LEASE | T3.10.1 |  |  |
| Ownership Verification  LEASE # OWNER VERIFY | T3.2.2.7 & T3.8.8 |  |  |
| Evidence of Authority (i.e. power of attorney, trust document)  LEASE # POA | T3.2.2.7 |  |  |
| Assignment of Rents (i.e. property management company)  LEASE # ASSIGN | T3.3.1.A.17 |  |  |
| Space Safety and Environmental Form  LEASE # SAFETY | T3.6.3, RP Procurement Templates & Samples |  |  |
| Certificate of Occupancy  LEASE # COO | T3.6.3 |  |  |
| EOSH Documentation: Water Test Results  LEASE # EOSH\_WATER | T3.6.3 |  |  |
| EOSH Documentation: Asbestos Report  LEASE # EOSH\_ASBESTOS | T3.6.3 |  |  |
| EOSH Documentation: Radon Test Results  LEASE # EOSH\_RADON | T3.6.3 |  |  |
| Certification of Seismic Compliance Form OR Seismic Exception/Exemption  LEASE # SEISMIC | T3.6.3.A.19, RP Procurement Templates & Samples |  |  |
| HPSB Documentation (i.e. LEED, Energy Star certification, etc.)  LEASE # HPSB | T3.6.3 |  |  |
| EOSH Documentation: Other Tests/Certifications and/or FAA EOSH/ROSHER review documentation  LEASE # EOSH OTHER | T3.6.3 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| Past Fiscal year payments (PRs, Mods, DO/TOs)  LEASE # PR/MOD 1/DOTO | T3.3.1 |  |  |
| Estoppel Certificate  LEASE # ESTOPPEL | T3.10.1 |  |  |
| PRISM Purchase Order  LEASE # PO | T3.2.2.3 |  |  |
| RPFMT Approval  LEASE # FUNDING | T3.2.1 & T3.3.1 |  |  |
| Initial Lease Scoring Documentation  LEASE # SCORING INITIAL | T3.3.8 & T3.8.5 |  |  |
| Final Lease Scoring Documentation  LEASE # SCORING FINAL | T3.3.8 & T3.8.5 |  |  |
| SAM record OR RECO’s signed waiver  LEASE # SAM/SAM EXEMPT | T3.3.1 |  |  |
| Vendor Entry Confirmation  LEASE # VENDOR | T3.3.1 |  |  |
| EFT waiver request form \*NOTE: do not include PII in the contract file  LEASE # EFT WAIVER | T3.3.1.A.3, RP Procurement Templates & Samples |  |  |
| Financial Communications  LEASE # FINANCE COMM | T3.10.1 |  |  |
| **SECTION 3 – CORRESPONDENCE** |  |  |  |
| Correspondance, Emails, and Memos | T3.10.1 |  |  |
| **SECTION 4 – PROJECT REQUIREMENTS, SOLICITATION AND AWARD DOCUMENTATION** |  |  |  |
| **PLANNING & REQUIREMENTS** |  |  |  |
| Procurement Plan for Real Estate- Template C  LEASE # REQ PP | 3.2.1 & T3.2.2.8 & T3.2.1, RP Procurement Templates & Samples |  |  |
| Approved LSAD PR Package including confirmation of funding availability  LEASE # REQ LSAD | T3.2.1.A.2.e.2 & T3.3.2.8 |  |  |
| Single Source Justification (SSJ)  LEASE # SSJ | T3.2.2.4, RP Procurement Templates & Samples |  |  |
| Statement of Requirements  LEASE # REQ STATEMENT | T3.2.1 |  |  |
| Specific Security Requirements and Security SSE Contact Info.  LEASE # REQ SECURITY | T3.14.1 |  |  |
| Special Requirements  LEASE # REQ SPECIAL | T3.2.1.A.2.e.g |  |  |
| Market Data Refinement  LEASE # REQ MARKET DATA | T3.2.1 & T3.2.1.2 & T3.8.8 |  |  |
| Seismic Map showing delineated area  LEASE # REQ MAP | T3.6.3.A.19, RP Procurement Templates & Samples |  |  |
| Rural Development Act (RDA) documentation  LEASE # REQ RDA | 3.8.8, RP Procurement Templates & Samples |  |  |
| IGCE for space build-out/alterations/one-time costs  LEASE # REQ IGCE | T3.2.1.A.9 & T3.2.3 |  |  |
| Union Coordination Documentation  LEASE # REQ UNION | T3.2.1.A.2.e.g |  |  |
| FAA environmental documentation (i.e. Environmental Screening Checklist 1050.19C App. D  LEASE # REQ ESC | T3.6.3, RP Procurement Templates & Samples |  |  |
| Environmental Exception 1050.19C  App C  LEASE # REQ EDDE | T3.6.3, RP Procurement Templates & Samples |  |  |
| **SOLICITATION & EVALUATION** | T3.2.2.3 |  |  |
| Solicitation Documentation (Sources Sought/RFI/SIR/SFO/etc.)  LEASE # SFO/RFI/SIR | T3.2.2.3 |  |  |
| Solicitation Amendments  LEASE # SFO AMEND 1 | T3.2.2.3.A.2c |  |  |
| Evidence of Public Announcement (e.g., SAM.gov screenshot)  LEASE # SFO PUBLISH | T3.2.2.3 |  |  |
| Proposal to Lease Space  LEASE # SFO PROPOSAL | T3.2.2.3, RP Procurement Templates & Samples |  |  |
| Source Selection Team Contact Info  LEASE # SFO SS POC | T3.2.2.3.A.2 |  |  |
| Non-disclosure Agreements  LEASE # SFO NDA | 3.1.6, RP Procurement Templates & Samples |  |  |
| Source Evaluation Plan  LEASE # SFO SEP | T3.2.2.3.A.4, RP Procurement Templates & Samples |  |  |
| Abstract of Offers  LEASE # SFO ABSTRACT | T3.2.2.3.A.4, RP Procurement Templates & Samples |  |  |
| Communications with Offerors  LEASE # SFO COMM | T3.2.2.3.A.7 |  |  |
| Past Performance Documentation  LEASE # PAST PERFORMANCE | T3.2.2.3.B.2 |  |  |
| Market Survey (Site Visit Reports)  LEASE # MS | T3.2.1.2 |  |  |
| Lessor Annual Cost Statement  LEASE # OPEX | T3.2.2.3, RP Procurement Templates & Samples |  |  |
| **AWARD** | T3.2.2.3 |  |  |
| Award Letter  LEASE # AWARD | T3.2.2.3.A.10, RP Procurement Templates & Samples |  |  |
| Letter to Unsuccessful Offerors  LEASE # LUO | T3.2.2.3.A.11, RP Procurement Templates & Samples |  |  |
| Leased Space Unescorted Access Questionnaire (completed by Lessor in SFO and provided to Personnel Security)  LEASE # ACCESS | T3.14.1, RP Procurement Templates & Samples |  |  |
| Letter to Lessor for Acceptance of Space  LEASE # ACCEPTANCE | T3.10.1.C.2, RP Procurement Templates & Samples |  |  |
| Contractor Debriefings  LEASE # DEBRIEF | 3.2.2.3.1.4 & T3.2.2.3.A.11 |  |  |
| Post Award/Pre-construction Conference/Kick Off Meeting  LEASE # MEETING INFO | T3.8.7 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Negotiator’s Report  LEASE # NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| REMS Data Entry Form  LEASE # REMS | T3.10.1 |  |  |
| RETS (Real Estate Tracking System) notes  LEASE # RETS | T3.10.1.7.a |  |  |
| Pre-Solicitation Legal Review and Concurrence  LEASE # LEGAL\_SFO | T.1.15 |  |  |
| Pre-Award Legal Review and Concurrence  LEASE # LEGAL AWARD | T.1.15 |  |  |
| Security Review and Concurrence (Personnel & Facility) documentation  LEASE # SECURITY REVIEW | T3.14.1 |  |  |
| Secure LEASEs Act: Lessor Disclosure(s) of ownership/financing (required for FSL III or above)  LEASE #\_SECURE\_LEASES\_ ACT | T3.8.8 |  |  |
| RECOs Market Analysis  LEASE # MA | T3.2.1.2 |  |  |
| Contracting Officer Representative (COR) Documentation (if designated by RECO)  LEASE # COR | T3.10.1.A.3, RP Procurement Templates & Samples |  |  |
| **SECTION 6 – DRAWINGS / UTILITIES / MISC** |  |  |  |
| Drawings, photos, floor plans, etc.  LEASE # DRAWING/PHOTO/MISC | T3.10.1 |  |  |
| Final Inspection & Clearance Document for Termination of Lease  LEASE # TERMINATION\_INSPECT | T3.10.6, RP Procurement Templates & Samples |  |  |
| Utilities  LEASE#\_UTILITIES | T3.10.1 |  |  |
| Disposal Documents  LEASE # DISPOSAL | T3.10.6 |  |  |

**File Checklist prepared by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of preparer if different than RECO Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
RECO Signature Date

QA review complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date