**Bureau of Reclamation**

**Real Property Abbreviated Space Request Business Case (SRBC)**

**[Insert Requesting Office Name & Project Title]**

**Fiscal Year 20xx**

**Date: [Insert Business Case date]**

**Prepared by: [Insert Author(s) Name(s)]**

**Approved by: [Insert Director Name]**

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| Section I. Requestor Information and Space Details**Method of Space Acquisition (Select One):**Co-location [ ] GSA Lease [ ] Direct Lease [ ] Purchase [ ] New Construction [ ]**Space Change Impact:**Renewal [ ] Expansion [ ] Reduction [ ] Change of Use [ ] |
| Requesting Office: | Requestor: |
| Unit/Facility Name: | City/State/Zip: |
| Region/Area Office/Field Office: | Year of Planned Change: |
| Existing Space FRPP RPUID/GSA OA ID: | Existing Space FRPP Building Use:  |
| Proposed Space FRPP RPUID/GSA OA ID: | Proposed Space FRPP Building Use: |
| Current Space Funding Source: | Funding Source for Proposed Change: |
|  |
|

|  |  |  |
| --- | --- | --- |
| FY 2012 BaselineGross Square Footage(Existing Space) | New Gross Square Footage(Proposed Space) | Square Footage Changefrom Baseline |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Number of Federal Employees | Proposed Number of Federal Employees | Current Number of Contract Employees | Proposed Number of Contract Employees |
|  |  |  |  |

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|  |
| **Annual Operation & Maintenance Costs** |
| Current O&M Cost: $  | Projected O&M Cost: $  | Net Change: $  |
| Current O&M Cost/Sq.Ft.: $ | Projected O&M Cost/Sq.Ft.: $ | Net Change: $ |

# Section II - Space description

## II.A. Space Justification Details

Current Space Utilization (current space need/utilization rate; person count; 180sq.ft. per person requirement):

Description and Reason of space change (Renewal, Space modification, reduction of space, or change in predominant use):

Description to impacts to cost: