GSA

April 29, 2021

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING - PR

DocuSigned by:

John Thomas

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SUBJECT: LEASING ALERT (LA-21-05) – Mandatory Use of Central
Facilities Repository (CFR) for As-Built Drawings

1. **Purpose**. This Leasing Alert issues instructions for mandatory storage of As-Built drawings in the GSA Central Facilities Repository (CFR) platform.

2. **Background:** Central Facilities Repository (CFR) was launched in 2015 as the system of record for current, historical and pending building information of GSA facilities. CFR provides a platform in which to store, manage and view various kinds of building information, including drawings, models, imaging, manuals, procedures and reports. CFR is located on the PBS Portal.

   Lessors are required to provide a complete set of Computer Aided Design (CAD) files of as-built floor plans showing the Space under Lease, as well as corridors, stairways, and core areas for all new leases, including those where the Government stays in place. The Office of Leasing did not mandate the use of a standard storage method for these files and regions have stored these required submissions in a variety of locations making it difficult to retrieve these files when they are needed.

   As of the date of issuance of this leasing alert, use of CFR is mandatory for the storage of all lease building drawings received. Utilizing CFR for lease as-built drawings will bring building drawings for all space under GSA control into one system and provides the necessary controls for Controlled Unclassified Information content. Additionally, CFR has native viewing capabilities for CAD files not available in other systems.

3. **Effective Date**.   This Leasing Alert and attachments are effective as of the date of issuance unless modified, canceled, or re-issued.

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4. **Applicability**. This Leasing Alert and its attachment are mandatory and apply to all GSA Leasing Associates, Project Managers, Lease Administration Managers and support contractors that are in receipt of as-built drawings.

Cancellation. None

Instructions and Procedures. See Attachment 1 of this Leasing Alert for instructions and procedures.

Attachments.

Attachment 1 – Instructions and Procedures

Attachment 1 - Instructions and Procedures

Instructions

Each region may implement their own workflow and responsibility chain for "who" does the below.

Loading As Built Drawings in CFR

Upon receipt of lease as-built drawings:

1. Log into CFR on the PBS Portal.
   - o If needing first-time access, roles must be requested via UIMS. Each region has its own CFR_Rxx_USER role, so up to 11 may be needed if the person requesting needs to upload to all regions.
2. Determine if the leased building exists in CFR.
   - o Locate the building by searching:
     - ▪ Select "Advanced Search" from the "Search" box in the upper right corner of the screen.
     - ▪ Select "Folders" from the "Search Context" menu.
     - ▪ Type the 6-digit Location Code (e.g. TX0224) into the "Name" field; then click the "Search" button.
     - ▪ If no results are found, proceed to step 3; otherwise step 4.
   - o Locate the building by browsing:
     - ▪ Navigate to the regional site in which the building exists.
     - ▪ Select "Document Library" in the upper right corner of the screen.
     - ▪ Navigate to the state in which the building exists.
     - ▪ Ensure that the sort order is set to "Name" and the sort order to "Ascending".
     - ▪ Paginate through 300 buildings at a time to identify where the targeted building should exist.
     - ▪ If no results are found, proceed to step 3; otherwise step 4.
   - o Create the leased building if it does not yet exist.
   - o Contact the Building Information Modeling (BIM) Manager corresponding to the region in which the building should exist (see attached).
   - o Request that the BIM Manager create the target building folder.
   - o Once confirmation of building folder creation is received from the BIM Manager, repeat step 2.
3. Create a target folder for the files:
   - o Click on the target building folder (e.g. TX0224).
   - o Click on the PENDING folder.
   - o Create a folder named "AS-BUILTS", if one does not yet exist.

4. Upload the file(s) provided by the lessor into the "AS-BUILTS" folder. Drag-and-drop of both files and folders is supported and is the easiest method.
5. Set properties on each file:
   - Primary Location: the 6-digit Location Code that is most closely associated with the document.
     - The location Name, Ownership, Status, Address, Facility Code and Facility Name will automatically populate from REXUS.
   - File Name: populated with the name of the file as loaded, but may be adjusted if necessary.
     - In the case of drawings, the file name should not be modified.
   - File Title: short, meaningful text that helps to provide specific information about its contents.
     - In the case of drawings, the file title should match the Title in the drawing's "title block".
   - Timeframe: should be set to "Present Conditions" for as-built drawings.
     - The Primary Context, Title and Year will automatically populate.
   - Sub-Context and Title: should be left blank for as-built drawings.
   - Lifecycle Stage: should be set to "Record Documents" for as-built drawings.
   - Document Type: should be set to "Drawing" for as-built drawings.
     - If documents represent other kinds of documents, such as Specifications or Narratives, their corresponding Document Type can be selected instead.
   - Sheet Type: should be set to "Plan" for as-built drawings.
   - Plan Type: should be set to "Architectural Plan" for as-built drawings.
     - If documents represent other kinds of plans, such as Electrical Plans or Site Plans, their corresponding Plan Type can be selected instead.
   - Disciplines: Architectural should be selected for as-built drawings. Applicable disciplines should be selected for all documents.
   - Building Levels: select the levels that are most closely associated with the as-built drawings. Select one, multiple or all levels - or simply leave the levels unselected.
     - Drawings typically represent one building level at a time.
     - BIM files typically represent all building levels.
   - Program Association: select an affiliated program if applicable (e.g. Art in Architecture, Historic, UFAS).
   - Description: Lease Number and Project Number plus any other pertinent information about the file that would aid a CFR user in finding or understanding file contents.
   - An example of a typical file property sheet is shown below:

Edit Properties: A-101.DWG

Primary Location: * VT0801 ?

Name: LPOE, NORTON

Ownership: Federal ▾

Status: Active ▾

Address: STATE ROUTE 114, NORTON, VT 05907

Facility Code: VTBN

Facility Name: LPOE, NORTON

File Name: * A-101.DWG ?

File Title: First Floor ?

Timeframe: * Present Conditions ▾ ?

Primary Context: * MASTER ?

Title: Master models and drawings ?

Year: ?

Sub-Context: ?

Title: ?

Lifecycle Stage: * Record Documents ▾ ?

Document Type: * Drawing ▾ ?

Sheet Type: Plan ▾ ?

Plan Type: Architectural Plan ▾

Disciplines

Architectural	☑	Landscape	☐
Civil	☐	Mechanical	☐
Distributed Energy	☐	Plumbing	☐
Electrical	☐	Process	☐
Equipment	☐	Resource	☐
Fire Protection	☐	Structural	☑
General	☐	Survey/Mapping	☐
Geotechnical	☐	Telecommunications	☐
Hazardous Materials	☐	Other Disciplines	☐
Interiors	☐		

Building Levels:
- ALL -
Basements
Ground
Lower Levels
Mezzanines
Penthouses
Roofs
001 First
002 Second
003 Third
004 Fourth
005 Fifth
?

Program Association: - Unspecified - ▾

Description:

6. Notify the BIM Manager (or designated regional contact) that the files are ready for review and movement into Present Conditions. CFR Contacts are located [here](#).