

services is authorized to charge the occupant for the space and services at rates approved by the Administrator of General Services.

**§ 101-21.206 Revision of rent rates.**

GSA will review Rent rates annually to insure that they approximate commercial rates. Rates will be revised according to the criteria described in § 101-21.201. GSA will not increase its rates without notification through the Budget Estimate process except in the case of gross errors. Even in this special case, affected agencies are entitled to an opportunity to budget for the increase, if the revised total Rent charge is higher than the amount shown initially in the budget estimate. Eighteen months notice is generally given for an agency to budget for the increased Rent charges.

**§ 101-21.207 Annual projections.**

Annual projections of space assignments and related services are prescribed to provide occupant agencies with accurate data necessary for budget submission. Procedures for annual projections are described in § 101-21.601.

**Subpart 101-21.3—Standard Levels of Service**

**§ 101-21.300 General.**

The levels of service included in Rent approximate those currently furnished in commercial practice. They are based on the effort required to service the occupant agency's space for a 5-day week (Monday to Friday), one-shift regular work schedule. Adequate building start-up services before the occupant agency starts the regular work schedule and shutdown services after the occupant agency ceases the regular work schedule, even though the working hours of the occupant agency may be staggered, will be provided by GSA. Space, automatic elevator systems, lights and small office and business machines may be used on an incidental basis 24 hours a day, 7 days a week without additional payment to GSA where access by the occupant is available without additional cost to GSA.

**§ 101-21.300-1 Flexitime.**

Occupant agencies who extend their regular work schedule by a system of flexible hours shall reimburse GSA for the actual cost of the additional services required.

**§ 101-21.301 Standard services for cleaning, mechanical operation, and maintenance.**

Standard services for cleaning, mechanical operation, and maintenance shall be accomplished in accordance with the established GSA standards as cited in Subpart 101-20.1 of part 101.20 of this chapter.

**§ 101-21.302 Other standard services.**

GSA may provide additional services at appropriate levels and times that the Administrator of General Services determines to be necessary for efficient operations and proper servicing of space under the assignment responsibility of GSA.

**§ 101-21.303 Space exempted from the standard levels of service.**

The Administrator of General Services may exempt from the standard levels of service space for which, because of its limited square footage or functional use, application of the standard levels of service would be infeasible or impractical.

**Subpart 101-21.4 Reimbursable Services**

**§ 101-21.401 Special services.**

Special services not included in the standard levels of service are provided by GSA on a reimbursable basis. Funds for reimbursable services should be included in occupant agency budget submissions.

**§ 101-21.402 Services performed by other agencies.**

Agencies occupying space under the assignment responsibility of GSA that perform or contract for services normally provided for in the Rent levied by GSA will be reimbursed by GSA for the actual cost of services performed. The amount of reimbursement will be limited to the cost of the services to GSA if GSA had provided them.

Approval to perform or contract for such services must be obtained in advance from the appropriate GSA regional office.

### Subpart 101-21.5—Funding Projects.

#### § 101-21.501 GSA funding responsibility.

Projects for the construction or alteration of public buildings, or for the alteration of leased buildings, for which GSA is responsible will be financed from the Federal Buildings Fund.

#### § 101-21.502 Funding responsibilities of other agencies.

(a) A department or agency may request an appropriation to cover the cost of the construction or acquisition of a facility defined as a public building in § 101-19.003-6 of this chapter when the Administrator of General Services has obtained the authorization therefor and concurs with the request, and approval has been given by the Office of Management and Budget. The construction or acquisition of the facility shall be performed by GSA.

(b) GSA shall, upon the request of a department or agency, construct, alter, or acquire buildings other than public buildings which are normally financed by other agencies upon condition that funds to cover the cost of the work shall be transferred or reimbursement shall be made to GSA.

(c) Each Federal agency shall be responsible for the financing of special use facilities and equipment not contemplated in the approved project.

### Subpart 101-21.6 Billings, Payments, and Related Budgeting Information for Space and Services Furnished by the General Services Administration

#### § 101-21.600 Applicability.

These rules and regulations apply to GSA and all agencies furnished space and related services by GSA.

#### § 101-21.601 Budgeting information for rent.

(a) GSA provides to agencies summary level and detailed documentation in support of budgetary information it submits for the space and related services it furnishes. The documentation identifies organizations and organizational elements by an agency and bureau code numbering system.

(b) Federal agencies that require relocation of other agencies because of expanding space needs are responsible for funding.

(1) Moving, telecommunications, and related costs incurred by GSA in relocating displaced agencies and,

(2) above standard alterations comparable to their previously occupied space on a square foot by square foot basis and,

(3) Rent charges in excess of the amount budgeted by the displaced agency until such time (no more than 18 months) as the agency has had an opportunity to budget for the increase.

#### § 101-21.602 Billing procedures for rent charges.

(a) Bills for Rent are normally rendered to the Central Office headquarters of each agency occupying space under the assignment responsibility of GSA. Under the OPAC (On-Line Payment and Collection), formerly SIBAC (Simplified Intragovernmental Billing and Collection) system, payment is to be processed at the level of organization within an agency which relates to a Treasury Department 8-digit station symbol. (Forms with references to SIBAC will continue to be used until stock is depleted.)

(b) Bills for charges applicable to current space assignments are rendered quarterly at the beginning of the quarter. The billing includes adjustments for billing errors and changes in space assignments made prior to or during the previous quarter. Documentation delineating billing errors and changes in space assignments are provided with bills.

(c) Agencies which have been assigned an 8-digit station symbol by the Treasury Department (OPAC agencies) are billed in accordance with the procedures prescribed by the Treasury Fiscal