

LAND AND BUILDINGS MONTHLY REPORT

TO: BUREAU OF SPACE & FACILITIES MANAGEMENT
 DEPARTMENT OF GENERAL SERVICES

FROM:

REPORT FOR THE MONTH OF: _____, _____
 Month Year

Act No. 117 of 1972 provides for the establishment of an Inventory of all land and buildings owned or leased by the Commonwealth, and mandates the cooperation of all State agencies in keeping the Inventory current. To comply with these requirements, at the end of each month please check the appropriate boxes for any activity with regard to property under your jurisdiction, note the number of transactions for the month in that category, and complete the appropriate attachment as indicated. This report must be submitted each month even if there was no activity. For any questions or assistance in completing this report, contact the Bureau of Space and Facilities Management.

ACTIVITY CATEGORY (see Instructions over)	ACTIVITY	NUMBER OF TRANSACTIONS	FORM TO COMPLETE	DO NOT WRITE IN THIS COLUMN
1. ACQUISITION OR DISPOSITION a. Property has been acquired by this agency b. Property has been issued by this agency (other than through the Bureau of Real Estate, Department of General Services) c. Property has been disposed of by this agency d. A lease has been terminated (other than through the Bureau of Real Estate, Department of General Services) e. Property has been transferred to another State agency			Complete Form GSSFM-11 Complete Form GSSFM-11 Complete Form GSSFM-12 Complete Form GSSFM-12 Complete Form GSSFM-13, Section I	
2. CONSTRUCTION ACTIVITY a. Completion and occupancy of a building or structure b. Completion of alterations or additions to a building (other than normal maintenance or repair) c. Demolition of a building			Complete Form GSSFM-13, Section II, IX Complete Form GSSFM-13, Section III, IX Complete Form GSSFM-13, Section IV	
3. INSTALLATION CHANGES An installation is property owned by the Commonwealth at a particular location (such as a college campus, hospital, armory, etc.) administered by a single agency. a. The name of an installation has changed b. The address of an installation has changed c. The use of an installation has changed d. The number of parking spaces of an installation has changed			} Complete Form GSSFM-13, Section V	
4. BUILDING CHANGES a. The name of the building has changed b. The use of a building has changed c. The physical condition of a building has changed			} Complete GSSFM-13, applies to "a" and "b" only Section VI Complete GSSFM-13, applies to "c" Section VI, IX	
5. PROPERTY LEASED OUT a. Property, buildings, offices, or space under the jurisdiction of this agency have been leased out b. Property, buildings, offices, or space under the jurisdiction of this agency is no longer leased out			Complete Form GSSFM-13, Section VII Complete Form GSSFM-13, Section VIII	

6. NO ACTIVITY
 No activity in the above categories has taken place this month

AGENCY _____

COMPLETED BY _____

Name and Title

TELEPHONE NO. _____

TO: All Commonwealth Administrative Departments, Independent Boards and Commissions, and other State Agencies under the Governor's Jurisdiction.

FROM: Bureau of Space and Facilities Management
Department of General Services

SUBJECT: Land and Building Activity Reporting Procedures

The Bureau of Space and Facilities Management has been assigned the responsibility of maintaining a comprehensive Inventory of all land and buildings owned and leased by the Commonwealth. As part of the mechanism for identifying all changes in Inventory data, the following reporting procedure has been established:

- A. At the end of each month, all agencies are to complete the Land and Buildings Monthly Report. All that is necessary is to place a check in the appropriate box which identifies any activity that may affect the Inventory and note the number of transactions that have taken place during the month in that particular activity. The completed form should be sent to the Bureau of Space and Facilities Management not later than the fifth day after the end of the month. A copy of the completed form should be retained.
- B. As soon as possible thereafter, the appropriate form, or forms, as indicated on the Land and Buildings Monthly Report, should be completed and sent to the Bureau of Space and Facilities Management. These forms provide to the Inventory the necessary details concerning the activities reported on the Land and Buildings Monthly Report. A separate form will be needed for each transaction reported.
- C. If there was no activity for the month, the Land and Buildings Monthly Report must still be submitted to the Coordinator. All that is necessary is to check the appropriate box, Item 6.
- D. An explanation of each activity category and what is to be reported on the forms follows:

1. ACQUISITION OR DISPOSITION (report details on Forms GSSF-11 and GSSF-12)

This category relates to activity by an agency with respect to the acquisition or disposition of real estate. If during the current reporting period your agency has acquired or sold one or more parcels of land, or leased land or terminated a lease of land (other than through the Bureau of Real Estate, Department of General Services), this activity must be reported by checking the appropriate boxes. Agencies which purchase land for future development and reconveyance to another agency should report these transactions as acquisitions by their agency.

Transfer of property from one State to another is authorized through legislation; upon enactment, the transfer should be reported by both the transferring and the receiving agencies.

2. CONSTRUCTION ACTIVITY (report details on Form GSSF-13)

All construction activity is to be reported in this category. The significant event to be reported is the completion of any type of fixed construction on property under your agency's jurisdiction, including, for example, a latrine, shower house, dressing room, tool storage shed, radio tower, and so forth. Report only upon completion, not while construction is in progress. In the case of buildings which will be occupied by personnel, report only when actual occupancy takes place (complete or partial).

Report the completion of any alterations or additions to a building. Do not report normal maintenance or repair work.

The demolition of any type of building or structure must also be reported whether it is carried out by your agency or another.

3. INSTALLATION CHANGES (report details on Form GSSF-13)

Any changes to an installation (defined on the report) such as the name, address or use of an installation as well as the number of parking spaces are to be reported under this category.

4. BUILDING CHANGES (report details on Form GSSF-13)

Under this category any changes in the name, use, and physical condition of any building or structure under the jurisdiction of your agency are to be reported. By change in condition is meant a physical change under a general rating of excellent, very good, good, fair, poor, and very poor.

5. PROPERTY LEASED OUT (report details on Form GSSF-13)

If all or part of any property or building under the jurisdiction of your agency is leased out by your agency to a private organization or individual, or if such a lease is terminated, activity of this nature is to be reported under this category.

6. NO ACTIVITY

If there was an activity by your agency during the current reporting period in any of the above categories, check the appropriate box.