**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 Baseline  Gross Square Footage  (Existing Space) | New Gross Square Footage  (Proposed Space) | Square Footage Change  from Baseline | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Current Number of  Federal Employees | Proposed Number of Federal Employees | Current Number of Contract Employees | Proposed Number of Contract Employees | |  |  |  |  | | | | |
|  | | | |
| **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: