

# TABLE OF CONTENTS

## CHAPTER 1 INTRODUCTION

## CHAPTER 2 FACILITIES PLANNING

- A. How to Determine the Agency's Overall Facilities Needs
- B. How to Meet the Agency's Needs: Exploring Options
- C. How to Plan for a Facility
- D. How to Prepare the Facility Plan

## CHAPTER 3 ACQUISITION AND MANAGEMENT OF LEASES

- A. The Role of DCAMM and the Agency: An Overview
- B. The Lease

## CHAPTER 4 STANDARDS FOR FACILITIES PLANNING

- A. Commonwealth Standards
  - Purpose of Standards
  - Location
  - Space Allocation
  - Tenant Improvements
  - Building Conditions
  - Landlord Services
  - Special Planning Issues
- B. How to Prepare the Schematic Space Plan
  - Review the Agency's Space Requirements
  - Identify Important Characteristics of the Lease Space
  - Establish Adjacency Requirements
  - Generate Zone Diagram Alternatives
  - Prepare the Schematic Space Plan
- C. Standard Forms for Acquisition of Leased Space
  - Assist in the Acquisition of Lease Space
- D. Standard Forms of Request for Proposals; Advertising and Notice Requirements
  - Form Request for Proposals
  - Statutory Advertising and Notice Requirements for the Acquisition of Leased Space
  - Acquisition of Leased Space with Reduced Advertising Requirements
- E. Procedures for Acquisition of a New Lease or Lease Amendment
  - Procedures for New Lease
  - Procedures for Lease Amendment

- F. Standard Forms of Lease and Related Documents
  - Commonwealth of Massachusetts Standard Office Lease
  - Sample First Amendment to Lease and Lease Extension
  - Standard Tenant Estoppel Certificate
  - Subordination, Non-Disturbance and Attornment Agreement,
  
- G. Instructions for Change of Ownership During Lease Term