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## SECURITY REQUIREMENTS - FACILITY SECURITY LEVEL IV

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THESE PARAGRAPHS CONTAIN ADDITIONAL SECURITY REQUIREMENTS THAT MAY BE INSTALLED IN THE LEASED SPACE, AND UNLESS INDICATED OTHERWISE, ARE TO BE PRICED AS PART OF THE BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC). BECAUSE EACH BUILDING IS UNIQUE, THE FINAL LIST OF SECURITY COUNTERMEASURES WILL BE DETERMINED DURING THE DESIGN PHASE AND IDENTIFIED IN THE DESIGN INTENT DRAWINGS AND CONSTRUCTION DOCUMENTS. AFTER COMPLETING THE CONSTRUCTION DOCUMENTS, THE LESSOR SHALL SUBMIT A LIST OF THE ITEMIZED COSTS. SUCH COSTS SHALL BE SUBJECT TO NEGOTIATION.

NOTE THAT ITEMS IDENTIFIED AS “SHELL \*” REPRESENT A LESSOR’S OBLIGATIONS OR THE GOVERNMENT’S RIGHTS AND ARE NOT NECESSARILY ITEMS TO BE CONSTRUCTED.

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**DEFINITIONS-** Definitions are the same as those used in the Lease unless re-defined in these Security Requirements.

**CRITICAL AREAS AND SYSTEMS-** The areas that house systems that if damaged and/or compromised could have significant adverse consequences for the facility, operation of the facility, or mission of the agency or its occupants and visitors. These areas may also be referred to as “limited access areas,” “restricted areas,” or “exclusionary zones.” Critical areas do not necessarily have to be within Government-controlled Space (e.g., generators, air handlers, electrical feeds, utilities, telecom closets or potable water supply that may be located outside Government-controlled Space).

**DESIGN BASIS THREAT –** The Design-Basis Threat (DBT) is the profile and estimate of the threats to a Government facility across a range of specified undesirable events and serves as the basis for determining appropriate security standards. The Lessor’s technical consultant(s) shall work in conjunction with the Government, including the Federal Protective Service (FPS), to apply the DBT to the post-award risk assessment. The Risk assessment identifies recommended countermeasures and security design features that achieve the minimum level of protection for a particular facility. The baseline level of protection may be further customized to address site-specific conditions. The Lessor is responsible for providing countermeasure provisions outlined in this Facility Security Level (FSL) document, as well as for additional items identified during the post-award risk assessment. Any additional countermeasures identified during this assessment shall be priced as BSAC.

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## I. FACILITY ENTRANCES, LOBBY, COMMON AREAS, NON-PUBLIC, AND UTILITY AREAS

### A.FACILITY ENTRANCES AND LOBBY

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If the total Space leased by the Government is greater than 75% of the space in the Building (based upon ABOA measurement), the requirements of **FACILITY ENTRANCES AND LOBBY** Section below shall apply to the entrance of the Building. If the total Space leased by the Government is less than or equal to 75% of the space in the Building (based upon ABOA measurement), then the requirements of **FACILITY ENTRANCES AND LOBBY** Section below shall apply to the entrance of the leased Space.

### **1. LIMITING LOBBY QUEUING**

The Lessor and the Government shall create a separate foot traffic flow pattern for employees and visitors at entrances to minimize lobby queuing caused by screening, visitor processing, and access control systems.

### **2. PHYSICAL BOUNDARIES TO CONTROL ACCESS TO PUBLIC AND NON-PUBLIC AREAS**

The Government reserves the right to use signage, walls or product-equivalents, IDS, electronic access control, and/or security guards, as determined by the Government, to establish physical boundaries to control access to non-public areas. The Lessor shall post directional signs as appropriate.

### **3. LOBBY BLAST PROTECTION**

The Lessor shall reinforce window and door glass, as determined by the Government, to resist an explosive blast.

### **4. MAGNETOMETERS AND X-RAYS AT PUBLIC ENTRANCES**

The Government shall establish a list of prohibited items, including potential weapons, that shall apply to all building tenants and visitors. Magnetometers and X-ray machines will be installed, tested (on a daily basis), and maintained by the Government at the public entrance(s). Armed security guards, provided by the Government, will direct the occupants and visitors through the screening equipment. Appropriate lobby and entrance/exit space shall be made available for this purpose, in a manner to minimize queuing. This space shall be considered part of the lease common area and not ABOA square footage. The Government requires visitors to non-public areas to display a visitor's identification badge. If there are other non-Government tenants, the Lessor shall notify them of this requirement and assist those tenants in obtaining ID acceptable to the Government.

## **B. ADDITIONAL REQUIREMENTS**

### **1. EMPLOYEE AND VISITOR SIGN-IN/OUT AFTER HOURS**

The Lessor shall provide a system, acceptable to the Government, that after hour employees, contractors, and visitors to the Building shall be required to sign in and sign out either electronically or on a Building register.

### **2. ACCOMMODATION OF RETAIL/MIX USE SPACE (SHELL)**

Lessor shall accommodate publicly accessible retail and mixed uses through such means as controlling access, screening, and security force.

### **3. BALLISTIC PROTECTIVE BARRIER**

In accordance with the post-award DBT analysis, the Lessor shall provide a ballistic protective barrier in the utilization of guard booths, desks, or podiums where armed security forces and other security personnel are stationed when interacting with unscreened personnel. The ballistic protective barrier shall be a UL 752 level 3 standard at minimum.

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**4. MAIL SCREENING AND RECEIVING LOCATIONS: COLLAPSE AND AIRBLAST INJURY PREVENTION**

In accordance with the post-award DBT analysis, the Lessor shall utilize hardening and venting methods to prevent progressive collapse and limit blast injuries in mail screening rooms or receiving areas (as well as in adjacent areas). In the event of such explosion, significant structural damage to the walls, ceilings, and floors of the mailroom/receiving area may occur; however, the adjacent areas must not experience severe damage or collapse.

**C. COMMON AREAS, NON-PUBLIC, AND UTILITY AREAS**

**1. PUBLIC RESTROOMS ACCESS (SHELL)**

If required by the Government, the Lessor shall provide to the Government a means to control access to public restrooms within Government controlled Space

**2. SECURING CRITICAL AREAS**

Areas designated as Critical Areas shall be locked using fully HSPD-12 compliant Physical Access Control System equipment (PACS, see also Intrusion Detection System (IDS) requirements). The Government shall have the right to monitor and limit access to these areas. Access shall be limited to authorized personnel, as determined by the Government.

**3. VISITOR ESCORT AND ID REQUIREMENTS**

The Government shall require the Lessor to escort contractors, service personnel, and visitors to all non-public areas. The Lessor shall require visitors to non-public areas to display a visitor ID at all times.

**4. SECURE COMMON BUILDING UTILITIES, SERVICE ROOMS, AND ACCESS TO ROOF**

The Lessor shall secure utility, mechanical, electrical, telecommunication rooms, HVAC control panels, roof access points, and access to interior space from the roof with locks or PACS, and as part of BSAC shall monitor these areas with an IDS Roof access shall meet the applicable egress requirements in National Fire Protection Association (NFPA) 101, Life Safety Code, or IBC current as of the lease award date.

**5. CRITICAL SYSTEM LOCATION**

Critical Systems (e.g., mechanical, electrical, utility rooms; HVAC vents; emergency generator) shall be located at least 25 feet from the Building loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking areas, or, alternatively, as part of BSAC, Lessor shall protect critical Building system areas in accordance with the post-award DBT analysis, by implementing sufficient standoff, hardening, and venting methods.

**6. RESTRICT CONTACT FROM PUBLIC AREAS WITH PRIMARY VERTICAL LOAD MEMBERS**

The Lessor shall utilize hardening and venting methods to prevent progressive collapse and limit blast injuries in areas accessible to unscreened persons, in accordance with the post-award DBT analysis. Significant structural damage to the walls, ceilings, and floors of the public area may occur, however, the adjacent areas should not experience severe damage or collapse.

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## **7. RESTRICT CONTACT FROM MAIL AREA WITH PRIMARY VERTICAL LOAD MEMBERS**

The Lessor shall utilize hardening and venting methods to prevent progressive collapse and limit blast injuries in mail screening rooms or receiving areas, in accordance with the post-award DBT analysis. Significant structural damage to the walls, ceilings, and floors of the mailroom/receiving area may occur, however, the adjacent areas should not experience severe damage or collapse.

## **II. INTERIOR (GOVERNMENT SPACE)**

### **A. WEARING PHOTO ID IN GOVERNMENT SPACE**

The Lessor and his/her contractors shall be required to wear a photo ID, to be visible at all times, when in Government- controlled Space.

### **B. SECURE EMPLOYEE ENTRANCE DOORS**

The Lessor shall provide a means to secure, as determined by the Government, doors identified by Government as employee entrance doors. The Government may elect to post guards to verify ID badges via visual and physical inspection before entry to Government occupied Space.

### **C. LIMIT ON ENTRY POINTS (SHELL)**

The Government may elect to limit the number of entry points to the Building or to the Government occupied Space, to the fewest number practicable.

### **D. FORMAL KEY CONTROL PROGRAM (SHELL)**

The Government reserves the right to implement a formal key control program. The Lessor shall have a means of allowing the electronic disabling of lost or stolen access media, if electronic media is used.

### **E. ELECTRONIC ACCESS FOR EMPLOYEES**

The Lessor shall provide electronic access control for employee entry doors without a guard post (including after-hours access) in conjunction with Video Surveillance System (VSS) coverage.

### **F. DELAYED EGRESS HARDWARE AT EMERGENCY EXITS**

The Lessor shall provide delayed egress hardware at emergency exits from critical or sensitive areas if local codes allow the installation of this equipment.

### **G. CONTROLLED ACCESS TO SENSITIVE AREAS**

The Government may elect to designate space within the leased Space as sensitive areas to be locked using electronic access control and IDS. The Lessor shall not have access to these areas unless they are escorted by Government personnel.

### **H. 552.270-34 ACCESS LIMITATIONS FOR HIGH-SECURITY LEASED SPACE (JUN 2021) (SHELL \*)**

- (a) The Lessor, including representatives of the Lessor's property management company responsible for operation and maintenance of the leased space, shall not—
- (1) Maintain access to the leased space; or
  - (2) Have access to the leased space without prior approval of the authorized Government representative.

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- (b) Access to the leased space or any property or information located within that Space will only be granted by the Government upon determining that such access is consistent with the Government's mission and responsibilities.
- (c) Written procedures governing access to the leased space in the event of emergencies shall be documented as part of the Government's Occupant Emergency Plan, to be signed by both the Government and the Lessor.

### **III. SITE AND EXTERIOR OF THE BUILDING**

#### **A. SIGNAGE**

##### **1. POSTING OF SIGNAGE IDENTIFYING THE SPACE AS GOVERNMENTAL (SHELL)**

The Lessor shall not post sign(s) or otherwise identify the facility and parking areas as a Government, or specific Government tenant, occupied facility, including during construction, without written Government approval.

##### **2. POSTING OF REGULATORY SIGNAGE (SHELL)**

The Government may post or request the Lessor to post regulatory, statutory, sensitive areas, and site-specific signage.

#### **B. LANDSCAPING AND ENTRANCES**

##### **1. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (SHELL)**

a. The Lessor shall separate from public access, restricted areas as designated by the Government, through the application of Crime Prevention Through Environmental Design (CPTED) principles by using trees, hedges, berms, or a combination of these or similar features, and by fences, walls, gates, and other barriers, where feasible and acceptable to the Government.

b. Landscaping shall be neatly trimmed in order to minimize the opportunity for concealment of individuals and packages/containers. Lessor shall also minimize areas of concealment in and around parking areas. Lessor shall provide trees, hedges, berms, or any combination of these to create buffer zones to separate public areas and other functions. Landscaping shall not obstruct the views of security guards and VSS cameras, or interfere with lighting or IDS equipment.

##### **2. HAZMAT STORAGE**

Where applicable, Lessor shall locate HAZMAT storage in a restricted area or storage container away from loading docks, entrances, and uncontrolled parking. As part of BSAC, Lessor shall monitor the storage area using security force, IDS and/or VSS, and control access to these areas.

##### **3. PLACEMENT OF RECEPTACLES, CONTAINERS, AND MAILBOXES**

Lessor shall position trash containers, mailboxes, FedEx-UPS boxes, donation/recycle containers, vending machines, or other fixtures and features that could conceal packages, briefcases, or other portable containers away from the Building exterior and entry points. Alternatively, as part of BSAC, the Lessor shall implement blast containment measures to mitigate an explosion in these areas. If the blast containment measures are

proposed, certification by a registered professional engineer that the equivalent mitigation capability is present is required.

#### **4. VEHICLE BARRIERS**

In accordance with the post-award DBT analysis, the Lessor shall provide vehicle barriers to protect pedestrian and vehicle access points, parking entrances, and Critical Areas/utilities from penetration by vehicle. Minimum barrier height is 30 inches and maximum clear spacing between vehicles is 4 feet. The Lessor shall use barriers that ensure vehicles cannot pass beyond the screening checkpoint until cleared.

#### **5. CHANNELING VISITORS TO AUTHORIZED AREAS/ENTRANCES**

If it is a multi-tenant Building or if the Space is in a campus-type setting, the Lessor shall install signage and walkways with fencing, landscaping, or other barriers to easily guide and direct pedestrians to authorized areas or entrances.

### **C. PARKING**

#### **1. NUMBER OF PARKING ENTRANCES**

The number of parking entrances shall be limited to the minimum required for efficient operations or local code (giving consideration to minimizing queuing). Entrances to parking areas shall be equipped with vehicle gates to control access to authorized vehicles (employee, screened visitor and approved Government vehicle). Gates controlling vehicles may include but are not limited to barriers (drop arm/wedge), garage style doors, and traditional chain link fences.

#### **2. AUTHORIZED ACCESS TO PARKING (SHELL)**

Lessor shall limit parking and access to parking to employee vehicles, screened visitor vehicles, and approved government vehicles. Lessor shall control vehicle access to underground/in-building parking and on-site surface or structured parking.

#### **3. VEHICLE SCREENING**

The Government may elect to screen all visitor vehicles (before entry into the controlled parking area) as prescribed by the Government. This screening shall include ID verification and visual inspection of the vehicle, including undercarriage. The Lessor shall provide adequate lighting in screening area to illuminate the vehicle exterior and undercarriage. VSS coverage of the screening area shall be provided by the Lessor (see VSS requirements).

#### **4. PUBLIC ACCESS TO GOVERNMENT PARKING AREAS**

Where there is Government controlled parking the area shall be controlled by limiting pedestrian access to the controlled parking areas. Pedestrian and vehicle access points to all parking areas shall be monitored by VSS camera(s) at all times. Lessor shall provide pedestrian barriers to restrict casual access and increase the visibility of unauthorized access attempts.

### **IV. SECURITY SYSTEMS**

#### **A. SECURITY SYSTEM TESTING AND MAINTENANCE CRITERIA:**

The Lessor in consultation and coordination with a security provider, either internal or external, as determined by the Lease Contracting Officer, and the Government security representative shall implement a testing and preventive maintenance program for all security systems the Lessor has installed. Testing must be based on

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established, consistent, agency-specific protocols, to be determined at the time of design. All testing shall be documented. Operational performance testing shall be conducted annually and functional testing shall be conducted more frequently, as determined by the Government. Components which fail, either during testing or throughout the life of this lease shall be repaired or replaced by the Lessor within a reasonable timeframe as determined by the Government. Any critical component that becomes inoperable must be replaced or repaired by the Lessor within 24 hours. Critical components are those required to provide security (IDS, VSS, P ACS, etc.) for a perimeter access point or critical area. "Replacement" may include implementing other temporary measures in instances where the replacement or repair is not achievable within the specified time frame (e.g. a temporary barrier to replace an inoperable pop-up vehicle barrier, etc.). Failure by the Lessor to provide sufficient replacement measures within the timeframe identified above may result in the Government providing guard service, the cost of which must be reimbursed by the Lessor.

## **B. VIDEO SURVEILLANCE SYSTEM (VSS)**

### **LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE**

The Lessor shall design, install, and maintain a Video Surveillance System (VSS) as described in this section. The VSS will support the entry control system (at screening checkpoints exits, loading docks, lobbies, facility perimeter, parking areas, sensitive interior areas, personnel entrances, stairwells, vehicle entrances, and other potential access points to the space), with time lapse video recording and digital image storage that will allow Government employees to view and communicate remotely with visitors before allowing access to the Space. As determined by the Government the VSS shall provide unobstructed coverage of designated pedestrian entrances and exits. Technical review of the proposed system shall be coordinated with the Government security representative, at the direction of the Contracting Officer, prior to completion of the CDs, as well as prior to installation. VSS testing and acceptance shall be conducted by the Government prior to occupancy. The VSS shall comply with the Architectural Barriers Act, section F230.0. The Government will centrally monitor the VSS. Government specifications are available from the Lease Contracting Officer. VSS components which fail or require maintenance, or which fail during testing shall be serviced in accordance with the Security System Maintenance Criteria listed above.

The Lessor shall comply with FAR 52.204-25: Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021). See [https://www.acquisition.gov/far/part-52#FAR\\_52\\_204\\_25](https://www.acquisition.gov/far/part-52#FAR_52_204_25).

### **GOVERNMENT PROVIDED PRODUCT, INSTALLATION, AND MAINTENANCE**

The Government may provide and install a Physical Access Control System, with time lapse video recording, that will allow Government employees to view and communicate remotely with visitors before allowing access. This Video Surveillance System (VSS) shall provide the Government with unobstructed coverage, as determined by the Government, of designated pedestrian entrances and exits. The Lessor shall permit twenty-four-hour VSS coverage and recording, provided and operated by the Government. The Government will centrally monitor the VSS surveillance. Government specifications are available from the Contracting Officer.

After notice to proceed, the Lessor, shall advise the Government of the appropriate time to install the equipment during the construction of the Space. The Lessor shall facilitate the installation by allowing access to electrical panels and other areas of the building as necessary. The Lessor's construction schedule shall reflect the installation of this equipment.

## **C. INTRUSION DETECTION SYSTEM (IDS)**

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**LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE**

The Lessor shall design, install, and maintain an Intrusion Detection System (IDS) as described in this section. The Government requires an IDS, which will cover perimeter entry and exit doors, and all windows within 16 feet of the ground floor or other access points. Basic Security-in-Depth IDS components include: magnetic door switch(s), alarm system keypad, passive infrared sensor(s) (PIR), an alarm panel (to designated monitoring center) and appropriate communication method i.e. telephone and/or Internet connection, glass-break detector, magnetic window switches or shock sensors. Technical review of the proposed system shall be coordinated with the Government security representative, at the direction of the Contracting Officer, prior to completion of the CDs, as well as prior to installation. System testing and acceptance shall be conducted by the Government prior to occupancy.

Basic Security-in-Depth IDS shall be connected to and monitored at a central station operated by the Department of Homeland Security Mega Center. Emergency notification lists shall be coordinated with the monitoring station to include all applicable Government and Lessor points of contact, including law enforcement (Federal Protective Service and facility security force). Monitoring shall be designed to facilitate a real-time detection of an incident, and to coordinate an active response to an incident. The Lessor must complete the Mega Center Alarm Requirements (MAR) application process specified by the Government to meet the monitoring requirements for a functional IDS. The Government creates an FPS monitoring account and works with the Lessor to complete the Mega Center Alarm Requirement (MAR) in conjunction with the installing security vendor.

Components which fail or require maintenance, or which fail during testing shall be serviced in accordance with the Security System Maintenance Criteria listed above.

**GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE** The Lessor shall permit installation of a perimeter Intrusion Detection System (IDS) to be operated by the Government. The Government shall provide and install an IDS on perimeter entry and exit doors, and operable ground-floor windows. Basic Security-in-Depth IDS— include: magnetic door switch(s), alarm system keypad, passive infrared sensor(s) (PIR), an alarm panel (to designated monitoring center) and appropriate communication method i.e. telephone and/or Internet connection, glass-break detector, magnetic window switches or shock sensors.

Basic Security-in-Depth IDS shall be connected and monitored at a central station. Emergency notification lists shall be coordinated with the monitoring station to include all applicable Government and Lessor points of contact, including law enforcement (Federal Protective Service and facility security force). Monitoring shall be designed to facilitate a real-time detection of an incident, and to coordinate an active response to an incident.

After notice to proceed, the Lessor shall advise the Government of the appropriate time to install the equipment during the construction of the Space and shall facilitate the installation, including access to electrical panels and other areas of the building, as necessary. The Lessor’s construction schedule shall reflect the installation of this equipment.

**D. DURESS ALARM**

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**LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE**

The Lessor shall design, install, and maintain a duress alarm system as described below. The system will include, at a minimum, duress buttons or call buttons at security force posts, sensitive public contact areas, in garages, and other areas that are identified as high-risk locations. Technical review shall be coordinated with the Government security representative, at the direction of the Lease Contracting Officer, prior to completion of the CDs, as well as prior to installation. System testing and acceptance shall be conducted by the Government prior to occupancy. This system shall comply with the Architectural Barriers Act, section F230.0.

The Lessor, in consultation and coordination with the security provider and Government, shall conduct security system performance testing annually. Testing must be based on established, consistent agency-specific protocols, documented and furnished to the Lease Contracting Officer. Components which fail or require maintenance, or which fail during testing should be serviced in accordance with the Security System Maintenance Criteria listed above.

**GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE**

The Lessor shall permit installation of a duress alarm system to be provided and operated by the Government. The Government, in coordination with a security provider, either internal or external, as determined by the Lease Contracting Officer, shall document and implement duress procedures for emergency situations. After notice to proceed, the Lessor shall advise the Government of the appropriate time to install the equipment during the construction of the Space and shall facilitate the installation, including access to electrical panels and other areas of the building, as necessary. The Lessor’s construction schedule shall reflect the installation of this equipment.

**E. SECURITY SYSTEMS DESIGN**

The Lessor, in consultation and coordination with security providers (internal or external) and the agency designated security representative, shall ensure at the time of system design, system construction, and throughout the term of the Lease, that alarm and physical access control panels, VSS components, controllers, and cabling shall be secured from unauthorized physical and logical access.

**F. CENTRAL SECURITY CONTROL CENTER**

**1. CENTRAL SECURITY CONTROL CENTER DESIGN**

The Lessor, in consultation and coordination with security providers (internal or external) and the agency designated security representative, shall design an onsite central security control center in compliance with all applicable INTERIOR security criterion and agency requirements. Design and technical review shall be coordinated with the Federal Protective Service and agency security representative prior to construction.

**2. CENTRALIZED COMMUNICATIONS SYSTEM**

The Lessor, in consultation and coordination with security providers (internal or external) and the agency designated security representative, shall provide and maintain a communication system for security and emergency announcements. Communication may be achieved through public address systems, specially-designed phone systems, and computer-based mass delivery. This communication system should be utilized to provide emergency announcements, alerts and instructions to occupants. On site communication with

guards (if applicable), designated response personnel and Occupant Emergency Plan (OEP) support employees is essential during an incident. Procedures for standard announcements and drills shall be developed. Standard announcements may be prerecorded into the Building communication system for immediate notification.

### **3. EMERGENCY POWER TO SECURITY SYSTEMS**

The Lessor, in consultation and coordination with a security provider (internal or external) and the agency designated security representative, shall provide uninterruptible emergency power to essential electronic security systems for a minimum of 4 hours. Uninterruptible power can be provided through the use of batteries, emergency generators, UPS, or a combination thereof to meet the requirements.

## **V. STRUCTURE**

### **A. WINDOWS**

NOTE: FOR ADDITIONAL BLAST RESISTANT MEASURES REQUIRED IN NEW LEASE CONSTRUCTION PROJECTS, REFER TO LEASE PARAGRAPH "SECURITY FOR NEW CONSTRUCTION".

#### **1. SHATTER-RESISTANT WINDOW PROTECTION**

In conformance with the post-award DBT analysis, the Lessor shall use a combination of protected setback and window glazing or treatments to achieve the **Low Hazard** level in accordance with **ASTM F2912-17** (Standard Specification for Glazing and Glazing Systems Subject to Air Blast Loadings).

#### **2. LOCK GROUND FLOOR WINDOWS**

If a Government tenant occupies ground floor space in the Building, there shall not be operable windows within 16 feet of the ground or other access point. As part of BSAC, the Lessor shall monitor any operable windows via IDS.

#### **3. SECURE NON-WINDOW OPENINGS (SHELL)**

The Lessor shall secure all non-window openings, such as, mechanical vents, utility entries, and exposed plenums to prevent forcible entry.

#### **4. PREVENT VISUAL OBSERVATION INTO EXTERIOR OFFICES (T.I.)**

The Lessor shall provide measures acceptable to the Government, that prevent visual observation from the exterior into critical exterior offices.

### **C. BUILDING SYSTEMS**

#### **1. EMERGENCY GENERATOR PROTECTION (T.I.)**

If an emergency generator is required by the Government, the Lessor shall locate it in a secure area, protected from unauthorized access, and vehicle ramming, if outdoors. The emergency generator and its fuel tank must be located at least 25 feet from loading docks, entrances, and parking areas. Alternatively, if the 25-foot distance cannot be achieved, Lessor shall protect utilities in accordance with the post-award DBT analysis, through a combination of standoff, hardening, and venting methods.

#### **2. SECURING ON-SITE PUBLICLY-ACCESSIBLE UTILITIES**

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The Lessor shall secure the water supply handles, control mechanisms, and service connections at on-site publicly accessible locations with locks and anti-tamper devices.

### **3. SECURING AIR INTAKE GRILLES**

The Lessor shall locate outdoor air intakes on the rooftop or on a wall that is at least 30 feet above grade. Air intake grilles shall be secured with tamper switches connected to a central alarm monitoring station and monitored by VSS.

### **4. HVAC SYSTEM FOR CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) ATTACK-SUSCEPTIBLE AREAS**

The Lessor shall provide separate isolated HVAC systems in lobbies, loading docks, mail rooms and other locations as identified by a risk assessment as susceptible to CBR attack, to protect other building areas from possible contamination. The envelope of the isolated loading docks and mailrooms should be constructed at full-height and sealed to the floor, roof, or ceiling above.

As part of operating rates, all exterior air handling units (AHUs), including the supply air for re-circulating AHUs, shall be equipped with Minimum Efficiency Reporting Value (MERV) 13 particulate filters. AHUs serving lobbies and mailroom, including the supply air stream for re-circulating AHUs, shall be equipped with Minimum Efficiency Reporting Value (MERV) 13 filters.

### **5. HVAC CONTROL**

All air handlers must be equipped with a one-step shut-off and exhaust system. Lessor must provide for controlling the movement of elevators, and the closing of applicable doors and dampers to seal the Building. Where shut-off is via a building automated system (BAS), the system configurations must be properly programmed, tested, and accessible at all necessary times.

### **6. POWER DISTRIBUTION SYSTEMS**

The Lessor shall install emergency and normal power distribution systems (including electric panels, conduits, and switchgears) at least 25 feet apart.

### **7. DOCUMENTED EMERGENCY PROCEDURES (SHELL)**

The Lessor shall develop and maintain documented procedures for emergency shutdown and/or exhaust of air handling system which shall be available for review by the Government for the purpose of developing its Occupancy Emergency Plan. (Note: OEP shall address closing or opening of windows when HVAC is in shut down mode developed in consultation with the Building engineer).

## **VI. OPERATIONS AND ADMINISTRATION**

### **A. FACILITY SECURITY COMMITTEE (SHELL \*)**

The Lessor shall cooperate and work with the buildings Facility Security Committee (FSC) throughout the term of the Lease. The Facility Security Committee (FSC) is responsible for addressing facility-specific security issues and approving the implementation of security measures and practices. The FSC consists of representatives of all Federal tenants in the facility, the security organization, and the leasing department or agency.

### **B. ACCESS TO BUILDING INFORMATION (SHELL \*)**

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Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall only be released to authorized personnel, approved by the Government by the development of an access list and controlled copy numbering. The Lease Contracting Officer may direct that the names and locations of Government tenants not be disclosed in any publicly accessed document or record, including the building directory. Lessor shall have emergency plans and associated documents readily available to the Government in the event of an emergency.

### **C. SECURITY PLANS AND LAYOUTS (SHELL)**

The Lessor shall secure and keep safe any security plans, construction and alteration plans and layouts. This shall be addressed in the construction security plan. The Lessor shall treat and safe keep any plans and specifications related to security measures as For Official Use Only (FOUO).

### **D. CONSTRUCTION SECURITY PLAN (SHELL)**

The Lessor shall develop and implement a construction security plan. The plan should specify who is responsible for the security of the site during each phase of the project until final completion. The construction security plan shall describe in detail, how the Government's information, assets, equipment, and personnel will be protected during the construction process. (This shall include background checks, restrictions on accessibility, and escorts for the construction personnel). The required security measures will vary with the risk presented during the project. The Lessor shall also submit a security plan for all post-occupancy construction and alterations projects in the leased Space, throughout the term of this Lease.

### **E. ADDITIONAL SECURITY REQUIREMENTS**

Pre-occupancy construction and initial space alterations shall require background checks, restrictions on accessibility, and escorts for construction personnel. The Lessor shall submit a construction security plan that addresses these measures.

### **F. SCREENING OF MAIL AND PACKAGES**

The Lessor shall provide dedicated space for the Government furnished security guards, agency personnel, or contracted personnel to inspect and screen all mail and packages using X-ray at a loading dock if present or at an existing screening location if there is no loading dock. Lessor shall locate mail receiving areas away from main entrances, critical services, utilities, IT distribution points, and important assets.

For mailroom security measures and mitigation of design events, reference GSA's "Guidelines for Mailroom Construction and Renovation" and the U.S. Postal Inspection Service's "Mail Center Security Guide" Publication 166, September 2002 (at [www.usps.com](http://www.usps.com)). This space shall be considered part of the lease common area and not ABOA square footage.

### **G. SECURITY GUARD POSTINGS**

The Government may elect to post armed security guards [assigned by the Government] at all screening checkpoints and at the entrances to Government-occupied Space.

### **H. SECURITY GUARD PATROLS**

The Government may elect to provide interior and exterior roving guard patrols which may be conducted hourly during normal business hours. The security guard force, provided by the U.S. Department of Homeland Security Federal Protection Service, will be armed and equipped with a centralized radio network with incident response dispatch capability from the on-site central security control center. The Lessor and the Government shall develop in coordination with the Government's Designated (security) Official, the security

guard response SOPs to alarms and incidents to ensure full coordination and cooperation between the on-site Lessor representative and the Government tenant(s).

## VII. CYBERSECURITY (SHELL \*)

- A. Lessors are prohibited from connecting any portion of their building and access control systems (BACS) to any federally-owned or operated IT network. BACS include systems providing fire and life safety control, physical access control, building power and energy control, electronic surveillance, and automated HVAC, elevator, or building monitoring and control services (including IP addressable devices, application servers, or network switches).
- B. In the event of a cybersecurity incident related to BACS, the Lessor shall initially assess the cyber incident, identify the impacts and risks to the Building and its occupants, and follow their organization's cyber and IT procedures and protocols related to containing and handling a cybersecurity incident. In addition, the Lessor shall immediately inform the Lease Contracting Officer's (LCO's) designated representative, i.e., the Lease Administration Manager (LAM), about cybersecurity incidents that impact a federal tenant's safety, security, or proper functioning.
- C. Lessors are encouraged to put into place the following cyber protection measures in order to safeguard facilities and occupants:
  - 1. Engineer and install BACS to comply with the Department of Homeland Security Industrial Control Systems Computer Emergency Response Team (DHS ICS-CERT) cyber security guidance and recommendations (<https://ics-cert.us-cert.gov/Recommended-Practices>).
  - 2. Refer to the National Institute of Standards and Technology Cyber Security Framework (NIST-CSF) (<https://www.nist.gov/cyberframework>) and cybersecurity guidance in the DHS Commercial Facilities Sector-Specific Plan (<https://www.dhs.gov/publication/nipp-ssp-commercial-facilities-2015>) for best practices to manage cyber risks.
  - 3. Encourage vendors of BACS to secure these devices and software through the following:
    - a. Develop and institute a proper Configuration Management Plan for the BACS devices and applications, so that the system can be supported.
    - b. Safeguard sensitive data and/or login credentials through the use of strong encryption on devices and applications. This means using NIST- approved encryption algorithms, secure protocols (i.e., Transport Layer Security (TLS) 1.1, TLS 1.2, TLS 1.3) and Federal Information Processing Standard (FIPS) 140-2 validated modules.
    - c. Disable unnecessary services in order to protect the system from unnecessary access and a potential exposure point by a malicious attacker. Examples include File Transfer Protocol-FTP (a protocol used for transferring files to a remote location) and Telnet (allowing a user to issue commands remotely). Additionally, use of protocols that transmit data in the clear (such as default ZigBee) should be avoided, in favor of protocols that are encrypted.
    - d. Close unnecessary open ports to secure against unprivileged access.

- e. Monitor and free web applications and supporting servers of common vulnerabilities in web applications, such as those identified by the (Open Web Application Security Project (OWASP) Top 10 Project ([https://www.owasp.org/index.php/Category:OWASP\\_Top\\_Ten\\_Project](https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project))).
- f. Enforce Least Privilege, where proper permissions are enforced on a device or application so that a malicious attacker cannot gain access to all data. Enforcing Least Privilege will only allow users to access data they are allowed to see. Additional information can be found at <https://www.beyondtrust.com/blog/what-is-least-privilege/>
- g. Protect against Insufficient User Access Auditing, where device or application does not have a mechanism to log/track activity by user. Enforce changing of factory default Username and Password to prevent unauthorized entry into the BACS system.
- h. Use updated antivirus software subscription at all times. Kaspersky-branded products or services, prohibited from use by the Federal Government, are not to be utilized.
- i. Conduct antivirus and spyware scans on a regular basis. Patching for workstations and server Operating System (OS), as well as vulnerability patching should follow standard industry best practices for software development life cycle (SDLC).
- j. Discontinue the use of end of life (EOL) systems and use only applications/systems that are supported by the manufacturer.
- k. Operating Systems must be supported by the vendor for security updates (e.g., do not use Windows Server 2003).
- l. Proposed standard installation, operation, maintenance, updates, and/or patching of software shall not alter the configuration settings from the approved United States Government Configuration Baseline (USGCB) or tenant agency guidance (if applicable).
- m. Disallow the use of commercially-provided circuits to manage building systems and install building systems on a protected network, safeguarded by the enterprise firewalls in place. Workstations or servers running building monitor and control systems are not connected and visible on the public internet.
- n. Systems should have proper system configuration hardening and align with Center for Internet Security (CIS) benchmarks or other industry recognized benchmarks. Additional information can be found at <https://www.cisecurity.org/cis-benchmarks/>.