



JAN 28 2011

LAC-2011-01

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide Appendix E, *Accessibility Standards*).
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** Realty Services Letter, RSL-2006-03, *Accessibility in New Construction Leased Space*, dated May 31, 2006 and RSL-2007-02, *Accessibility in Leased Space*, dated January 29, 2007 are canceled.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-01 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-01 issues the policies listed below:

Desk Guide Appendix E, *Accessibility Standards*

This appendix provides the GSA policy implementing the Architectural Barriers Act Accessibility Standard (ABAAS).

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-I – TOC-ii	TOC-I – TOC-ii
Appendix E, Accessibility Standards	None	E-i – E-4

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.