



Thursday, February 02, 2017

MEMORANDUM TO: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASING ACQUISITION OFFICERS

2/2/2017

**X** James C. Wisner

James C. Wisner

Signed by: JAMES WISNER

FROM: JAMES C. WISNER  
Assistant Commissioner for the Office of Leasing - PR

SUBJECT: LEASING ALERT (LA-FY17-04) – Design Intent Drawing  
Review Guide

1. **Purpose.** This Leasing Alert issues the attached Design Intent Drawing (DID) Review Guide. This guide was developed by a diverse, cross-regional team to assist both client agencies and GSA personnel who work with design drawings by providing a basic framework of understanding when it comes to reviewing DIDs. DIDs are an integral part of the space delivery process and Leasing Specialists and Lease Contracting Officers (LCOs) need to be able to interpret design drawings in order to be effective in performing such job responsibilities as contract interpretation, space acceptance, etc. This guide is intended to assist Project Managers, Leasing Specialists, LCOs, and other individuals who may lack a technical background in architecture, engineering, and/or interior design by providing graphic examples and descriptive narratives to describe the key elements of a DID set and its contents in a clear, easy-to-follow document.

Note that the Leasing Specialist or LCO should always seek technical expertise where necessary (e.g., project architect to review wall construction types or fire protection engineer to review for fire and life safety compliance, etc.) to determine whether DIDs meet lease standards, as well as obtain written confirmation from the client agency that DIDs meet their space requirements.



For further information regarding the DID review process itself, please consult the Leasing Desk Guide, Chapter 2, New or Replacing Lease.

2. **Effective Date.** This Leasing Alert is effective immediately.
3. **Cancellation.** None.
4. **Applicability.** Use of this guide is optional for all General Services Administration (GSA) real property leasing activities and for activities delegated by GSA to other Federal agencies.
5. **Instructions and Procedures.**

For maximum use of the guide, please open and access the guide using Adobe or other non-browser PDF reader to ensure the features are functional.

Use of the Guide:

The DID Review Guide is broken down into seven (7) sections:

- Introduction
- Elements of Design Intent Drawing Set
- Design Intent Drawing Set Examples
- Supplemental Examples and Schedules
- Reference Guides and Standards
- DID Checklists
- DID Glossary of Terms

It should be noted that the guide refers to “Level 1 DIDs” and “Level 2 DIDs.” These are differentiated by the level of content being displayed, with Level 1 providing the basic minimum of information necessary to communicate intent, while Level 2 provides a more expansive articulation of details. As stated in the guide, “The designation of ‘Level 1’ and ‘Level 2’ for the two differing levels of content within DIDs has been established for the communication objective of this DID Review Guide and is not an industry and/or governmental standard.” In other words, this differentiation of DIDs into two distinct levels is not described in any GSA policy, nor do our leases use this terminology. However, from a practical perspective, Level 1 DIDs are generally comparable to DIDs as described under the Pricing Desk Guide and which are required under our lease contract. On the other hand, depending upon the complexity of the buildout involved, the information captured under Level 2 DIDs may or may not be present on DIDs. Some



of the details listed for Level 2 drawings (for example, Door/hardware Schedule) may appear on subsequent Construction Drawings (CDs) instead.

Attachment, Design Intent Drawing Review Guide