

Appendix A

Form and Instructions

NASA Form 845 and 845A

REAL PROPERTY RECORD - BUILDINGS							1. DATE OF CARD		
2. NAME OF BUILDING					2A. BLDG. NO.	3. GSA USAGE CODE	3A. NASA FACILITY CLASSIFICATION CODE		
4. NAME OF INSTALLATION (or contractor)						4A. SITE LOCATION CODE			
5. CITY OR TOWN						5A. CITY OR TOWN CODE			
6. COUNTY OR COUNTRY						6A. COUNTY OR COUNTRY CODE			
7. STATE OR CONTINENT						7A. STATE OR CONTINENT CODE			
8. NASA INTEREST		9. LEASE TERMS		10. ACQUISITION		11. YEAR BUILT	12. CONSTRUCTION		
<input type="checkbox"/> A. OWNED		A. EFFECTIVE DATE		METHOD		DATE	<input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T		
<input type="checkbox"/> B. LEASED		B. EXPIRATION DATE		<input type="checkbox"/> PURCHASED		13. ESTIMATED LIFE			
<input type="checkbox"/> C. PERMIT		C. PERIOD OF RENEWAL OPTION (Years)		<input type="checkbox"/> BY TRANSFER		14. TOTAL GROSS FLOOR AREA (Sq. Ft.)			
<input type="checkbox"/> D. AGREEMENT		D. ANNUAL RENTAL RATE \$		<input type="checkbox"/> OTHER		15. CUBIC FEET (Vol.)			
16. INITIAL BUILDING COST				20. UTILITY CONNECTIONS					
17. HEATING SYSTEM				TYPE		NUMBER		SIZE	CAPACITY
A. SOURCE		B. TYPE FUEL		A. WATER					
				B. SEWER					
18. AIR CONDITIONING				C. ELECTRIC					
A. TYPE		B. CAPACITY		D. GAS					
				E. STEAM					
19. FIRE PROTECTION FACILITIES				F. OTHER					
A. NO. OF UNITS		B. TYPE							
21. BUILDING MATERIALS				22. BUILDING DIMENSIONS					
A. FOUNDATION		B. FLOOR		A. MAIN BLDG. (Length x width)		B. BASEMENT (Length x width)			
C. WALLS		D. ROOF		C. WINGS (No., length x width)					
23. BUILDING CAPACITY				24. CONTRACT DATA					
A. FLOOR NO.	B. SQUARE FEET	C. FLOOR LOAD		A. NAME & ADDRESS OF CONTRACTOR					
				B. DATE CONSTRUCTION BEGAN		C. DATE CONSTRUCTION COMPLETED			
				25. REFERENCE DOCUMENTS					
				A. PROJECT NO.	B. JOB ORDER NO.		C. INVOICE NO.		
				D. DRAWING NO.		E. CONTRACT NO.			
26. TRANSACTIONS COMPLETED - ADDITIONS - DELETIONS									
A. DATE	B. VOUCHER NO.	C. DESCRIPTION/ CONTRACT/PROJECT NO.		D. VALUE		E. ACCUMULATIVE TOTAL COST	F. ACCUMULATIVE TOTAL SQ. FT.		
				(1) DECREASE	(2) INCREASE				

Instructions for Preparing NASA Form 845--Buildings

ITEM 1. DATE OF CARD. Enter date initially prepared.

ITEM 2. NAME OF PROPERTY. Enter the commonly used name for the property, building, structure, or facility being recorded as applicable. When a property has no name, use the street address or other local designation.

ITEM 2A. BUILDING NO. Enter the numerical designation or identifying symbol assigned to the building.

ITEM 3. GSA USAGE CODE. Enter the present predominant use and related code of the land area or site building, structure, or facility being recorded. Sites acquired for new projects or on which construction is in progress shall be classified for its eventual use.

ITEM 3A. NASA FACILITY CLASSIFICATION CODE. Enter the applicable Facility Classification Code.

ITEM 4. NAME OF INSTALLATION. Enter the official name of the installation reporting land, buildings, or other structures and facilities.

ITEM 4A. SITE LOCATION CODE. Enter the respective installation site location code.

ITEMS 5, 6 AND 7. CITY OR TOWN, COUNTY OR COUNTRY. STATE OR CONTINENT. Enter the name of the city/town, county/country. and State/continent in which the property is located.

ITEMS 5A, 6A, AND 7A. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT CODES. Enter the appropriate geographical codes in Items 5A, 6A, and 7A, respectively, for the location of the property indicated in Items 5, 6, and 7. Codes may be obtained from the publication "Geographical Location Codes." If code is not available, enter 9999.

ITEM 8. NASA INTEREST. Enter the applicable NASA interest by placing an "X" in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. Owned. (Fee Simple or Fee Absolute) Land, buildings, other structures, or facilities constructed, purchased, or otherwise acquired by the United States Government for which title is invested in NASA.
- b. Leased. A conveyance of an interest in land, buildings, other structures or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.

- c. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures or facilities under the jurisdiction of another Government agency.
- d. Agreement. Land, buildings, other structures, or facilities acquired for use through a specified agreement.
- e. Easement. A legally executed document giving the right to use real property for the purpose or purposes specified therein.

ITEM 9. LEASE TERMS. When the property being reported is determined to be “Leased Property,” the following information shall be entered as appropriate:

- a. Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month-to-month or year-to-year lease, enter 99,9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an “X” in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than one year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 10. ACQUISITION (Method/Date). Place an “X” in the appropriate box to indicate the method of acquisition and the date acquire. If an “X” is placed in the box marked “Other,” specify under remarks if sufficient space is not available therein.

ITEM 11. YEAR BUILT. Enter the calendar year of initial completion of the building. When the year cannot accurately be determined, an estimated year will be entered.

ITEM 12. CONSTRUCTION. Enter an “X” in the applicable box to indicate the designed type of construction of the item of real property. For purposes of determining the type of construction, the following criteria will be applied:

- a. P = Permanent Construction. Permanent construction embodies the incorporation of the quality and type of material and equipment, and the details and methods of construction that will be appropriate for use in a building or facility intended to serve a specific purpose for a period of 25 years.

b. S = Semipermanent Construction (Modified Permanent). Modified permanent construction embodies the use of materials and construction methods appropriate for a building intended for use for a period of 15 years. It shall be used when there is a need for economical facilities for programs having short-term functional requirements. Modified permanent construction should be designed to provide a basic building that is sound structurally and easily maintained, without appreciably compromising fire safety, at a cost lower than that of permanent construction.

c. T = Temporary Construction. Temporary construction embodies the use of materials and construction methods appropriate for a building intended for a maximum period of 5 years.

ITEM 13. ESTIMATED LIFE. Enter the estimated designed life (in years) of the item of real property. If it was designed as a temporary building the designed period of time is to be 5 years or less; If it was designed as semipermanent, the period of life is to be less than 15 years and more than 5 years; If designed as a permanent building, the estimated life would be 25 years or more.

ITEM 14. TOTAL GROSS FLOOR AREA (Sq. Ft.). Enter the total interior gross floor area arrived at by the summation of the individual floor area.

ITEM 15. CUBIC FEET (Vol.). Enter the total gross volume of the building. The gross volume is the cubic content of the actual space enclosed within the outer surfaces of the outside walls and contained between the outside of the roof (ridge and eaves) and the bottom of the basement or lowest floor. It includes the full volume of bays, halls, dormers, chimneys, elevator shafts, vaults, and pits. It does not include the volume of outside steps, terraces, light shafts, footings, piles, deep foundations, exterior garden walls, special foundations, etc.

ITEM 16. INITIAL BUILDING COST. Enter the total cost (dollar only) of the property acquired. The basis for the cost data will be applicable documents that are available and coordination with the installation financial management office. The initial cost shall also be entered in Item 26, Column E, under accumulative cost, and used as a base figure prior to entering subsequent transactions.

ITEM 17. HEATING SYSTEM. Enter the following information:

a. Source. Give the source of space heating, such as central heating plant, individual heating plant, etc.

b. Type Fuel. Enter the type of fuel used to generate heat, such as oil, electricity, gas, or coal.

ITEM 18. AIR CONDITIONING. Enter the following information:

a. Type. Enter the type of air conditioning, such as "Central."

b. Capacity. Enter the capacity in tons, such as 1 ton, 3 tons, etc.

ITEM 19. FIRE PROTECTION FACILITIES. Enter the following information:

- a. Number of Units. Show the number of fire protection units.
- b. Type. Enter the type, such as sprinkler system, automatic fire alarm system, foam systems, etc.

ITEM 20. UTILITY CONNECTIONS. Enter the number, size and capacity of utility connections to the building from outside main lines in Items A through F, as appropriate. Indicate voltage, phase, and ampere rating of electric current.

ITEM 21. BUILDING MATERIALS. Enter the type of construction material used as follows:

- a. Foundation. Such as concrete, brick, concrete piling, stone, creosoted wood, or any combination.
- b. Floor. Such as concrete, wood, or tile.
- c. Walls. (Exterior) Such as reinforced concrete, stone, brick veneer, or wood.
- d. Roof. Such as composition, shingle, wood shingle, slate, or gravel.

ITEM 22. BUILDING DIMENSIONS. Enter the following information:

- a. Main Building. Enter length and width in feet (outside dimensions) of the main building.
- b. Basement. Enter length and width in feet (inside dimensions).
- c. Wings. Indicate number, length, and width in feet of wings and offsets.

ITEM 23. BUILDING CAPACITY. Enter the following information:

- a. Floor. Enter the floor number, such as 1st, 2d, 3d, etc.
- b. Square Feet (Floor Area). Enter the total gross inside area of each floor.
- c. Floor Load. Enter the allowable load (lbs. per sq. ft.) for the floor area.

ITEM 24. CONTRACT DATA. Enter the following information on new construction acquisitions:

- a. Name and Address of Contractor. Indicate name of contractor who accomplished work and include city and state.

b. Date Construction Started. Indicate the actual date on which construction of the building was started.

c. Date Construction Completed. Indicate the actual date on which the construction of the building was completed.

ITEM 25. REFERENCE DOCUMENTS. List in the space provided (A through E) the documents in connection with the recording of this property. .

ITEM 26. TRANSACTIONS COMPLETED (Additions-Deletions). Enter in this item the supporting data in connection with subsequent real property transactions affecting this property. Items A through F are provided to record additions or deletions, as appropriate.