

CHAPTER 11. FEDERAL BUILDINGS FUND - STANDARD  
LEVEL USER CHARGE (SLUC)

11-1. Policy.

- a. Public Law 92-313 established the Federal Buildings Fund in 1972. The fund is designed to produce sufficient funds for space rentals, new construction, major repairs and improvements, and the operation and maintenance of space. Accordingly, the General Services Administration (GSA) charges the Department for all space occupied whether Federally-owned or leased. GSA charges a standard level user charge (SLUC) which approximates commercial charges for comparable space and services. The services included in this charge are those normally furnished by the private sector.
- b. GSA furnishes services additional to those included in the SLUC on a reimbursable basis, i.e., special protection and services that are required on an overtime basis such as heating and/or air conditioning, janitorial and other personal services.
- c. In buildings where GSA is responsible for alterations only, alterations are furnished by GSA on a reimbursable basis.

11-2. Determination of the Standard Level User Charge. The standard level user charge (SLUC) is established by GSA and approved by the Office of Management and Budget. The SLUC is based on the Fair Annual Rental (FAR) Appraisal method. The FAR system establishes individual rates for each building in the GSA inventory. Each appraisal is effective for a 3-year period and FAR rates are escalated annually to reflect current commercial rates.

11-3. Joint-Use Space. In buildings where GSA has assignment responsibility and there is joint-use space such as cafeterias, auditoriums, snack bars, and credit unions, each agency provided access to or use of the facilities occupying the joint-use space is charged a prorated share of the space costs based on the percentage of the assignable building space occupied.

---

11-4. Standard Levels of Service. The levels of service included in the SLUC are approximately the same as those currently furnished in commercial practice. It is based on the effort necessary to service a 5-day one shift operation. GSA will provide adequate building startup services before HUD Offices start the regular work schedule and shutdown services after HUD Offices cease the regular work schedule

even though the working hours of the office may be staggered. When an office extends its regular work schedule by a system of flexible hours (Flexitime), GSA requires reimbursement for the actual cost of the additional services. For monitoring the standard levels of services, refer to Paragraph 5-11.

- 11-5. Reimbursable Services. Special services, such as special security protection, overtime use of heating and/or air conditioning, and janitorial, not included in the standard levels of service are provided by GSA on a reimbursable basis upon request. These recurring reimbursable building services are funded by Headquarters. For Headquarters space, the Director, Facilities Operations Division (ASB) and for space in the Field, the Director, Administrative Services Division (ASD), shall prepare the GSA Form 2957, Reimbursable Work Authorization, and submit to GSA for a cost estimate. Upon receipt of GSA's estimate, the GSA Form 2957 shall be forwarded to ASM for approval and funding. Upon completion of Section III of the GSA Form 2957 by ASM the document shall be returned to the ASB or the ASD for processing to the GSA.
- 11-6. Responsibility. ASM is responsible for programming and budgeting for Department space rental, recurring building services and space alterations related to Headquarters initiated projects, such as those required by reorganization or the establishment of a data system. The ASD shall provide ASM copies of any changes in space assignment records. ASM shall provide the ASD on a quarterly basis statistical data on space holdings for his/her Region. The ASD shall review this data and advise ASM of any discrepancies for reconciliation with GSA.