

Real Estate Leasing and Planning Section Administrative Procedure: Seismic Safety Policy for State Leased Property

It is the policy of the State of California Department of General Services (DGS) to acquire buildings and/or space in buildings owned by others that provide adequate seismic life safety to occupants. Leased space may be occupied only if it satisfies the seismic safety requirements of the DGS policy at the time the lease is executed. The DGS Project Team consisting of the Space Planner and the Real Estate Officer (REO) shall evaluate the building to determine whether it complies with the State's policy. All evaluations performed under this policy are to consider the whole building and all of its structural components.

The initial screening will be accomplished through application of Option 1 listed below, then followed by Options 2 or 3 if needed:

- Option 1. A *Seismic Screening Checklist* is completed by the Project Planner. Seismic compliance may be met by an evaluation using the completed *Seismic Screening Checklist* with a maximum score of 19. If the checklist score is 20 or higher the FEMA 154 Rapid Visual Screening handbook (available in the Planner's Library) may be utilized to validate the checklist. The 154 results must be a score higher than the Basic Hazard Score provided in the FEMA handbook. FEMA 154 evaluations may be performed by professional civil engineers, registered architects or by individuals within the DGS organization (PSB Studio staff) who have been trained in the use of the Rapid Visual Screening method. See the RELPS Menu for the *Seismic Screening Checklist*, or
- Option 2. The Project Team will send the *Seismic Certificate of Applicable Code* for completion by the Lessor's consultant. A *Seismic Certificate of Applicable Code* indicates that the building was designed to modern Code requirements and does not have characteristics known to be hazardous. See the RELPS Menu for the *Seismic Certificate of Applicable Code*, or
- Option 3. For any building **not** qualifying for a *Seismic Certificate of Applicable Code*, a *Seismic Independent Review Report* of the entire building and of its critical nonstructural components shall be prepared by a structural engineer licensed by the State of California. DGS will not approve occupancy of a newly leased building which has an earthquake damageability level of V or poorer as defined in the table titled; *Earthquake Damageability Levels for Existing Buildings*. See the RELPS Menu for the *Seismic Independent Review Report* or