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Suite 200  
Washington DC 20006

100 North Tampa Street  
Suite 2300  
Tampa FL 33602



December 2, 2014

Subject: State of South Carolina  
Site Visit Questionnaires  
Project Number: 69.6237.000  
File Code: 2PS

Dear Site Lead,

The State of South Carolina, Budget and Control Board, Department of General Services is undertaking a study of the State's owned and leased real estate portfolio to identify opportunities to operate more efficiently and economically. The study is being led by CBRE, the world's largest commercial real estate adviser. Gensler, a global architecture and design firm, provides specialized expertise on the CBRE team. Gensler's particular task is to evaluate the space efficiency of the State's office locations. The CBRE/Gensler team will visit hundreds of our sites across the State in the next two months.

The first steps are to inventory what we have and find out what we need to operate better. The CBRE team will visit hundreds of our sites across the State in the next two months. As a site contact for your agency, we need your help to collect the current occupancy information for your site.

This will be a two-step process: preliminary data collection via an on-line form and a site visit. This document outlines the preliminary data collection process. Information on the site visit scheduling will be provided separately.

The on-line data collection process is intended to make it easy for you to supply data to the team who will be performing the site visit. As they will have an understanding of your site prior to their visit, it will make their time at your site more efficient for you. The data collection form is accessed using a unique code - *listed below is the code you'll need to access the data collection form for your site.*

Occupying Agency	Address	Site Code
Lieutenant Governor's Office	1301 Gervais St	DMV20100



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Use this link to access the data entry webpage:

<http://sc.ironbridge-systems.com/REPortSurvey/Facilities/>

Enter the site code and you will be directed to a form, where you will be asked to complete information on your site, including headcounts, staff types, primary operational functions, space usage, and general information on agency satisfaction with the site.

Provide the data to the best of your ability and submit when complete. If you need to return to the form to complete it, you may use the same site code to access the form and resume the process.

Please complete your data entry by December 12, 2014

If you have any questions, please contact Chandra Lapsley at [Chandra.lapsley@gensler.com](mailto:Chandra.lapsley@gensler.com) or 704.358.4478

Sincerely,

A handwritten signature in black ink that reads "Robert A. Peck".

Mr. Robert A. Peck, Hon. AIA, Hon. ASLA  
Director of Consulting, Southeast Region  
Gensler  
DJG

Enclosure

cc: Ashlie Lancaster State of South Carolina, Shawn DeJames State of South Carolina,  
Lee Ann Korst CBRE, Rolf Kemen CBRE, Lee Lindahl Gensler, Chandra Lapsley Gensler