

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-003
	APPROVAL:	EFFECTIVE DATE March 1, 1998
SUBJECT: FACILITIES DIVISION SERVICES		PAGE 1 OF 2

PURPOSE: To outline the services provided by the Division to agencies in the areas of property management, project management and operations and maintenance of Department-owned real properties.

POLICY: The Project and Property Management and Operations and Maintenance sections of the Division are conducted in accordance with ORS Chapter 276. The objective of these programs is to serve state agencies by providing suitable office quarters that meet agency needs while promoting economy, efficiency and convenience to the public by means of centralizing the location of office quarters, when feasible, per ORS 276.426.

To accomplish the above objectives, the Division:

- manages major construction and Capital Improvement projects, authorized by the Legislature, to provide new or remodeled facilities;
- manages and offers for assignment to agencies, space in Department-owned Buildings;
- provides other services to agencies, by agreement, such as management of construction and improvement projects, and janitorial and maintenance services;
- negotiates and approves leases, and;
- provides parking facilities and management.

PROCEDURE:

Responsibility

Action

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| Agency | <ol style="list-style-type: none"> 1. Submits written request to the appropriate Division program area for office quarters, real property management services or other services from the Division. 2. Provides information to the Division as may be requested concerning any real property owned or controlled the agency. |
| Division | <ol style="list-style-type: none"> 1. Provides requested real property services within the Division's statutory and budgetary limitations. 2. Controls and manages building operations, including space assignments, for the following facilities: |

- a. Department-owned buildings and properties in the Capitol area in Salem, except the Capitol and Supreme Court Building and certain other buildings owned or controlled by other state agencies, such as the Transportation Building, unless separate contracts are executed for the maintenance of these facilities;
 - b. The State Office Buildings and parking structures in Portland, Eugene and Pendleton;
 - c. Properties acquired by the Department through installment purchase or lease-purchase per ORS 276.429 including parking, storage, motor pool, and service facilities;
 - d. Parking facilities and structures provided by the State which serve any of the buildings listed above;
 - e. All State-provided parking in the Capitol Mall area in Salem owned or leased by any State agency per OAR 125-95-000 through 125-95-065.
3. Establishes uniform rental rates biennially for State-owned and lease-purchase facilities, and submits for legislative approval through the Department.
 4. Negotiates and approves all lease agreements for office quarters.