

Client Agency Policy & Operations Manual

SECTION: 20 General Administration

NUMBER: SCS-20-040

TITLE: Building Maintenance and Property Management

EFFECTIVE DATE: 7-29-02

APPROVED: Signature on file with the State Controller's Division

**PURPOSE and/or
RESULTS DESIRED:**

This policy provides guidelines for client agencies to manage and maintain buildings and property in a cost-effective manner.

AUTHORITY:

[ORS 184.305](#) Oregon Department of Administrative Services (DAS).
[ORS Ch. 276](#) Public Facilities.
[OAR 125 Division 120](#) Renting or leasing office quarters.
[DAS-Facilities Division Policy Manual](#).

APPLICABILITY:

Client agencies assigned and/or contracting for accounting, budgeting, and financial reporting services with the State Controller's Division, DAS.

DEFINITIONS:

DAS-owned building is any property held in the name of State of Oregon, by and through DAS, which is administered under the Uniform Rent Program, or as a separate agreement.

Property maintenance refers to any improvement or modification of the property, including, but not limited to, remodeling, basic building maintenance, and landscaping.

Remodeling is any physical changes made to buildings or structures to alter appearance, or improve their usefulness, effectiveness and efficiency.

Uniform Rent Program, authorized by [ORS 276.385](#), is a program for the administration of office quarters owned by the State of Oregon and controlled by DAS for which a uniform rent is due.

POLICY:

If client agency is in a DAS-owned building or it contracts with Facilities Division for service, Operations and Maintenance Section operates and maintains the building. Client agencies are encouraged to utilize maintenance services provided by Operations and Maintenance as part of the Uniform Rent Program.

GUIDELINES:

I. Operations and Maintenance

- A. Operations and Maintenance Section (O&M), DAS Facilities Division (FD) provides basic maintenance and property management services to buildings leased from DAS.

1. In accordance with DAS-FD Policy [125-6-360, section I](#), maintenance services are provided to lessee at no additional cost. Services include, but are not limited to the following:
 - i. Structural maintenance to meet building codes;
 - ii. Maintenance of basic building systems, including landscaping;
 - iii. Custodial services; and
 - iv. Fuels and utilities, including normal electrical service.
 2. Additional services and maintenance may be provided by O&M at actual cost to the leasing agency.
- B. Prior to contracting or otherwise paying for property maintenance, the client agency should consult with DAS-FD to determine if services are available at no additional charge, or can be provided at a lower cost than an outside vendor.
- C. The client agency shall consult with DAS-FD prior to any remodeling of the building or significant change to the quantity or configuration of the office space.

II. Space Allocation and Lease Agreements

- A. DAS Facilities Division is responsible for assigning space for all department-owned facilities and leased office facilities under the jurisdiction of the department.
- B. When suitable space is not available in any DAS-owned space in the community, DAS-FD shall negotiate a new lease on behalf of the client agency. In any case, lease agreements for office quarters must be approved by DAS-FD before they become binding (including interagency lease agreements).