

## ODOT Owned Property

The District Manager, Region Manager, and Right of Way Manager should periodically review the need to retain ownership of property that ODOT is not using and for which ODOT has no foreseen future use.

Refer to ODOT *Procedure ROW 10-01* for the process to declare real property (land) to be surplus and initiate its disposal.

### Buildings

ODOT owns many buildings and the properties on which the buildings are located. The buildings are used for offices, maintenance facilities, rest areas, employee housing, storage, and other uses.

ODOT may also:

- Lease facilities for use by ODOT.
- Lease or rent ODOT facilities to other public agencies or to private entities.
- Share facilities owned by other public agencies or private entities, as specified in a use agreement or a governmental partnership.

The Facilities Management Section of the Support Services Branch manages all buildings and associated properties that are owned by ODOT. The Facilities Management Section also provides the following services:

- Building maintenance.
- Negotiation and coordination of leased facilities.
- Assistance in planning and allocating office space.
- Planning and administering improvements to buildings or construction of new buildings.

Refer to the Support Services Branch website on the ODOT Intranet for other information.

The District Manager and Transportation Maintenance Manager may be involved in the following and other items:

- Periodically inspect the condition of buildings.
- Operate the building systems, including heating, etc. and pay associated operating costs.
- Identify needed maintenance on buildings and grounds.
- Identify modifications needed for modernization, to accommodate required personnel, and to allow new communications or other devices to be installed.
- Identify needs for new facilities or additions to existing facilities.
- For leased or rented facilities, be familiar with ODOT's and the facility owner's responsibilities and assure that each party performs and fulfills its responsibilities.

If a building has been damaged by an accident, fire, theft, or other event, contact the Facilities Management Section to:

- Properly report the damage.
- Have the damage repaired.
- Obtain assistance in assuring structural integrity.
- Assure that ODOT recovers the repair costs from the Restoration Fund or responsible party.

As appropriate, review the circumstances related to building damage to identify and implement methods to reduce the likelihood of, or to prevent, similar future occurrences.

### Inventoried Property

Inventoried property is capital and non-capital property as defined in Section 5.1 of the *Financial Administration and Standards Manual* and includes equipment, furniture, and information system hardware and software.

The District Manager and the Transportation Maintenance Manager may be involved in the following and other responsibilities:

- Be familiar with ODOT requirements for property inventory. Generally, each manager must annually reconcile all capital property under the manager's responsibility, according to directions provided by the Highway Finance Office.
- Assure that new property is properly included on the property inventory and property is removed as it is sold, transferred, or disposed of.
- As requested and as required, inventory capital property and address differences in the inventory or needed changes to the inventory.
- If capital property is damaged, destroyed, or stolen, work with the ODOT Risk Management representative in the Office of Employee Safety to recover costs through the Department of Administrative Services Restoration Fund. Also refer to Chapter 16 of the *ODOT Manager's Handbook* and the following discussion.

If capital property is damaged, destroyed, or stolen; the District Manager or Transportation Maintenance Manager must:

- Report theft to the appropriate law enforcement agency and ODOT supervisor. If the theft occurred in a leased facility, also report to the owner of the facility.
- Refer to Chapter 16 of the *ODOT Manager's Handbook*.
- Report to the ODOT section, unit, or group that administers the inventory for that capital property to determine the process to repair or replace the property and to recover appropriate costs.
- Take necessary action to repair or replace the property.
- Identify and implement needed actions to prevent or reduce the likelihood of similar future events or happenings.
- Provide needed information to the ODOT Risk Management representative to recover appropriate costs, generally from the Department of Administrative Services Restoration Fund.