

 STATEWIDE POLICY	NUMBER 107-011-110	SUPERSEDES Policy 125-6- 110 March 1, 1998
	EFFECTIVE DATE March 1, 1998	PAGE NUMBER Pages 1 of 3
Division Enterprise Asset Management	REFERENCE ORS 276.426 ORS 276.428 OAR 125-120-0000 to 125-120-0170	
Policy Owner Facilities		
SUBJECT Building Office Space Assignment and Leasing	APPROVED SIGNATURE On file	

PURPOSE

To explain the policies and procedures of the Department concerning assignment of space in state office quarters and leased office quarters subject to the jurisdiction of the Department under ORS Chapter 276.

APPLICABILITY

All state agencies and employees who occupy DAS-owned facilities.

FORM

Form 125601 Space Request on website: <http://www.oregon.gov/DAS/EAM/pages/forms.aspx#leasing>

DEFINITIONS

None

EXCLUSIONS AND SPECIAL SITUATIONS

None

GENERAL INFORMATION

POLICY GUIDELINES

In making space assignments or leasing office space, the Department, through its Facilities Division, shall be guided by the policy articulated in ORS 276.426 to promote economy, efficiency and convenience to the public by centralizing the location of all leased or rented office quarters of State agencies having offices in the same city or community.

The Division shall be responsible for making space assignments for all Department-owned office facilities and all leased state agency office facilities under the jurisdiction of the Department.

The Division will not approve new leases if suitable Department-owned or leased space is available in the community.

When suitable space is not available in any Department-owned building or Department controlled leased space in a community, the Division may negotiate for a new lease on behalf of the agency requesting office quarters or it may authorize the requesting agency to negotiate for a single agency lease. In any case, lease agreements for office quarters entered into by state agencies must be prior approved by the Division before they become effective; this includes interagency lease agreements.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Agency	<ol style="list-style-type: none">1. Analyzes its space requirements applying the Department's Office Space Standards provided in the Department's Policy Manual 125-6-100.2. Completes Space Request Form #125601, attaching documentation to support requests for "special" space needs exceeding the Department's space standards, and delivers to the Division.
Facilities	<ol style="list-style-type: none">1. Receives and reviews completed Space Request. Resolves elements of space request that may not be in compliance with space standards or which are not adequately justified or documented. Determines final space allocations and approves request.2. Ascertains availability of suitable Department-owned space. If available, assigns it to the requesting Agency. Notifies Agency of the space assignment and prepares a Space Assignment/Rental Agreement for agency signature. After agency signs agreement, submits written request to adjust the Uniform Rent Billing System per internal operating procedures.3. If no suitable Department-owned space is available, ascertains availability of space in Department-leased facilities or in a Joint Office Building (JOB). If suitable space is available, assigns space to agency. Prepares appropriate lease documents for Agency and Lessor signature.4. Where assignment in State-owned or leased space is not feasible, the Division will procure leased office quarters in an appropriate manner as prescribed under OAR 125-120-000 through 125-120-200, the "Leasing Rules." Except that, the Administrator or designee may delegate, under the supervision of the Division, all or portions of the procurement actions, outlined below, to the requesting Agency. Said delegation of authority and responsibility shall be in writing to the Agency and shall specify the specific leased office quarter procurement actions delegated to the Agency.

LEASE PROCUREMENT ACTIONS:

<u>Responsibility</u>	<u>Action</u>
Facilities Division	<ol style="list-style-type: none">1. Listens to agency needs and in cooperation with the agency, prepares an action plan to locate and lease office quarters which meet criteria and requirements specified in the approved space request.2. Consults with agency regarding lease terms and conditions. Conducts lease negotiations, keeping the agency informed of progress.3. Prepares draft lease document and attachments and reviews with agency to ensure understanding and acceptance. Material changes to boilerplate lease clauses may require review by the Attorney General's Office.4. Delivers three copies of the lease document to the agency (lessee) for agency signature(s).
Agency	<ol style="list-style-type: none">1. Obtains approvals (signatures) on each of the three copies of the lease documents.2. Returns approved lease documents to the Division for approval and further

processing.

- Facilities Division
1. Secures lessor's approval/signature of the lease and attachments.
 2. Approves (signs) the lease per ORS Chapter 276.428.
 3. Delivers one copy each of the executed lease to the Agency/lessee, the lessor and to the Department's permanent lease files.