



# STATE PROPERTIES COMMISSION

270 Washington Street, Suite 2-129, Atlanta, Georgia 30334

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## POLICY

**TITLE:** SPC 04 - Space Management: Assignment of Space

**ADOPTED:** December 11, 2012 (Effective: January 1, 2013)

**REVISED:**

### 1. References

O.C.G.A. § 50-16-41

### 2. Definitions

- (a) State-Owned Space: Space that is owned by the State and in the custody of a state entity. It shall also refer to space on Capitol Hill that is owned by the Georgia Building Authority and used as administrative office space.
- (b) State-Leased Space: Space that is leased by the state and occupied by a state entity in which there is potentially available space for use by another state entity.
- (c) Space Management Program (SMP): The SPC process of optimizing occupancy of State-owned and leased space. Administered correctly, this process aligns assets with agency demand to provide the most efficient and cost effective workspace.
- (d) Space Action Form (SAF): The form completed and submitted to SPC by the requesting state entity that notifies SMP of a request for space – new, renewal, renegotiation, increase, decrease or termination.
- (e) Space Utilization Questionnaire (SUQ): The form completed and submitted to SPC by the requesting state entity that accompanies the SAF and is used by SMP to develop the entity Space Utilization Program.
- (f) Space Utilization Program (SUP): The form developed by SMP to determine the square footage needs for the requesting entity based on information submitted in the SAF and SUQ.
- (g) Space and Transaction Management Tracking System (SATMT): The internal project management tracking system used by SPC to monitor space planning and programming for agency requests for administrative office space in GBA owned and managed buildings on Capitol Hill and the procurement of commercially leased office space.

### **3. Purpose**

The State Properties Commission is authorized by statute to provide the most functionally efficient and cost effective space for all state entities, with the exception of the Board of Regents of the University System of Georgia.

### **4. Policy Statement**

It is the policy of the SPC, Space Management Program (SMP), to manage State owned and leased space occupied by state entities. Such management shall include the authority to assign and reassign administrative space to state entities based on the needs of the entities as determined by the space standards for administrative space utilization promulgated by the SPC.

In order to meet the mandates of the State Properties Code, SPC SMP will give priority to State-owned space in meeting the space requests and needs of state entities. SPC will give consideration to the programming needs and any stated geographic requirements of the state entity in the provision of services by the state entity, as well as any costs that may be associated with the reassignment of such space.

### **5. Policy Requirements**

- (a) Upon the completion and approval of the SPC Space Utilization Program (SUP), SMP shall determine whether there is State-owned space available to meet the space requirements of the requesting agency. SPC will notify the state entity of the availability of State-owned or leased space and assist the agency in developing the necessary plan and design to meet the state entity's space needs. SMP will coordinate with the Transaction Management Program (TMP) to develop the entity's requirements.
- (b) If there is no State-owned space available, then SMP will follow the procedures outlined in the SMP Demand Management policy. Documentation shall be noted in SATMT and retained by SPC.
- (c) In the case(s) of Multi-Year rental agreements (MYL), the agreements shall be between SPC and the landlord. \*

### **6. Attachments**

Attachment 1: SPC Space Standards

- \* SPC will assign the space to the State entity for use of the space. As sub-lessee, the State entity shall be solely responsible for all terms and conditions within the original lease agreement(s). All requirements under SPC's Multi-Year Lease policy shall be followed.



# Space Standards

OFFICE SPACE STANDARDS		
Title / Function	Type	Allocated SF
Executive Director, Commissioner, Agency Head	Office	220
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8 x 8)
Professional Staff, Administrative, Tech	Workstation	49 (7x7)
Hoteling / Call Center	Workstation	20 (5x4)

**CONFERENCE SPACE STANDARDS**

<b>Type</b>	<b>Number of Occupants</b>	<b>Square footage</b>	<b>Typical Tech Equipment</b>
HUDDLE ROOM	1 – 3	100	Speaker phone
SMALL CONFERENCE ROOM	6 – 8	275	Speaker phone; flat screen or overhead projector with screen; data connectivity at table;
MEDIUM CONFERENCE ROOM or PROJECT / TEAM ROOM	10 – 12	350	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables	14 – 16	500	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing and distributed speakers
TRAINING / SEMINAR ROOM	24 – 32	1,000	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing, distributed speakers and multiple screens and projectors and distributed power access and speakers.
Multi-Purpose Room(s)	41 - 60	2,000	