



STATE PROPERTIES COMMISSION

47 Trinity Avenue, S.W., Suite G02 Atlanta, Georgia 30334

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.



OFFICE SPACE STANDARDS		
Function	Office Type	Allocated SF
Executive Management	Closed	225
Senior and Middle Management	Closed	130
Professional / Administrative	Open	36 (6 x 6)
Professional Tech/Hoteling	Open	25 (5 x 5)
CONFERENCE SPACE TYPES		
PROJECT / TEAM ROOM	8 – 12 Occupants	
HUDDLE ROOM	1 – 3 Occupants	
SMALL CONFERENCE ROOM	6 – 8 Occupants	
MEDIUM CONFERENCE ROOM	10 – 12 Occupants	
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables	14 – 16 Occupants	
TRAINING / SEMINAR ROOM	41 – 60 Occupants (2 Rooms of 24–32 if Divisible Room)	