2. Space Management Policy

Under Wisconsin State Statute 16.84 (5), the Department of Administration is given responsibility for all functions related to the leasing, acquisition, allocation and utilization of all real property owned by the state, except where such responsibility is otherwise provided by the statutes.

This space management policy is created to guide agencies when undertaking space planning, space project requests and any changes to state space and must be adhered to in all DOA-owned or leased buildings. In addition, all plans and other documentation pertaining to space projects or tenant improvements, must be reviewed and approved by the Division of State Facilities, Bureau of Portfolio & Operations Management (DSF,BPOM)prior to any work being undertaken.

In order to achieve consistency and efficiencies in the DSF space management functions, a number of space related specifications, standards and guidelines have been created and are available in written form or on the DSF website. The regulations follow generally accepted International Facility Management Association (IFMA) national space management Best Management Practices and/or Building Owners Managers Association (BOMA) guidelines.

These standards are intended to give all state agencies and those performing facility related functions a list of requirements and processes to be followed.

Policy Objectives:

- Maintain consistency from agency to agency and building to building in our DOA spaces and space management practices.
- Provide a safe, comfortable and consistent environment for all employees and visitors.
- Ensure conformity to DOA space standards, guidelines and requirements.
- Maintain building flexibility and consistency to accommodate organizational change.
- Ensure compliance with DSF Sustainable Facilities Standards

DOA Facility Location:

It is the state's intent that the location of state-owned or leased facilities be located, constructed and consolidated in harmony with the desires and needs of the agency along with the concerns of local governments whenever feasible.

DOA Office Space:

It is in the best interests of the State of Wisconsin that facilities owned or leased for use by state employees be managed in the most efficient and cost-effective manner possible. It is the goal of this policy to provide standards and to manage our DOA-owned or leased space as consistently and efficiently as possible. Agencies, programs and employee's are allocated an amount, type and particular design of space that DOA and the agency have determined to be necessary and appropriate for the function of the particular job and achievement of state business.

Submittals and Approvals:

The DSF Bureau of Portfolio & Operations Management (BPOM) must review and approve any changes to space allocation, design or construction in all DOA-owned buildings. Any state agency or group wishing to make a space change must contact the BPOM and follow the Space Management specifications, standards and guidelines as published. The DSF, BPOM along with the Bureau of Facilities Management (BFM) will work with your agency to make sure your project is in the best interest of the state, follows the design process, standards and is completed per state policy.

Appeal Process:

Appeals of a decision made by BPOM in opposition to an agency request must be submitted in writing to the BPOM Bureau Director. The appeal may include a request for waiver of the standards being enforced by BPOM and a clear, concise written justification as to why a waiver of standards is being requested. The DSF Bureau Director has authority to grant waivers pertaining to space management specifications, standards and guidelines if circumstances and the best interests of the requesting agency warrant it.

Specifications, Standards and Guidelines:

The space management guidelines, standards and specifications referred to in this policy have been set forth and published by DSF and are available in hardcopy form or on the DSF website. All DOA-owned or leased space management issues pertaining to space requests, furniture changes, design, construction and related issues fall under these requirements and must be approved by DSF prior to implementation.

Reviewed and Approved by: _____
Jeff Plale, Administrator, Division of State Facilities
Department of Administration

2.1 Space Request

The DSF Space Request Form and Instructions can be found by clicking on "forms" on the DSF webpage titled "Portfolio Management – Leasing". A link to the form is also below:

http://leasing.state.wi.us/docview.asp?docid=9115&locid=111

A Space Request must be completed each time an agency wishes to add or reduce their existing space within a DOA office building. Space Requests are to be completed prior to the onset of design or construction and are required to be approved for financing by the State Budget Office.

2.2 Vacancy Request

The DOA/DSF Vacancy Request in State Owned Buildings can be found on the DSF Leasing Web Page under forms.

Vacancy Request Approval Process:

1. Tenant Agency submits completed Vacancy Requests to DSF

2. DSF reviews submitted Vacancy Requests and space to be vacated to determine if space is "leasable" or "tenantable" space.

3. Current tenant agency must pay for the expense to make the space "leasable". This means the space is ready for a new tenant in a finished "white box" condition; the space is configured with demising walls that separate it from other tenants and there is direct public access to this space. Or the space may be "tenantable", space is ready for a new tenant from another agency with limited work and no additional requirements related to security from the new agency or the existing agency making the vacancy request.

4. Once DSF determines that the identified space is leasable or tenantable, the request is approved. See ***2.3 Guidelines for Rent Termination in State Office Buildings*** below.

5. If space is not leasable or tenantable, DSF works with the SOB Building Manager and tenant agency to identify options to make space leasable, or to identify alternate areas that could be vacated and qualify as leasable or tenantable. For Example:

   - Does the space need to be reconfigured/remodeled?
   - Will furniture/fixtures/equipment be left behind?
   - This review will try to identify alternate space that can be vacated and if successful, the Vacancy Request will be revised to reflect the new location.

6. If space can not be made leasable or tenantable via the process in #5 above, the request is not approved.

7. DSF will provide a construction estimate for the project. The tenant agency will be billed upon project completion, with the total amount billed not to exceed 110% of the original estimate.

8. DSF will provide an initial response within 30 days of receipt of each Vacancy Request.

2.3 Guidelines for Rent Termination in State Office Buildings

Upon approval of a Vacancy Request, the tenant agency will be released from rent on one of the two following timelines, depending on which of the following conditions occurs first:

- Three months after DSF takes possession of the space to prepare it for an identified, new tenant or
- Six months after space is vacated (up to 10,000sf), 12 months after space is vacated (10,000sf and above)

Exceptions to these timelines may be made due to loss of program or funding.

Costs of reconfigure or remodel to make space tenantable upon vacating:

- The current tenant agency pays for costs to make the space leasable, designed and constructed by DSF.

END OF SECTION