


<b>SUBJECT SPACE ALLOCATION</b>	<b>POLICY NUMBER 10.10</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Office Services		
<b>PURPOSE/SCOPE:</b> To establish policy and procedures for allocating space, internal moving, accountability of property, and internal renovations to the Kirkman and adjacent buildings.		

## I. AUTHORITY

Section 255.30, Florida Statutes, Fixed Capital Outlay Projects

Section 272.03, Florida Statutes, Building Supervision

Section 272.04, Florida Statutes, Space Allocation

Section 273.02, Florida Statutes, Record and Inventory of Property

Section 273.03, Florida Statutes, Property Supervision and Control

## II. DEFINITIONS

- A. Custodian's Delegate- A person under the supervision of the custodian who may be delegated the use and immediate control of property and from whom the custodian may require custody receipts.
- B. Relocation- The movement of personnel, furnishings, office equipment and/or other tangible property from one location to another.
- C. Renovation- The physical alteration of any portion of the Kirkman and adjacent building, including construction, removal or relocation of walls, doors, partitions or electrical wiring and outlets, telephones, painting, wallpapering, cabinets, shelving, carpeting and plumbing.
- D. Space- All areas in the Kirkman and adjacent buildings used for offices, storage, maintenance, mechanical rooms, telephone equipment, supply and conferences.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 05/01/1985
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### III. POLICY

All requests for allocation, re-allocation, or renovation of office space, including the internal relocation of personnel and tangible property within the Kirkman or adjacent buildings, will be routed through the chain of command for each division to the Director of Administrative Services. However, any relocation within a division and not requiring office renovation or floor plan changes may be accomplished without approval from the Division of Administrative Services provided they are in compliance with procedure IV.

### IV. PROCEDURES

#### A. Initiation of Request

1. All requests for additional office space, relocation of offices, storage areas, conference rooms or internal renovation will be requested by division directors in writing to the Director of Administrative Services.
2. Each request will include the following:
  - a. Statement of justification;
  - b. Current or proposed number of personnel to be included in the requested office space;
  - c. Current space allocation generated in accordance with the Department of Management Services, Division of Property Management Guidelines, available through the Chief of Office Services;
  - d. Diagrams and floor plans for renovation projects.
3. The Director of Administrative Services will approve or disapprove each request as necessary in the best interests of department goals and objectives.
4. Any disapproved request may be appealed to the Chief of Staff.

#### B. Allocation of Space

Space will be allocated in accordance with the Department of Management Services Space Allocation Plan Guidelines or as mutually agreed upon by affected Division Directors.

#### C. Payment

All renovation projects will be funded from each requesting Division's authorized budget, including the cost estimate for building wiring changes to be performed

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by an authorized wiring vendor. Therefore, the Bureau of Office Services and the Office of Financial Management will work with each request to ensure available funding. Cost estimates may be obtained from the Building Manager and from ISA (for building wiring charges) prior to beginning a project.

**D. Responsibilities**

1. The Division will contact the Supply Manager to coordinate the physical move of furniture and other property. Computer equipment relocations must be requested through the Technical Assistance Center (Kirkman Relocations) and follow relocation procedures described in, "How to Request Computer Equipment Relocation".
2. When the relocation of property is complete, the transferring custodian's delegate will prepare an Inventory Transfer Form (HSMV 94310) and send it to be signed by the delegate receiving the property. The Transfer Form is then sent to the Fixed Assets Section in the Bureau of Accounting for review and processing. After the Bureau of Accounting processes the HSMV 94310 Form, the transferred property is then part of the receiving delegates annual inventory audit.
3. The Division should email [Mail-Services@flhsmv.gov](mailto:Mail-Services@flhsmv.gov) to update the mail stop location and complete the Information Update Form on SharePoint (EmployeeSearch) to update the Employee Directory.

**E. Floor Plans**

1. Upon completion of all relocation or renovation projects, the Chief of Office Services will furnish a copy of the new/revised floor plan to the Building Manager.
2. The Building Manager will ensure that all changes are recorded on the master set of floor plans for the Kirkman and adjacent buildings.