



SECTION: GA
TOPIC: SPACE 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: SPACE MANAGEMENT

Three policy statements establish general administrative space management guidelines:

Chapter 7.18(10) of the Dane County Code of Ordinances, "The Public Works and Facilities Management Committee, states in part: "The committee shall address the space and real estate needs of the county, both short-term and long-term. On major projects the committee shall meet jointly with the oversight committee for the affected department. On lesser projects, the committee chairperson may appoint a subcommittee to meet with the appropriate oversight committee."

Resolution 167, 1974-75, "Facilities Management" adopted by the Dane County Board of Supervisors, February 6, 1975, requires that: Dane County Departments proposing a change in their assigned space allocation submit such proposals to the Department of Administration which shall complete a detailed analysis of such proposals and submit a written report, including recommendations and alternatives, to the Public Works Committee, no later than three weeks following the date of such request. The Public Works Committee shall have the authority to reject, accept, amend and implement inter-departmental space allocations. The Department of Administration is further instructed to compile and maintain information describing the space assigned to all county departments.

Chapter 28 of the Dane County Code of Ordinances, "Real Property Transactions", states in part, "It is intended hereby that the administrative authority of the County as it relates to real property transactions to which the County is a party shall be vested in the Real Estate Officer under the immediate direction of the Director of Administration and the general direction of the County Executive. Policy making and budgetary authority is retained by the County Board and County Executive in the manner set forth in state statutes."

Dane County's space management program recognizes that effective space management is a shared responsibility of using agencies and the Public Works Committee. It is designed to:

- organize and maintain information essential to facilitate management planning and decision-making
- establish appropriate space allocation and acquiring standards which recognize public service priorities, energy conservation, and provide safe working environments accessible to all users and employees
- ensure the productive, cost effective use of county-owned and leased facilities



SECTION: GA
TOPIC: SPACE 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: SPACE MANAGEMENT

Space Management Standards:

1. Use of existing county-owned facilities shall be given preference over leasing or constructing additional space.
2. Space allocation shall recognize permanent program responsibilities directly related to the provision of public service. Average individual space allocations:

Clerical	50 - 60 sq. ft.
Administrative/senior clerical	80 - 90 sq. ft.
Managerial/professional	100 - 150 sq. ft.

are intended to provide general allocation guidelines which are subject to specific analysis.

3. Whenever feasible, the use of open office arrangements, applying movable partitions, which include: common general use space, conference rooms, reception areas, libraries, and storage areas shall be encouraged.
4. Work area configurations should be designed in accord with generally accepted architectural and engineering practices which promote efficient use of available space.
5. Acquisition of additional space, whether purchased or leased, shall follow the applicable steps in the attached "Land Acquisition Checklist".

END OF POLICY



SECTION: GA
TOPIC: SPACE 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: SPACE MANAGEMENT

Forms Needed:

Dane County Land Acquisition Checklist

RESPONSIBILITY

ACTION

Department Head

1. Ensures assigned space is effectively utilized in accord with space management policy.
2. References Space Management Policy and Procedure prior to developing space needs proposals.
3. Forwards space needs requests to the Department of Administration.

Dept of Admin, Real Estate Officer

4. Maintains appropriate space management records.
5. Analyzes space needs requests, assists Public Works staff in preparation of layouts of existing and proposed space, submits written report with recommendations to the Public Works Committee.
6. Provides staff services as requested by the Public Works Committee.

Department of Public Works

7. Provides engineering services as requested by the Public Works Committee.

Public Works Committee

8. Establishes Space Management Policy.
9. Subject to County Board approval, reviews, accepts, rejects and/or amends space allocations.

END OF PROCEDURE