


Office of Facilities and Support Services

1450 Space Management and Leasing

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	<p>Department of Human Services</p> <p>Policy and Manual Management System</p>	<p>Index: POL1450</p>
		<p>Revised: 3/04/2025</p>
		<p>Next Review: 3/04/2027</p>

Subject: Space Management and Leasing

Policy

The Policy of the Georgia Department of Human Services (DHS) is to manage DHS leased properties and spaces, ensuring efficient cost and maximum utilization of space that supports the organization's program needs and employee well-being, minimizing underutilized space and waste.

The DHS Office of Facilities and Support Services (OFSS) Facilities Section Leasing Unit provides guidance and assistance with space planning, lease negotiations, requests for proposals, renovation, and construction projects. The OFSS Leasing Unit is also responsible for the follow up of repairs and maintenance requests to ensure leased spaces are maintained and providing a safe, comfortable work environment.

Authority

O.C.G.A. 49-2-1

O.C.G.A. 50-16-35

O.C.G.A. 50-16-46

O.C.G.A. 50-4-1 (8)

Reference

None

Applicability

All of the Department

Definitions

Definitions are included in applicable procedures and manuals.

Responsibilities

1. The Director of the Office of Facilities and Support Services is responsible for issuing and updating leasing procedures to implement this policy.
2. The Office of Facilities and Support Services or the Deputy Commissioner are delegated the authority by the DHS Commissioner to sign (execute) all DHS leases for divisions and offices.

History

None

Evaluation

The Office of Facilities and Support Services evaluates this policy annually.