

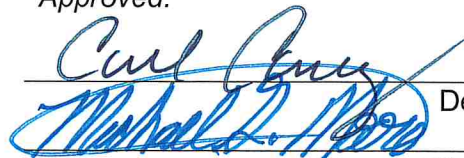



City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 07/2018
Latest Revision Date: 07/2022
Next Review Date: 07/2025
Policy Owner(s): General Services

Approved:


 _____ Department

 _____ City Manager

SUBJECT:

Lease of Outside Office Space and Relocation of City Offices

PURPOSE:

To establish the proper procedure for making arrangements to lease outside office space and relocate an existing City office and existing or new furniture.

SOURCE OF AUTHORITY: City Charter Section 601

POLICY:

The General Services Department is responsible for identifying appropriate office space, negotiating lease terms and tenant improvements, coordinating floor plan modifications and furniture relocations and installations. The work involved includes searching for available lease space, preparing the lease agreement, obtaining authorizations to lease outside space, planning and scheduling of labor, electrical work, telephone changes, relocation or installation of office equipment and furniture, and other similar tasks.

Some steps in the procedures outlined below may be modified or omitted based on the complexity of the relocation project.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Submits request in writing with sufficient detailed information to General Services Director for approval, including all account numbers.
General Services Director	2. Approves and refers to Real Property Agent and Building Services Project Manager, who will coordinate with requesting department.
Department Head	4. Appoints person to act as liaison with Building Services Project Manager, Information and Technology Department, space planner, and furniture supplier.
Building Services	5. Upon request, inspects proposed lease space as to Title 24 and ADA

PROCEDURE:

Responsibility	Action
Project Manager Real Property Agent	requirements. 6. Negotiates lease terms and tenant improvements with property owner. Proposed space must meet all Title 24 and ADA requirements or be modified to meet such requirements prior to occupancy.
	7. Requests City Attorney to assign an attorney to prepare the lease agreement or review lease agreement provided by property owner.
	8. Consults with and advises the Planning Department, Building and Safety Division of the City's proposed use of outside space and the need to comply with both Title 24 and ADA.
Building Services Project Manager	9. Works with requesting department in designing the floor plan and ordering furniture, or
Department Liaison	10. Contracts with space planner and furniture supplier directly.
Building and Safety Division	11. Reviews tenant improvement plans upon submittal by the applicant for compliance with Title 24 and other applicable codes.
Department Liaison	12. Coordinates space planning and office furniture acquisition.
	13. Submits Telephone Change Request to the Innovation and Technology Department via intranet Tech Hub, along with floor plan identifying telephone changes. A minimum of eight weeks' notice is recommended for large office moves or relocations.
Network Support Services Supervisor	14. Develops a cable pulling plan with the department liaison. Provides a copy of the plan to Building Services Project Manager when complete.
Department Liaison	15. Develops an alternative work plan for displaced office staff in coordination with the Building Services Project Manager if staff is required to be temporarily relocated.
Building Services Project Manager	16. Works with requesting department in scheduling the furniture relocation or coordinating necessary work required when installing new furniture.
Department Head	17. Approves final floor plan and alternative work plan for displaced office staff and provides Building Services Project Manager with account number(s) to which project costs should be charged, if applicable.
Building Services Project Manager	18. Provides department liaison and Innovation and Technology Department with tentative work schedule/timeline.
	19. Coordinates final work schedule with Innovation and Technology Department and department liaison.
Department Liaison	20. Orders packing boxes from Central Stores, tapes bottom of boxes to secure. (For desk unit relocations, all items must be boxed, including items in drawers. Contents in lateral files must be boxed. Drawer files can be moved without removing contents.)
Building Services	21. Conducts necessary work as approved.
	22. Walk through with department liaison and develop punch list for project acceptance.
	23. Conduct work identified on punch list.
	24. Provide Risk Manager with a progress report on project completion, if surety bonds required.
	25. Final walk through with department liaison and approval of project acceptance.

Attachments:
None

Department Review			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	CEDD		
<input type="checkbox"/>	Off. of Communications		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Off. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		