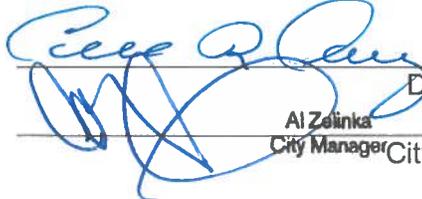




**City of Riverside  
Administrative Manual**

Effective Date: 07/2003  
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 Policy Owner(s): General Services

Approved:

  
 \_\_\_\_\_ Department  
 Al Zelinka  
 City Manager 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.

**POLICY:**

The General Services Department is responsible for identifying available office space, negotiating lease terms and tenant improvements, coordinating space planning/floor plan modifications and furniture relocations and installations. General Services will conduct a site search for available office space, prepare the lease agreement, obtain authorizations to lease outside space, plan and schedule labor, electrical work, telephone changes, relocation or installation of office equipment and furniture, and other associated tasks.

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 detail to General Services Director for approval. Include account numbers.
General Services Director	2. Reviews and approves request. Forwards to Real Property Agent, Building Services Project Manager, IT Technical Support Manager and Telecommunications Coordinator as appropriate for coordination with requesting department.
IT Technical Support Manager	3. Refers the project to the Information Technology Steering Committee for review, if necessary.
Department Head	4. Appoints representative to act as liaison with Building Services Project Manager, Technical Support Manager, Telecommunications Coordinator, space planner, and furniture supplier.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
ADA CASP certified Building Services Project Manager or Building Official	5. Upon request, inspects proposed lease space as to Title 24 and ADA requirements.
Real Property Agent	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.)
Real Property Agent	7. Requests City Attorney to prepare the lease agreement or review lease agreement provided by property owner.
Real Property Agent	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 working with Department Liaison, contracts with a space planner and furniture supplier.
Building and Safety Division	10. Reviews tenant improvement plans upon submittal by the applicant for compliance with Title 24 and other applicable codes.
Department Liaison	11. Coordinates space planning and furniture acquisition.
Department Liaison	12. Submits Telephone Change Request Form and floor plan identifying telephone changes to the Telecommunications Coordinator for an estimate of costs at least three weeks in advance. (A minimum of eight weeks notice is recommended for large office moves or relocations).
IT Network Support Services Supervisor	13. Develops a cable pulling plan with the department liaison and Telecommunications Coordinator; determines costs and identifies account numbers (s), if applicable. Provides a copy of the plan to Building Services Project Coordinator and Telecommunications Coordinator.
Department Liaison	14. 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	15. Works with requesting department to schedule furniture relocation / installation.
Requesting Department Head	16. Approves final floor plan and alternative work plan for displaced office staff and provides Building Services Project Manager with account number(s), if applicable.
Building Services Project Manager	17. Provides department liaison, Technical Support Manager and Telecommunications Coordinator with tentative work schedule/timeline.
Building Services Project Manager	18. Coordinates final work schedule with Telecommunications, Technical

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
	Support Manager and department liaison.
Department Liaison	19. 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 Project Manager	20. Conducts necessary work as approved. 21. Conducts walk through with Department Liaison and develops punch list for project acceptance. 22. Complete work identified on punch list. 23. Provide Risk Manager with a progress report on project completion if surety bonds are required. 24. Final walk through with Department Liaison and approval of project acceptance.