



**Administrative  
Manual  
DETAIL PROCEDURE**

## SECTION

Procurement

## SUBJECT

APPLYING FOR FLOOR-SPACE

FLOOR-SPACE REQUEST must be sent to Space Utilization Committee at least 4 months prior to beginning of expected lease period or date that the space is needed.

**SAMPLE FORM APPENDED TO PROCEDURE**

RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> <li>• Requesting Agency</li> </ul>	<ol style="list-style-type: none"> <li>1. Obtain FLOOR-SPACE REQUEST forms (130-001) from Space Utilization Committee.</li> <li>2. Prepare original and 3 copies of the form, and make sketch (if possible) of requested floor-space area.</li> <li>3. Send sketch plus original and 2 copies of the form to Space Utilization Committee; retain 1 copy for files.</li> </ol>
<ul style="list-style-type: none"> <li>• Space Utilization Committee</li> </ul>	<ol style="list-style-type: none"> <li>4. Send one copy of FLOOR-SPACE REQUEST form to each of the following for report and recommendation:               <ul style="list-style-type: none"> <li>• Department of Finance</li> <li>• Department of Planning</li> </ul> </li> </ol>
<ul style="list-style-type: none"> <li>• Department of Finance</li> </ul>	<ol style="list-style-type: none"> <li>5. Check availability of funds for renovation, moving expenses, and any rental involved.</li> <li>6. Check "Approved" or "Disapproved" block on form. (If disapproved, state reasons on reverse of form.) Sign form and return it to Space Utilization Committee.</li> </ol>
<ul style="list-style-type: none"> <li>• Department of Planning</li> </ul>	<ol style="list-style-type: none"> <li>7. Review request in terms of conformity to City plans for location of services.</li> </ol>

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- Department of Planning

8. Check "Approved" or "Disapproved" block on form. (If disapproved, state reasons on reverse of form.) Sign form and return it to Space Utilization Committee. Attach recommendations, if any.
- Space Utilization Committee

9. Review comment on form reference availability of funds.

  - a.) If funds are not available, return form to agency and inform agency to drop request. Procedure ends here.
  - b.) If funds are available, evaluate request and Department of Planning's recommendations, if any.

10. Approve or disapprove request.

  - a.) If request is disapproved, check "Disapproved" on form, sign, and return it to agency. Procedure ends here.
  - b.) If request is approved and space is available in a City-owned building, proceed to Step 14.
  - c.) If request is approved and space is not available in a City-owned building, direct Real Estate Department to begin negotiations with owner of space. Proceed to Step 11.
- Real Estate Department

11. Negotiate with owner of space and prepare preliminary proposal for floor-space acquisition.

12. Forward preliminary proposal to Space Utilization Committee.
- Space Utilization Committee

13. Evaluate preliminary proposal.

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RESPONSIBILITY	ACTION
• Space Utilization Committee	14. Send letter (original and 5 copies) to Board of Estimates requesting assignment of space or approval (in principle) of preliminary proposal.
• Board of Estimates	15. Approve or disapprove request. 16. Send 1 copy of the request letter, with Board action noted, to Space Utilization Committee.
• Space Utilization Committee	17. a.) <u>If request is disapproved</u> , notify requesting agency. Procedure ends here. b.) <u>If request for space in a City-owned building is approved</u> , notify requesting agency. Procedure ends here. c.) <u>If request for rental of real property is approved</u> , notify requesting agency and proceed to Step 18.
	18. Direct Real Estate Department to continue negotiations with owner of space.
• Real Estate Department	19. Request CERTIFICATE OF OCCUPANCY from Division of Construction and Building Inspection, Department of Housing and Community Development.
• Division of Construction and Building Inspection	20. Inspect space being negotiated and issue preliminary CERTIFICATE OF OCCUPANCY to Real Estate Department.
• Real Estate Department	21. Continue negotiations with prospective lessor and finalize lease (subject to approval by Board of Estimates). 22. Prepare letter to Board of Estimates requesting approval of lease.

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## RESPONSIBILITY

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- Real Estate Department      23. Send following material to Board of Estimates:

  - Finalized lease (original and 2 copies).
  - Letter of request addressed to Board of Estimates (original and 5 copies).
- Board of Estimates      24. Approve or disapprove final lease.

25. Send 1 copy of the request letter, with action noted, to Real Estate Department.
- Real Estate Department      26. a.) If lease is disapproved, notify agency. Procedure ends here.

b.) If lease is approved, notify agency to submit a PURCHASE REQUISITION in accordance with AM-301-3-2 to cover the cost of the lease.
- Requesting Agency      27. Submit PURCHASE REQUISITION when notified to do so by Real Estate Department.

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		<b>CITY OF BALTIMORE</b>		<b>FLOOR-SPACE REQUEST</b>	
<b>INSTRUCTIONS:</b>					
1. Use typewriter only. 2. Remove last copy and retain for files. 3. Send remaining sheets to: SPACE UTILIZATION COMMITTEE, ROOM 209, CITY HALL. Note: Submit request at least 6 months prior to start of lease period or date that space is needed.					
DEPARTMENT		BUREAU		DATE	
DIVISION			FOR INFO CONTACT		PHONE
COMPLETE ADDRESS				TOTAL SQUARE-FEET	
<b>PRESENT LOCATION</b>					
<input type="checkbox"/> CITY-OWNED		/		<input type="checkbox"/> LEASED	
LEASE EXPIRATION DATE		RENEWABLE <input type="checkbox"/> YES / <input type="checkbox"/> NO		ANNUAL RENT \$ _____ \$ _____ PER SQ FT PER MO	
SUBJECT TO NEGOTIATION <input type="checkbox"/> YES / <input type="checkbox"/> NO		TAX ESCALATION CLAUSE <input type="checkbox"/> YES / <input type="checkbox"/> NO			
<b>REQUESTED SPACE</b> NOTE: ATTACH ROUGH SKETCH OF REQUESTED SPACE, IF POSSIBLE					
DESIRED SITE (IF KNOWN)			TOTAL SQ FT		\$ _____ PER SQ FT PER MO
<b>REASON AND JUSTIFICATION FOR RELOCATION/EXPANSION</b> (INCLUDE DESCRIPTION OF WORK TO BE DONE, NUMBER, TYPE OF EMPLOYEES)					
<b>SPECIAL NEEDS</b>					
<input type="checkbox"/> AIR CONDITIONING		MIN. CEILING HEIGHT		FLOORING	
PLUMBING			LIGHTING		
OTHER NEEDS (PROXIMITY TO OTHER AGENCIES, TRANSPORTATION, ETC.)					
JANITORIAL SERVICES PROVIDED BY <input type="checkbox"/> LESSOR / <input type="checkbox"/> LESSEE / <input type="checkbox"/> GEN. SERVICES					
<b>ESTIMATED COST-OF RELOCATION/EXPANSION/RENOVATION</b>					
A. IF RELOCATION, ESTIMATED MOVING COSTS		\$ _____			
B. IF CONSTRUCTION/RENOVATION, ESTIMATED COSTS		\$ _____ \$ _____ PER SQ FT			
IF BOTH A. AND B., TOTAL COST \$ _____					
FUND SOURCE		APPROPRIATION ACCOUNT NUMBER (15 DIGITS)			
SUBMITTED BY: AGENCY HEAD NAME/TITLE			SIGNATURE		
DO NOT WRITE BELOW THIS LINE					
SPACE UTILIZATION COMMITTEE		DEPT OF FINANCE (FOR FUNDS)		PLANNING DEPT	
<input type="checkbox"/> APPROVED / <input type="checkbox"/> DISAPPROVED		<input type="checkbox"/> APPROVED / <input type="checkbox"/> DISAPPROVED		<input type="checkbox"/> APPROVED / <input type="checkbox"/> DISAPPROVED	
SIGNATURE		SIGNATURE		SIGNATURE	
IF DISAPPROVED, STATE REASONS					
130-001 REV 10-73					

Original form is 8 1/2" x 11", multi-colored, four-part, carbonless set.

