



CITY OF HOUSTON

Administrative Procedure

Subject: **Space Utilization and Furniture Standards**

A.P. No:

7-4 Revised

Effective Date:

April 19, 2012

1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

2.1 To establish consistent and cost-effective procedures for determining the type and amount of space and furniture required to effectively provide City services.

3. OBJECTIVE

3.1 To develop a long-range facility plan that addresses departmental space & furniture requirements while complying with City-wide standards to maximize consistency.

3.2 To establish a space planning and furniture management system.

3.3 To standardize City-wide space planning and furniture management system where appropriate.

4. DEFINITIONS

Furniture Requirements – The amount and type of furniture required to meet a department's needs. The furniture requirements are determined by evaluating a department's furniture request against established furniture standards.

Department Coordinator – A designated employee who acts as the primary liaison for supporting agencies or departments and conducts general oversight of all design, purchase, relocation and construction of facilities or space occupied by their respective department.

General Service Department Space Planning Manual – Set of guidelines outlining administrative space allocations and furniture standards.

Inventory – A listing of all structures under the control of the City. A facility inventory includes City-owned properties, City-leased properties, and City-planned properties, as approved in the adopted Capital Improvements Plan.

Space Requirements – The amount and type of space required to meet a department's needs. A space requirement is determined by evaluating a department's space request against established space standards.

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Space/Furniture Standards – A set of criteria set and maintained by GSD and applied to similar job classifications throughout the City, which standardizes the amount of space and furniture allocated to each employee. There are different furniture and space standards for open and enclosed spaces.

5. SCOPE

- 5.1 This procedure applies to all City departments.
- 5.2 The Houston Airport System (HAS) shall perform for itself the responsibilities assigned in this policy to GSD.

6. RESPONSIBILITIES

- 6.1 The General Services Department (GSD) is responsible for:
 - 6.1.1 Compiling and maintaining an inventory of all office space and warehouse facilities leased, owned and occupied or planned to be built by the City including future space needs;
 - 6.1.2 Directing and coordinating City-wide space planning, furniture requirements and facility analysis;
 - 6.1.3 Evaluating departmental furniture and space requests against City-wide furniture and space standards;
 - 6.1.4 Space planning and furniture coordination for leasing facilities;
 - 6.1.5 Authorizing consultant contracts for space planning and facility analysis;
 - 6.1.6 Specifying all interior paint colors and finishes; and
 - 6.1.7 Coordinating furniture installation with authorized vendors, contractors and trades.
- 6.2 Each department is responsible for:
 - 6.2.1 Providing current and accurate information on their owned, leased and planned facilities for inclusion in the City-wide facility inventory; and
 - 6.2.2 Designating a minimum of one employee as the department coordinator.
- 6.3 The department coordinator is responsible for:
 - 6.3.1 Conducting general oversight of all planning, design, purchase, relocation and construction of facilities or space occupied by their respective department; and
 - 6.3.2 Ensuring project funds are available on each project.
- 6.4 Maintenance units and technical services shall ensure plans and purchases have been approved by the department coordinator prior to work being performed or purchases being made.

7. PROCEDURES

- 7.1 Inventory Accountability

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7.1.1 Every department will provide GSD current and accurate information on an annual basis that lists its City-owned and leased facilities. This list should include primarily office and warehouse facilities. Water treatment plants, material storage facilities, utility structures etc. are not required unless there is office staff and furniture present.

7.1.2 GSD Real Estate will compile and maintain a City-owned and leased facility inventory. All planned facilities scheduled to be completed in the current fiscal year, shall be included.

7.2 Departmental Request for Additional Furniture and/or Space

7.2.1 Each department shall determine its need for additional furniture and space within the limits of its approved budget.

7.2.2 The department director will record the need for space and furniture using Attachments A & B and submit this information to GSD for analysis and approval. HAS may use amended forms specific to their department's needs.

7.2.3 The Administration & Regulatory Affairs, Strategic Purchasing Division (SPD) shall notify all departments of the bi-annual furniture aggregation that occurs in January and September of each year.

7.3 GSD Request Analysis

7.3.1 GSD will determine the approximate furniture and space required using the City-wide space/furniture standards list displayed at:

<http://www.houstontx.gov/generalservices/dc-links.html>.

7.3.2 GSD will then determine whether the furniture/space requirements can be met with existing City inventory.

7.3.3 GSD will provide the department a design of the reconfigured furniture, request proposals from the City vendor, and coordinate the installation of the furniture with all necessary trade-crafters.

7.3.4 If the request for additional space or furniture cannot be met with existing inventory, GSD will conduct a cost analysis to determine whether to purchase furniture, or for space considerations, whether to build, purchase or lease the additional space and present its recommendation to the requesting department for consideration.

7.4 Departmental Acceptance of Space Request Plan

7.4.1 If the requesting department decides to proceed with the GSD recommendation on its space request, it will sign the Form A, submit funding using the Supplemental Allocation Form (Attachment D) and GSD will initiate design and construction in accordance with the approved space standards.

7.4.2 GSD will be responsible for initiating and managing all design, either with GSD personnel or with a vendor using a Task Order Contract, and construction utilizing either GSD personnel or a vendor using a Job Order contract.

7.5 Departmental Acceptance of Furniture Request Plan

- 7.5.1 When a confirmation from the client department to purchase furniture has been made, the client department must issue a requisition based on the final furniture quotation to SPD accompanied by an approved Form B and quotation no more than 30 days old.
- 7.5.2 GSD will be responsible for selecting and specifying the furniture in accordance with furniture standards. After verifying the documentation, SPD will place the order and create a valid purchase order.
- 7.5.3 When the furniture arrives, GSD will be responsible for overseeing the delivery and installation.
- 7.5.4 In some cases where furniture budget is included within a Capitol Improvement Project, furniture design, purchase and installation will be handled within the project's scope of work. The GSD Project Manager will be responsible for coordinating all aspects of furniture, however, there will be no need for the client department to initiate a requisition through SPD.

8. ATTACHMENTS

- 8.1 Attachment A – Departmental Space Requirement Request Form A
- 8.2 Attachment B – Departmental Furniture Requirement Request Form B
- 8.3 Attachment C – Supplemental Allocation Form - Sample

Attachment A
Departmental Space Requirement Request
Form A

DEPARTMENTAL SPACE REQUIREMENT REQUEST FORM A

Please submit form to Lee Lopez, General Services Department, 900 Bagby, 2nd Floor, Houston, Texas 77002

Scan to lee.lopez@houstontx.gov or fax to 832-393-8009 attention Lee Lopez

Contact Name		Contact Phone No.	
Contact Location			
Department		Division	
Fund:	Cost Center:	GL:	Grant:
Location Set-Up			
Reason for Additional Space (include why needs cannot be met in existing facilities)			
Length of Time Additional Space Required (with explanation of long term facility plan)			
Type of Facility Requested:		Special Facility Requirements:	
Special Space Requirements:		Special Site Requirements:	
Specific Amenities Required:		Parking requirements: (include public access)	
Location Requirements:		Adjacency Requirements:	

Name and Classification of Employee Requiring Additional Space

Name	Classification/Pay Grade	Name	Classification/Pay Grade

Client Department Authorized Signature

Signature _____

Date _____

General Services Department Authorized Signature

Signature _____

Date _____

All request for more square footage than recommended in the City's space standards will be reviewed for reasonableness on a case by case basis by General Services Department

Comments:

General Services Department Tracking Control Number _____

Attachment B
Departmental Furniture Requirement Request
Form B

DEPARTMENTAL FURNITURE REQUIREMENT REQUEST FORM B

Please submit form to Lee Lopez, General Services Department, 900 Bagby, 2nd Floor, Houston, Texas 77002

Scan to lee.lopez@houstontx.gov or Fax with *Signature to 832-393-8009

Contact Name		Phone	
Contact Location	City Hall Annex		
Department		Division	Facilities
Location of Set-Up			
Reason for furniture request (include why needs cannot be met with existing furniture)			
Length of time furniture is required			
Type of Furniture Requested			
exterior benches			
Special Furniture Requirements			

Name and Classification of Employee

Name	Classification	Name	Classification

<i>Client Department Authorized Signature</i>	
Signature _____	Date _____
<i>General Services Department Authorized Signature</i>	
Signature _____	Date _____

Comments:

All request for more square footage than recommended in the City's space standards will be reviewed for reasonableness on a case by case basis by General Services Department

General Services Department Tracking Control Number _____

Attachment C
Supplemental Allocation Form
Sample



CITY OF HOUSTON

NAME OF DEPARTMENT

Interoffice

Correspondence

To: Richard A. Vella
Deputy Assistant Director

Eberto "Tiko" Amador
Sr. Project Manager
General Service Department

From: XXXXXX
Director/Assistant Director/Division Mgr
Division Name
Department Name

C:

Date: MM/DD/YYYY

Subject: Supplemental Allocation for
Contractor Name (TOC or JOC)

Department Name would like to utilize the services of Contractor's Name for Project Name
..... Contractor's name proposal is attached. Please proceed to prepare corresponding work order upon funding has been verified and transferring funds to General Service Department has been completed. Funding information is as follows:

- Amount: \$
- Department:
- Fund:
- Fund Center:
- G/L Account:
- Internal Order No.:
- Grant No.:
- Grant Sponsored Program No.:
- Grant Sponsored Program Name:
- Grant Manager Name:

If you need additional information please contact me at Phone Number and email address.

Thank you.