

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Policy:**

This policy provides specific guidance for the management of building space in facilities either owned or leased by the County of Riverside under the purview of the Riverside County Board of Supervisors and vests the authority for its implementation with certain officers, departments, and bodies established by the Board. A county facility, as herein defined, is a public building that provides space that is utilized under the auspices of the County of Riverside to provide services, either directly or indirectly, to the county's residents. This policy applies to departments, agencies, districts, and authorities (collectively referred to herein as "county departments") that are governed by the Board of Supervisors, and to affiliated entities that occupy space in county facilities (e.g., commissions, joint powers authorities, non-profit corporations).

The Director of Facilities Management (FM) is an officer of the county reporting to the Assistant County Executive Officer. This position serves as the designated building official for county owned buildings and has the responsibility to support other County departments and agencies by administering the countywide facilities management program, which includes public facilities construction. As such, the Department of Facilities Management is charged with ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board.

1. Heads of departments with outlying facilities shall periodically review and analyze potential operating economics which could be realized through the closure of a facility and the consolidation of its functions with another activity. Any such proposal shall be forwarded to the Executive Office by the Director of Facilities Management for further review.
2. The Executive Office will routinely provide updates to the Board on recent space management decisions.
3. The requesting department shall initiate the process to vacate space by filling out and submitting the Department of Facilities Management's Form 5 Request to Vacate Space. Among the factors to be considered for the closure of a facility are:
  - a. Other similar services are available within reasonable distance, and
  - b. Other similar services are accessible by public transportation.
4. Reports regarding potential economies shall consider the greatest need, the number of persons served (workload); hours per week that service is provided; building operation costs; transportation; and overall benefit and savings to the county, etc.

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FM shall establish and maintain a comprehensive space management system that enables the department to:

- Inventory all county owned and leased space.
- Track allocations of space to county departments and other entities occupying county owned or leased space.
- Perform space planning services on the behalf of other county departments.
- Ensure that county space is utilized efficiently and completely to minimize vacancy and cost to the county.

In accordance with Board Policy B-4, the Department of Facilities Management shall develop fees for occupied square footage in county-owned facilities to properly account for maintenance and upkeep of said county facilities.

- Departments shall annually confirm their occupied square footage with a returned signature from the department head.

**Requests to Occupy County Owned and Leased Space**

When space becomes available for use in a county owned facility, or if no adequate county owned space exists and there is a need to pursue non-county leased space, the Executive Office is the approving authority on all space requests. Considerations cited in numbers 1, 2, and 3 above shall be given priority. Departments that wish to request to occupy county owned vacant space or pursue a search for non-county leased space shall:

- Fill out and submit the Department of Facilities Management's Form 5 Project Request for Space.
- Each request will be reviewed by the Director of Facilities Management along with the requesting department head and then formally submitted and presented to the Executive Office for review and consideration and to render a decision.
- If use of county owned space is approved, the request will be documented through the Space Occupancy Certification Process (SOC) or a Memorandum of Understanding (MOU) and recorded on the County Owned Building List.
- Departments shall then be allocated a cost for the space occupied on a monthly or annual basis and in accordance with the corresponding documentation.
- If no viable county owned space exists to meet a Request for Space and the Executive Office approves a formal request to seek leased space, then the requesting department will work with the Facilities Management to pursue the required steps and approvals as contained and described in Board Policy B-8 "Leasing of Real Property" which documents the "Procedures to Obtain Use of Real Property Not Owned by the County of Riverside to Accommodate County Business".

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**Reference:**

- Minute Order dated 07/10/79
- Minute Order 6.15 of 12/21/82
- Minute Order 3.4 of 12/18/07
- Minute Order 3.10 of 06/25/24