

0210.05 Space Modification
Issued January 6, 1997

SUBJECT: Space modification.

APPLICATION: Executive Branch Departments and Sub-units located in facilities under the jurisdiction of Department of Technology, Management and Budget .

PURPOSE: Establish procedures to obtain interior design-related services. Services are provided to ensure uniform application of standards and compatibility with building operational systems.

CONTACT AGENCY: Department of Technology Management and Budget (DTMB) - Property Management Division (PMD)

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SUMMARY: When an Executive Branch Department or Sub-unit has determined that planning and design activities are required in DTMB-operated facilities, the agency's proposals must be authorized by the Office of Support Services (OSS). Services provided by the PMD include planning, design and construction of all building interiors, including ceiling-high and modular offices.

APPLICABLE FORMS: DMB-603, Modular Furniture Accommodations or Repair Request Form.
DMB-604, Space Modification Request Form.
DMB-638, Work Place Group Audit.

PROCEDURES:

Agency:

- Obtains approval for the project from OSS (See Procedure 0210.02).

PMD:

- Receive notice of approved project from OSS.
- Assigns a designer to each project, who will contact the requesting agency.

Agency/PMD:

- Develop, with designer, the following design stages:
 - Block plan:
 - This overall plan indicates the basic relationship of individuals as well as related conference areas, copy areas, corridors, etc.
 - The plan also establishes availability of heating, ventilation, air condition systems, electrical supply and structural load capabilities.
 - Preliminary plan:
 - After departmental block plan approval, the plan is further developed to specify the details for each office area according to departmental needs and consistent with uniform space standards. (See Procedure 0210.04).
 - Final plan:
 - A signature is required on the plan by a departmental representative which approves the total area for complete renovation.
 - Construction plan:
 - Every component required to complete the project is specified by the Design Section of the PMD. The project is released by the PMD design section to the PMD Construction Section or manages contracts for _____.
 - Construction contacts requesting agency to schedule the various stages of work.

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