

0210.03 Modular Office and Furniture Modification Request

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Revised: August 30, 2012
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PURPOSE

To establish uniform procedures for review and approval of interior space changes and modular reconfigurations.

APPLICATION

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

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Real Estate Division (RED)

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SUMMARY

This section provides the procedures to follow after determining modifications of office space and/or individual offices are required. These services are for larger projects that do not include accommodation, adjustment or repair requests.

DTMB SFA assigns space in state-owned, managed and leased office buildings to accomplish efficient use based solely on the function.

APPLICABLE FORMS

DTMB-0123 Special Services Request for DTMB-Owned Facilities.

PROCEDURES

DTMB SFA

- Assigns space in state-owned office buildings in order to accomplish efficient use based solely upon the function of use.

Agency

- Contacts the SFA Facility Supervisor (FS) to review their needs.
- Creates a DTMB-0123 request with the input of the FS.

FS

- Receives the DTMB-0123 and logs it into MAXIMO.

DTMB SFA

- Performs initial review and recommendation (Internal and External) based on size, complexity and availability of the DTMB crew.
 - Internal:
 - Assigns a designer to the project, contacts the requesting agency, creates a design and modifies the design based on agency input.
 - After the design is complete, the DTMB designer checks state inventory and determines if there is existing product available, then contacts the agency to determine which contract to utilize.
 - External:
 - The agency selects an office system contractor to utilize for their project and works with their designer to finalize their layout.
 - After the design is complete, state inventory is checked for existing product availability; then the agency determines which contract to utilize.

Agency

- Approves the designs and forwards approval to FS and designer
- Submits design drawings, product take-off and Purchase Request Form to the Furniture Contract Compliance Officer for a Technical Review and approval.
- Issues a purchase order.

DTMB SFA

- Performs the Technical Review.
- For state-owned and DTMB-managed facilities, the project is either released to the DTMB construction crews or outside furniture contractor.
- For all other facilities, the project is released to the state-approved furniture contract holder selected by the agency.

FS

- Contacts the requesting agency to schedule the construction, sees the work is completed and obtains agency approval to close the project.

Note: All modular furniture in state-owned and managed facilities or outside leased facilities will be purchased using the current contract furniture supplier. Installation will be done by state employed crews or a state modular furniture supplier that holds a current contract for modular furniture installation. No exceptions will be granted without written and approved justification from the requesting agency.

Note: Designs, whether Internal or External, will adhere to state guidelines highlighted in Administrative Guide 0210.02 Office Space Standards, current building codes and ADA guidelines. No exceptions will be granted without written and approved justification from the requesting agency.
