

## 0210.05 Space Modification

Issued: January 6, 1997  
Revised: August 30, 2012  
Reviewed: June 22, 2021

### PURPOSE

---

To establish procedures for obtaining interior design-related services. Services are provided to ensure uniform application of standards and compatibility with building operational systems.

### 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)

Telephone: 517-284-7930

Fax: 517-284-7974

### SUMMARY

---

When an Executive Branch Department or Sub-unit has determined that planning and design activities are required in DTMB-owned, managed and leased facilities, the agency's proposals must be authorized by SFA. Services provided by SFA include planning, programming, design and construction of all building types, interior renovations and modular workstation offices.

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

---

#### Agency

---

- Contacts SFA Facility Supervisor (FS) in state-owned facilities or SFA RED Space Coordination Section in leased facilities.
- Creates a DTMB-0123 and submits to the FS or RED Space Coordination Section (see Administrative Guide Procedure 0210.02 Office Space Standards).

## FS

---

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

## DTMB SFA

---

- Performs initial review and recommendation (Internal or External) based on size, complexity and availability of the DTMB crews.
  - 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 project availability; then the agency determines which contract to utilize.
- Develops, with the 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 Administrative Guide Procedure 0210.04 Modular Furniture).
  - 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 RED Space Coordination Section. The project is released by

RED Space Coordination Section to SFA Design and Construction Division for an outsourced contract.

- SFA Design and Construction Division contacts requesting agency to schedule the various stages of work.
- All scheduling of construction is developed in conjunction with the FS.

### **Agency**

---

- Approves the designs and forwards to FS.
- Submits design drawings, product take-off and Purchase Request Form to the Furniture Contract Compliance Officer for a Technical Review and approval.
- Issues purchase order.
- Agency will not use their own crews without submitting a written justification and receive prior approval from DTMB SFA.
- Agency will be responsible for any design costs if the project is cancelled.

### **DTMB SFA:**

---

- Coordinates the construction trades including the open office systems building construction:
  - Holds regular construction meetings with stakeholders.
  - Assures projects are completed to specifications.
  - Assists in agency personnel moves as needed.
  - Conducts a 30-day follow-up to insure all systems are functioning as specified.

Note: All modular furniture in state-owned and managed facilities or outside leased facilities will be purchased using the current contract furniture supplier. Installation 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 Procedure 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.

\*\*\*