STANDARD OPERATING PROCEDURE # AES 3.007

Subject: Lease Space Procedures

Purpose and Scope: To provide one document for in-house reference as well as for customer information, which provides a comprehensive “checklist” of issues that must be addressed before entering into off-campus leases. The procedures below will be used when obtaining lease property.

Procedures:

1. All lease property requests must originate with a “Space Request” form.
2. A space analysis and condition assessment will be performed.
3. FPM&C will provide the customer with a scope statement and a detailed estimate of move in costs as well as reoccurring costs.
4. Space Manager will issue a building number prior to any paperwork routing for approvals.
5. State Fire Marshal request will be submitted to inspect the property.
6. Approval process will contain signatures from General Counsel and the VP of BFF or designee.
7. Any renovations to lease property will follow the FP&C project procedures.
8. Lease agreement should be routed to Risk Management (for initiation of content coverage.)

Attachments:

- See attached flow diagram.
- Attached template used for attachment to the Space Request Form for approvals.
- Attached Risk Management Form. Space Management assists Risk Management with information.

Approved by:

Robin Anderson
Space Manager
Facilities Planning, Maintenance & Construction

Mel Manor
Assistant Director
Facilities Planning, Maintenance & Construction

Dr. Jim Barnett
Associate Vice President
Facilities Development & Operations