



Facility Management

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Effective Date: 5/1/1996
Policy Number: 08-99

SUBJECT: Installation of Modular Furniture and Remodeling of Office Space

In an effort to provide a safe and comfortable environment for state employees, Facility Management will require all agencies in the Capitol complex to provide plans for any additional modular furniture dividers. NDCC section 54-21-28 states:

The director of the Office of Management and Budget shall:

1. Conduct a periodic comprehensive space utilization study of all executive branch staff located within the facilities on the Capitol grounds.
2. Develop a space allocation and design policy which will consider space equalization and maximize the effective use of public facilities in an efficient manner.
3. Allocate and assign office space, based upon space utilization studies and the established policies, guidelines, standards, and procedures, to all executive branch staff housed and working in facilities on the Capitol grounds.
4. Include in developing standards and criteria to be used in making space allocations, considerations regarding equipment; work stations; private offices; conference rooms; reception areas; vaults; necessary arrangements of dividers, doors, and walls to increase adequate air circulation; telephones; lighting; and heating in the utilization of available space.
5. Be consulted, and the director's approval obtained, before any change is made within any assigned and allocated space, and before any structural alteration is made.

History

Source: S.L. 1987, ch. 635, § 1; 1991, ch. 592, § 37.

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Annotations

Effective Date: The 1991 amendment of this section by section 37 of chapter 592, S.L. 1991, became effective on July 3, 1991, 90 days after filing, pursuant to N.D. Const., Art. IV, § 13.

Facility Management will no longer allow the use of modular partitions over 67". Existing panel systems may remain, but as spaces are remodeled, the panels over 67" must be removed from the Capitol grounds or placed against a full height wall. New or newly acquired panels over 67" cannot be added to any building on the Capitol grounds. All space dividing equipment or furniture shall be 72" or lower. As indicated in number 5 above, all changes to existing space shall be approved by the Director of the Office of Management and Budget before any modifications can be undertaken.

A review committee will review all proposed changes to any space located in buildings on the Capitol complex. The process to request additions or changes to your office area would be:

1. Submit a drawing with any supporting documentation to Facility Management.
2. Facility Management will schedule a site visit to review the request.
3. The committee will decide if there are any life safety or HVAC concerns.
4. The Director of Facility Management will notify the requesting agency of the approval or denial of the request.
5. The agency director can appeal to the Director of the Office of Management and Budget if he or she disagrees with the decision.

The committee meets weekly to review space renovation projects and will review all requests at that time. Our goal is to provide a systematic change for improvement, by developing of a sound plan for the design and placement of new modular furniture as well as any structural change requests.



John Boyle
Director of Facility Management



Date