



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DCAMM-REAL ESTATE REQUESTS-2019

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

Real Estate and Office Space Requests Policy

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1. Authority

The Division of Capital Asset Management and Maintenance (DCAMM) is charged with managing all state-owned property and facilities, assigning office space, and leasing land and buildings for state use (RI. Gen. Laws 42-11-2.9).

2. Purpose

The purpose of this policy is to govern the location and relocation of state agencies and employees to new or renovated office space, including the state's owned property and leased commercial space.

3. Applicability

This policy applies to all requests related to property managed by DCAMM for state office space (including renovations, new construction, and commercial leases), setup/movement of employee workstations, and office furniture and/or office equipment.

4. Definitions

As used in this policy, the following terms shall mean:

- a. **"Office space"** means physical offices within state-owned or leased property.
- b. **"Project Request Form"** is a DCAMM form that requires basic project information to assist in the planning and approval process for all real estate and office space requests.
- c. **"Project Review Committee"** means a committee within DCAMM made of up senior managers from the following units: financial; facilities management; real estate and leasing; and project, construction, and design.
- d. **"Real Estate Governance Council"** is a group responsible for reviewing and authorizing Agency real estate requests. The Council meets monthly and shall consist of representatives of the following: DCAMM, Human Resources, Enterprise Technology Strategy and Services, Office of Management and Budget, Governor's Office, and Director's Office.
- e. **"Space Analysis Questionnaire"** is a form designed to provide detailed information to the DCAMM Project Review Committee for the development of proposals to meet an Agency's space needs.
- f. **"State Agency"** means all Agencies within the Executive Branch and General Officers as required under RI. Gen. Law 42-11-2.9(c) (2).

