

	<b>Department of Human Services Online Directives Information System</b>	<b>Index: Revised: Review: Page:</b>	<b>POL1450 04/05/2019 04/05/2021 1 of 2</b>
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**SUBJECT: Space Management and Leasing**

## **POLICY**

The Policy of the Georgia Department of Human Services is to manage leases in the most cost-effective manner, for the best utilization of space, telecommuting, co-locating and hoteling employees where it is advantageous. The DHS Leasing Unit, when delegated by the State Properties Commission, can locate potential leased space for negotiations.

### **A. Authority**

[O.C.G.A. 49-2-1](#)

[O.C.G.A. 50-16-35](#)

[O.C.G.A. 50-16-46](#)

[O.C.G.A. 50-4-1 \(8\)](#)

### **B. References**

None

### **C. Applicability**

All of the Department

### **D. Definitions**

Definitions are included in applicable procedures and manuals.

## **E. Responsibilities**

1. The Director of the Office of Facilities and Support Services is responsible for issuing and updating leasing procedures to implement this policy.
2. The Director of the Office of Facilities and Support Services or the Deputy Commissioner are delegated the authority by the DHS Commissioner to sign (execute) all DHS leases for divisions and offices.

## **F. History**

None

## **G. Evaluation**

The System Administrator evaluates the outcomes of this directive. The Director of the Office of Facilities and Support Services evaluates the outcomes of this directive.