



**Department of Human Services  
Online Directives Information System**

**Index:  
Revised:  
Next Review:**

**POL1450  
03/04/2021  
03/04/2023**

**SUBJECT: Space Management and Leasing**

**POLICY**

The Policy of the Georgia Department of Human Services (DHS) is to manage leases most cost-effectively 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. Reference**

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 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 Office of Facilities and Support Services evaluates this policy annually.